

KOÇ
ÜNİVERSİTESİ
GRADUATE SCHOOL
OF HEALTH SCIENCES

STUDENT HANDBOOK

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Prof. Tuğba Bağcı Önder

DIRECTOR

As the Director of **Graduate School of Health Sciences,** I thank you for your interest in exploring our graduate programs and welcome you to our website. With about 300 graduate students and 12 graduate programs, Graduate School of Health Sciences (GSHS) establishes a platform that brings together graduate students and internationally recognized faculty members to conduct innovative research in health sciences. Located in two campuses, the main Koç University Campus at Rumelifeneri and the Health Sciences Campus at Topkapı, GSHS embraces a wide range of disciplines including Medicine, Cellular and Molecular Biology, Neuroscience, Reproductive Medicine, Microbiology, Physiology, Immunology, Global Health and Nursing. The transfer of innovative technologies and knowledge from laboratories to clinical applications is an essential requirement in the field of health. The high-quality graduate training at GSHS serves as a significant starting point for bringing innovation from bench to bedside, and provides opportunities for both basic and translational research in a cutting-edge research environment. Our students are encouraged to participate in research activities at Koç University Translational Medicine Research Center (KUTTAM), which offers unique opportunities for interdisciplinary research in life sciences, social sciences, engineering, and health sciences, with state-of-the-art infrastructure and equipment available from the first year of their education. Graduates of our institute secure positions in world-renowned research institutions and prestigious industrial partners, both in Türkiye and internationally.

Our primary goal is to train future leaders in health sciences by providing outstanding opportunities for professional development. Whether you are already a part of the GSHS community or are considering joining us, I am sure you'll discover numerous opportunities at GSHS that will help you achieve your dreams. I look forward to collaborating with all of you to cultivate the vibrant intellectual and scientific environment that defines our GSHS community.

VICE-DIRECTORS



ASSIST. PROF. İREM DURMAZ ŞAHİN
Vice-Director



PROF. FAHRİYE OFLAZ
Vice-Director

ADMINISTRATIVE TEAM



SİMAY ALTUNSOY GÜNEŞ
Academic and Administrative Coordinator



ECE AYDOĞAN ŞAHİN
Reporting and Planning Specialist



AYFER GÖZDE VİDİN
Laboratory Specialist

REGISTRATION DOCUMENTS

- University diploma (Please kindly bring the original diplomas with you from your Undergraduate, Masters and PhD studies.)
- Transcript (from all the universities previously attended)
- Copy of passport (for international students) / Copy of Turkish National ID (for Turkish citizens)
- 2 Biometric photographs (3x2 cm) with white background.
- GRE / ALES Scores
- TOEFL / YÖKDİL / YDS scores (If you are a native speaker of English this is not required)
- Payment receipt (for tuition paying students)
- Military status certificate for all Turkish citizen male students.

All international students must arrive at Koç University one week before semester start date. Faculty, staff and researchers can notify International Community Office about their arrival dates and stay in touch with International Community Office and their departments about orientation dates and other administrative business before the scholarship officially begins. If there is a plan for early arrival and informing GSHS will be helpful for several reasons, especially for international students.

Registrations are held online: https://registrar.ku.edu.tr/en/registration/graduate-registration/

HOW TO REGISTER TO COURSES

New students enroll to courses during the add/drop period.

Please see Academic Calendar for dates: https://registrar.ku.edu.tr/en/academic-calendar/

All existing students plan and enroll to courses following registrar's announcement.

KuHub How-To: https://registrar.ku.edu.tr/en/how-to-videos/

WEEK OF ORIENTATION AND WELCOME

Newcomer Student Orientation is generally held one week before the beginning of the each semester.

GSHS Orientations

GSHS orientation covers the subjects below;

- Administration
- Student distribution by programs
- Courses to be taken every semester
- Courses to be taken once before graduation
- Required courses on program basis
- Non-Thesis, with-Thesis, Ph.D., M.D.-Ph.D. programs operation charts
- TA duties & Lab training
- Important Notes
- Q&A

RESIDENCE PERMITS (INTERNATIONAL STUDENTS)

A residence permit is required of anyone who will stay in Turkey for longer than three months or the amount of time granted through a visa. Therefore, all students are obliged, by law, to apply for and obtain a residence permit upon their arrival in Turkey.

ICO supports all students with the residency process.

ICO office is located: Student Center Lower 3rd Floor, B391 A

ICO staff: https://ico.ku.edu.tr/about-us/staff-listing/

Email address: ico@ku.edu.tr

For all details on how to apply/renew please visit: https://ico.ku.edu.tr/work-permit/residence/

KUHUB / EMAIL ADDRESS

You will be able to access your email account using http://my.ku.edu.tr/

All student email accounts are Gmail based.

When activating your email, you will use your KU ID (given during registration and contains the initial letters of your first name and your last name + year started, e.g. Adam Smith 2017 = asmith17), and the default password will be either your TC number or your student ID number as it will appear on your ID cards. Sample Password KU0099999* Please remember to add KU)

How to access your email? : https://it.ku.edu.tr/how-to/access-ku-e-mail/

WI-FI CONNECTION ON KU CAMPUSES

Whether you are a guest or a member of KU, you need log-in credentials to connect to the internet on campus. The login credentials are your usernames and password.

Please select your status as a guest or faculty/staff/student from the menu on the left.

For the wi-fi connection at Koç University Hospital please contact gshs@ku.edu.tr

LABORATORY TRAINING

• Students must take laboratory safety training before entering the labs. After the completion of the training, ID cards are authorized. Before taking the training, students can enter the labs only with the company of their advisors.

Link For The Lab Training: https://onlineprograms.ku.edu.tr/

Contacts: Volkan Taşpınar VTASPINAR@ku.edu.tr

Occupational Health and Safety Department isg@ku.edu.tr

Specific rules and regulations for the laboratories at KUTTAM are conveyed as a separate training each semester. These training sessions are held at both the Rumelifeneri Campus and Koç University Hospital (KUH) Campus, as organized by KUTTAM faculty and staff. Contact: kuttam@ku.edu.tr

STUDENT ID CARDS

• ID Cards are issued following registration. Students are required to carry their ID while entering and on campus.

• Students also need their ID card for on-campus facilities, such as booking a study room, borrowing a book from the library, or getting a locker at the gym. Students need to contact the GSHS office to use their Koç ID cards at the KUH campus.

• Student ID cards are free of charge. However, a fee will be charged for renewed ID cards.

• For lost ID cards, students must first pay the fee to Yapı Kredi Bank and then go to the security office. (Rectorate Building Floor -1)

ISTANBUL CARD

Istanbulkart is a form of electronic ticketing used instead of cash on public transportation in Istanbul. It can be used on buses, metro, funiculars, tramways, and ferries.

To get a an Istanbul Card please visit the website of IETT: https://bireysel.istanbulkart.istanbul

SHUTTLE AND BUS SCHEDULE

There are also regular Shuttle Services between main campus and Koç University Hospital each day. For the regular shuttle program please contact: gshs@ku.edu.tr
https://ogs.ku.edu.tr/en/facilities-directorate/transportation-services/

PARKING AND HGS

HGS (Fast Transit Pass) stickers are provided free of charge only to full scholarship-PhD students students upon availability.

HGS sticker registration office : Student Center Third Basement (-3) Room B 344.

Documents required for a new HGS sticker or the activation of an existing sticker:

1. HGS registration form (you can print the attachment to this announcement or get a copy from the Student Center room B 344)
2. Driver license (original and copy)
3. Vehicle license (original and copy)
4. Student identification card (original and copy)

All other students are required to pay a parking fee.

Parking rules: https://ogs.ku.edu.tr/en/security-fire-brigade-emergency-management/hgs-sticker/



SETCARD (Meal Cards)

SETCARD is a pre-filed meal card provided by the university for M.S and Ph.D students with full scholarships. Every month, users will receive a set balance of money for food, which they can spend as they please. SETCARDS can be used at all campus food vendors, small food shops, as well as restaurants and some grocery stores around the city. A business that accepts SETCARDS would have a sticker or decal displayed on the window or door of the shop. Each month, the SETCARD can either be refilled on campus or at a shop/restaurant that accepts the card. Please set your password as soon as you receive your SETCARD. If you lose your SETCARD, please inform the Human Resources office immediately to have your card blocked. Someone who has your card can spend your balance.
For lost cards please contact gshs@ku.edu.tr
You can download the Setcard mobile app on your phone. Please don't forget to set a password to secure your card.

HEALTH INSURANCE

Full-scholarship students are offered Health Insurance as a part of their scholarship.

Expense claims should be directly submitted to the HR office located on the ground floor of the President's Building.

For further information, please contact with Çağla Ateşpare, catespare@ku.edu.tr

LOST AND FOUND

Please visit the office B124 at Administration Building (ext:3639) if you've lost or found something.

HOUSING

Students may be offered housing as part of their scholarship. Housing is provided as dormitory rooms (may be shared) at the Rumelifeneri Campus, Batı Campus or Istinye Campus. For students working at KUH laboratories, housing is provided at the dorms of KUH or Veliefendi Residences. Students will need to bring their own towels and linens along with their personal belongings.

Students are given accommodation for the duration of their education as stated in the offer letter

Please see useful links for housing enclosed for details:
https://dorms.ku.edu.tr/en/

BANK ACCOUNT

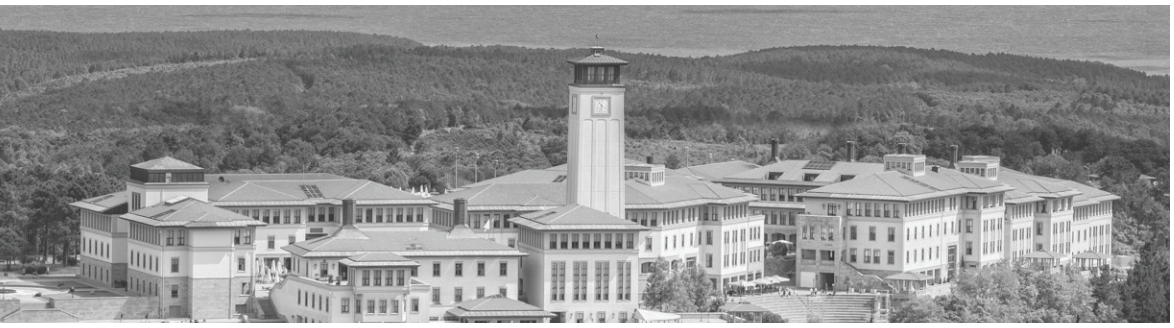
If you are a full scholarship student,

- In order to receive your monthly stipends/housing aid, travel reimbursements, and other cash transactions, you must have a bank account with Yapı Kredi.
- A bank branch is available on our campus located in the Student Center.
- Students must notify the Graduate Office once they activate their bank account by sending their IBAN number.

For international students:

- The students take their scholarships by hand with an order number from the bank until they open a bank account.
- To open a bank account a student must have a residence permit and/or TAX ID number.
- Please contact International Community Office (ICO) ico@ku.edu.tr to inquire about how to obtain a TAX ID number.





Graduate School of Health Sciences Rumelifeneri (Main Campus) Office:

Ece Aydoğan Şahin
O: A Building, SNA 208
M: eaydogan@ku.edu.tr T: +90 212 338 1069

Ayfer Gözde Vidin
O: A Building, SNA 208
M: avidin@ku.edu.tr T: +90 212 338 1832

Graduate School of Health Sciences Koç University Hospital (Health Sciences Campus) Office:

Simay Altunsoy Güneş
O: 9th floor, M-9212
M: saltunsoy@ku.edu.tr T: +90 850 250 8250/24231

International Student Recruitment:

Irmak Taştan Kaplan
O: SNA 110
M: itastan@ku.edu.tr T: +90 212 338 1652

Housing:

Sultan Çiçek
O: RF Campus Dormitory Management S Building
M: sultancicek@ku.edu.tr T: +90 212 338 3377
W: https://dorms.ku.edu.tr/en/
https://ogs.ku.edu.tr/dormitory/members

Sabahat Büyükbay Ateş (for KUH dorms)
O: RF Campus Dormitory Management S Building
M: sbuyukbay@kuh.ku.edu.tr T: +90 850 250 8250

Office of International Programs: https://oip.ku.edu.tr/
International Student Information: https://graduate.ku.edu.tr/content/contact-us
Registrar: https://registrar.ku.edu.tr/en/
IT: https://it.ku.edu.tr/en/
Health Center: https://hc.ku.edu.tr/en/
Library: https://library.ku.edu.tr/en/
Dean of Students: https://dos.ku.edu.tr/en/ O: Student Center -3 B399

Student Health and Counseling Services (SHCS)

Students can consult the Counseling Services when they would like to receive psychological support or psychological counseling. To make an appointment with a psychological counselor please email: kures@ku.edu.tr
https://kocunikures.ku.edu.tr/en/

GRADUATE TUITION AND FEES

There exists a wide spectrum of financial aid and scholarship opportunities and packages for graduate students at the Graduate School of Health Sciences. These include "KU Graduate Scholarship" funded by Koç University, "Presidential Fellowship" (for students with outstanding research and leadership potential) funded by Koç University, BİDEB scholarship funded by TUBITAK, Turkey Scholarships, "Project-based Graduate Scholarship" co-funded by external sources such as TÜBİTAK, EU, industry through projects and Koç University.

For detailed information please visit: https://gshs.ku.edu.tr/en/admissions/financial-aid/

PAYMENT OF STIPENDS

Duration of the payments are indicated on your offer letter. Both KU stipends and project payments are paid at the end of each month.

PAYMENTS

All tuitions (for paying students) must be paid in the beginning of each semester. Payment details are provided on your offer letter.

TRAVEL FUNDS

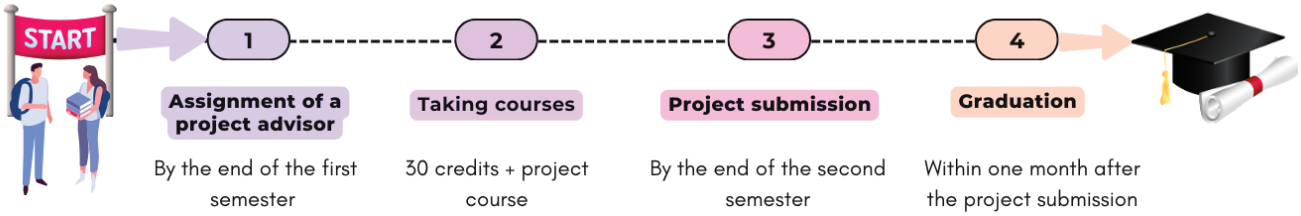
Graduate students with full scholarships who present a paper or poster at a scientific event are eligible to apply for travel support. Travel fund applications are evaluated based on the students' academic success. Travel fund requests are subject to the approval of the GSHS Board. The event must take place while the student is enrolled full-time in a graduate degree program. The travel fund's upper limits and rules/regulations are announced at the beginning of each year.





M.S. (non-thesis)

Milestones for M.Sc without Thesis Program



REQUIRED SCORES

TOEFL IBT test score : 80 point

YDS/YÖKDİL test score (for Turkish applicants) : 80 point

GRE Quantitative Score (Required for international students, optional for Turkish citizens): Minimum score for Master's candidates: 153

ALES test score (for Turkish applicants) : 70 point in quantitative for MSc applicants.

Applications with missing scores will be evaluated. However, if an applicant is admitted, they will be expected to submit the missing scores by the registration date specified in their admission letter.

PERIOD OF STUDY

The duration of the M.S. without thesis program, regardless of which semesters the student has registered for, is two semesters, starting from the period in which the courses for the registered program are given. It should be completed in three semesters at most. Students who do not complete the program by the end of the third semester can not continue the program.

PERIOD OF COMPLETING COURSES

The maximum time allowed to successfully complete the credit courses required by the M.S. without thesis program is three semesters at most. Students exceeding the terms allowed are dismissed from the program.

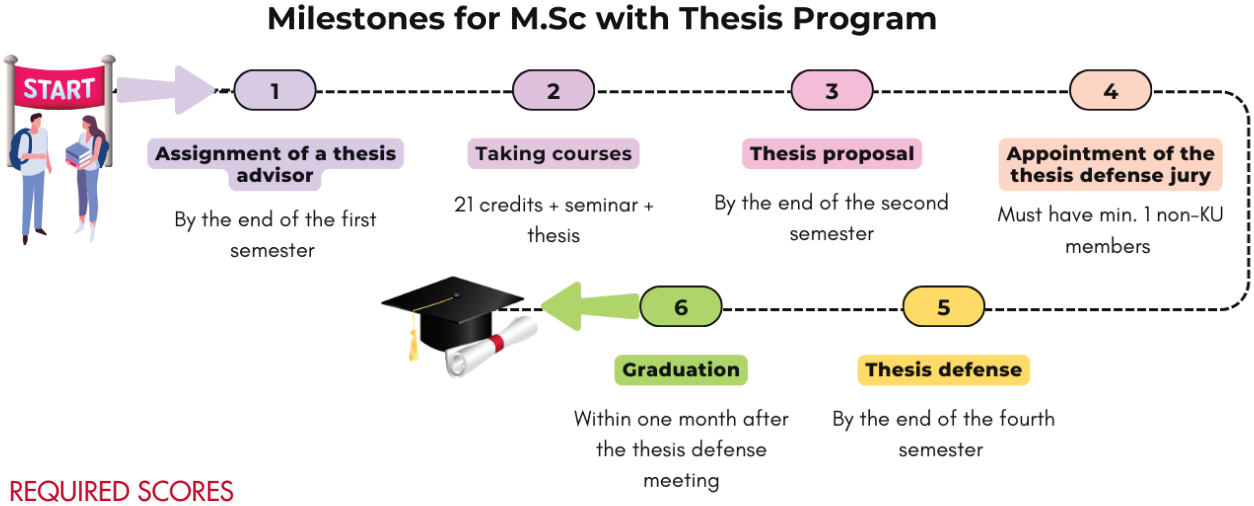
SELECTING COURSES

All graduate students must meet with their program coordinators and advisors to plan their course schedules before course registration. Newly admitted students are encouraged to review the program's course offerings through the curriculum sent by the GSHS. All course registrations are done through the KUHUB system. If students encounter a problem during the course enrollment process, they can ask for assistance from the Registrar's Office. Students who do not register to a course will drop to "non-student" status. Students who do not select courses during the add-drop period must present a valid excuse to later enroll to the courses.

M.S. NON-THESIS REQUIRED COURSES

- M.S. with Non-Thesis students must take a minimum of 10 courses (30 Credits).
- COURSE 591: Project Course (For Non-Thesis students). Students must have a minimum of 3.00 GPA to graduate.

M.S. (with thesis)



REQUIRED SCORES

TOEFL IBT test score : 80 point

YDS/YÖKDİL test score (for Turkish applicants) : 80 point

GRE Quantitative Score (Required for international students, optional for Turkish citizens): Minimum score for Master's candidates: 153

ALES test score (for Turkish applicants) : 70 point in quantitative for MSc applicants.

Applications with missing scores will be evaluated. However, if an applicant is admitted, they will be expected to submit the missing scores by the registration date specified in their admission letter.

PERIOD OF STUDY

The duration of the M.S. program, regardless of which semesters the student has registered for, is four semesters, starting from the period in which the courses for the registered program are given. It can be extended for two more semesters; and should be completed in six semesters at most. Students who do not complete the program by the end of the sixth semester are dismissed.

PERIOD OF COMPLETING COURSES

The maximum time allowed to complete the credit courses required by the M.S. program successfully is four semesters. Students exceeding the allowed terms are dismissed from the program.

SELECTING COURSES

All graduate students must meet with their program coordinators and advisors to plan their course schedules before course registration. Newly admitted students are encouraged to review the program's course offerings through the curriculum sent by the GSHS. All course registrations are done through the KUHUB system. If students encounter a problem during the course enrollment process, they can ask for assistance from the Registrar's Office. Students who do not register to a course will drop to non-students status. Students who do not select courses during the add-drop period must present an excuse to be added to the courses.

M.S. REQUIRED COURSES:

M.S. Students must take a minimum of seven courses (21 Credits) in the course of the M.S. Program. Some programs may require more than seven courses.

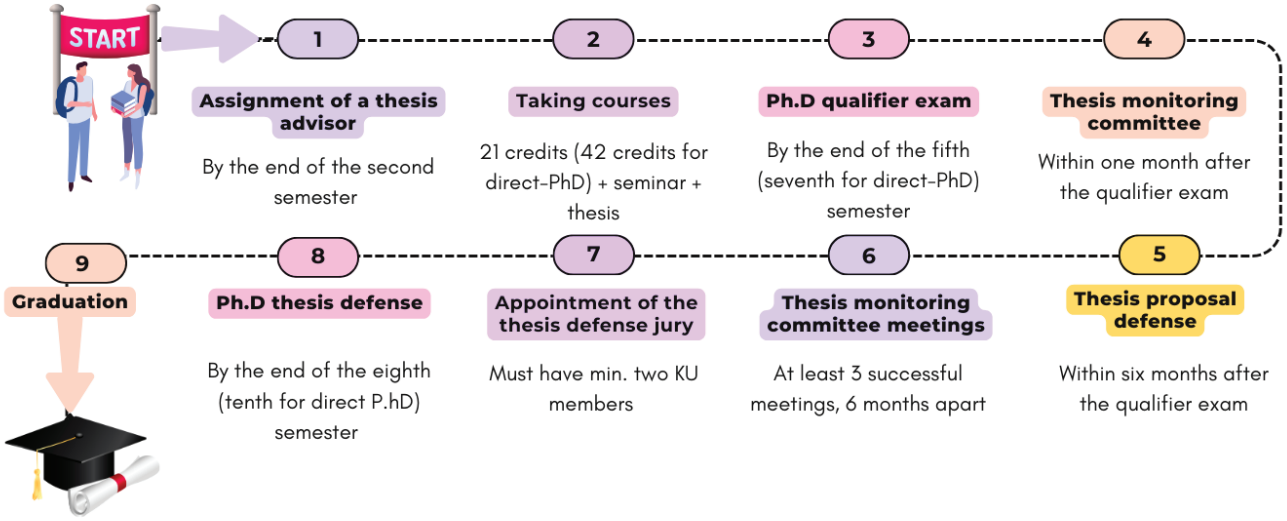
Additionally, students are required to take 4 non- Credit courses.

- ENGL 500: Academic Writing (Required to be completed in the 3rd Semester)
- TEAC 500: Teaching Experience (Non-Credit, required every semester)
- COURSE 595: Thesis Course (Non-Credit, required every semester)
- COURSE 590: Seminar Course (Non-Credit, required to take and successfully complete once before graduation)
- LIBR 500: (Non-Credit, required to take once before graduation semester)
- KOLT 500-600: Teaching for Higher Education (Non-Credit, required to be completed before assignment as a TA)

Required courses may differ for each program. Students are urged to complete all course requirements by the end of the 3rd semester. Students must have a minimum of 3.00 GPA to graduate. All students must complete a mandatory course on scientific research methods and research and publication ethics (Credit or Non-Credit).

Ph.D.

Milestones for Ph.D Program



PREQUIRED SCORES

TOEFL IBT test score : 80 point

YDS/YÖKDİL test score (for Turkish applicants) : 80 point

GRE Quantitative Score (Required for international students, optional for Turkish citizens): Minimum score for PhD candidates with a Master's degree: 153; Minimum score for PhD candidates with a Bachelor's degree: 156

ALES test score (for Turkish applicants) : 80 point in quantitative for direct PhD applicants; 70 point in quantitative for PhD applicants.

Applications with missing scores will be evaluated. However, if an applicant is admitted, they will be expected to submit the missing scores by the registration date specified in their admission letter.

PERIOD OF STUDY

The duration of the doctoral program, regardless of which semesters the student has registered for, is at least eight and at most twelve semesters for students accepted with a M.S. or M.D. degree, and at least ten and at most fourteen semesters for students accepted with a Bachelor's degree. Students who do not complete the program within this timeline will be dismissed from the program.

PERIOD OF COMPLETING COURSES

The maximum time allowed to successfully complete the credit courses required by the doctoral program is four semesters for students who are accepted with a M.S. (with thesis) or M.D. and six semesters for students who are accepted with a Bachelor's degree

SELECTING COURSES

All graduate students must meet with their program coordinators and advisors to plan their course schedules before course registration. Newly admitted students are encouraged to review the program's course offerings through the curriculum sent by the graduate school. All course registrations are done through the KUHUB system. If students encounter a problem during the course enrollment process, they can ask for assistance from the Registrar's Office. Students who do not register to a course will drop to non-students status. Students who do not select courses during the add-drop period must present an excuse to be added to the courses.

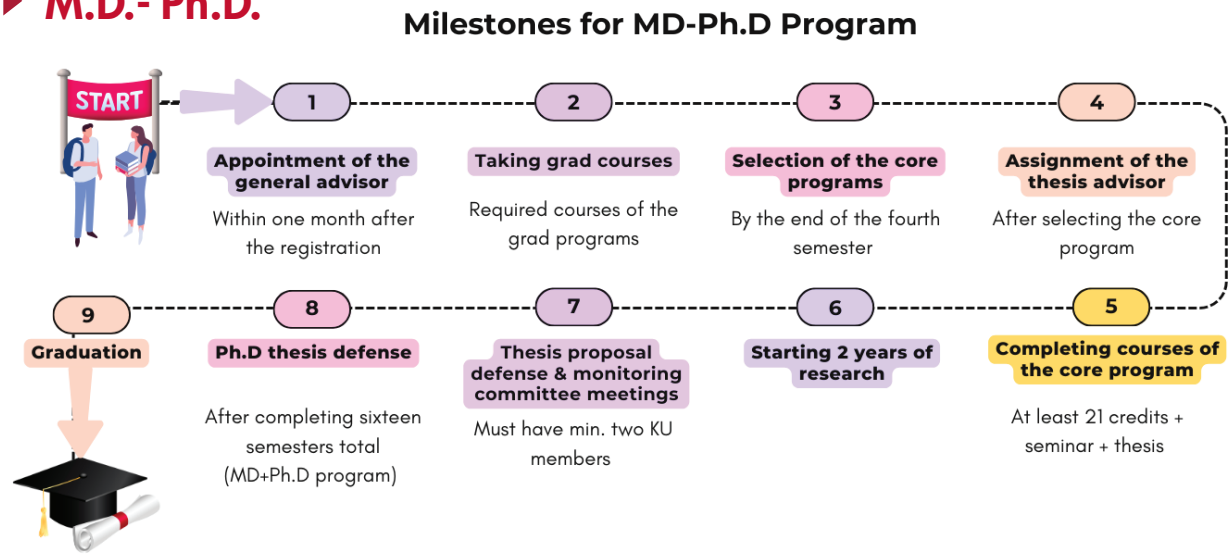
Ph.D. REQUIRED COURSES:

Ph.D. students must take a minimum of seven courses (21 Credits) if they have an M.S. with thesis or M.D. degree. Students admitted with a B.S. degree are required to take a minimum of 14 courses (42 credits). Required courses may differ for each program. Some programs may require more than seven courses. Additionally, students are required to take the following 4 Non-Credit courses;

- ENGL 500: Academic Writing (Required to be completed in the 3rd Semester)
- TEAC 500: Teaching Experience (Non-Credit, required every semester)
- COURSE 695: Thesis Course (Non-Credit, required every semester)
- COURSE 690: Seminar Course (Non-Credit, required to take once before graduation)
- LIBR 500: (Non-Credit, required to take once before graduation semester)
- KOLT 600: Training Course for Graduate Teaching (Non-Credit, required to be completed before assignment as a TA)

All courses graded C- and below must be repeated or replaced with another course if approved by the program coordinators.

M.D.- Ph.D.



PERIOD OF STUDY

By adding four semesters to medical education. The duration of the program is a minimum of eight years.

This graduate program, which is integrated with the Koç University School of Medicine (KUSOM), consists of 8 years. At the end of the 2nd year, KUSOM Term-II students, whose grade point averages are suitable for the application, are notified by the Education Coordinatorship, and the candidates complete their applications through the system within the framework of the determined dates. Accepted students are expected to start the program as special students and successfully complete the pool courses determined by the Education Coordinator within 2 years and in parallel carry out their research. During this time, all students have a general advisor. At the end of the 4th year, students choose the Ph.D. program they aim to continue, and after the acceptance of the students who meet the conditions, advisors are appointed. Students are expected to successfully complete the required courses of the program in the 5th and 6th years, pass the qualification exam, carry out laboratory and experimental studies, and continue their thesis studies. Students, who complete this program, graduate with a Doctor of Medicine (M.D.) and Doctor of Philosophy (Ph.D.) diplomas together.

You can reach the KOÇ UNIVERSITY SCHOOL OF MEDICINE MEDICAL SCIENCE-DOCTORAL INTEGRATED PROGRAM EDUCATION AND EXAM DIRECTIVE on our website:

https://gshs.ku.edu.tr/wp-content/uploads/2022/07/MDPHD_KUSOM_Yonerge.pdf



REMEDIAL EXAMS

Graduate students whose overall letter grade is C- or below in a course that includes a final examination are eligible to take the remedial examination.

Remedial examinations are not offered for courses that do not include a final examination.

In courses that include a final examination, the remedial examination grade replaces the final examination grade.

With regard to area elective and general elective courses selected from a course pool, repetition of the same course is not mandatory in accordance with the University's course repetition regulations. The relevant requirement may be fulfilled by enrolling in another course from the same pool.

TAKING COURSES FROM DIFFERENT DEPARTMENTS

MS/PhD students can take courses from other relevant graduate programs offered at KU or other universities with the approval of the program coordinators.

INDEPENDENT STUDY (INDEP)

Independent Study course is not a regularly scheduled university course, but is arranged, planned and managed by a supervising professor in conjunction with the goals that are proposed by the student, and then refined and approved by the supervising professor. INDEP courses are 3 credits.

Student may take one Independent Study course to be counted towards course credit. To take an INDEP course students must complete the enclosed form and submit it to the graduate office.

The INDEP course form is sent by the graduate school at the beginning of each semester.

The students who enrolled with a BS degree can count 2 Independent Study course credits and the students who enrolled with an MS degree and MS students can count 1 Independent Study course credit during the education period.

LANGUAGE COURSES

All graduate students may take language courses of their choice or requirements of the program. Language courses may not be calculated towards degree requirements (exceptions may apply with the departments approval).

TRANSFERRING COURSES FROM PREVIOUS STUDIES

Please consult with GSHS office, your advisor and then with the program coordinator.
The courses cannot be counted towards the credits, if they were counted in the graduation requirements of the previous program.

ADDING/DROPPING COURSES

Students can change, add or drop courses during the Add/Drop dates in the academic calendar. Dropping a course must be done by the add/drop deadline published in the Academic Calendar for that semester. After the add/drop deadline the courses can not be dropped.

Withdrawal: After the add-drop period is over, students can withdraw from a course until the withdrawal deadline stated on the academic calendar. Students do not receive a letter grade on a course they withdrew from, instead, the letter 'W' is recorded on the transcript.

What is the difference between dropping and withdrawing?

- Dropping a class after the add/drop period has ended is considered as a withdrawal.
- If a student drops a course, the course will not be included on their transcript.
- If a student withdraws from a course, the course will be included on their transcript with a 'W.' This 'W' indicates that the student attempted the course but eventually withdrew prior to completing the course for a letter grade. 'W's do not count towards a student's GPA.

Withdrawing from courses / What are the rules regarding withdrawal from a course?

- Students may withdraw from a course at their own discretion. They must, as a courtesy, notify their instructor and the advisor of their intention, and obtain the withdrawal petition. The withdrawal deadline is published in the Academic Calendar for each semester.

APPOINTMENT OF THESIS ADVISOR

M.S. students are required to choose a thesis advisor by the end of first semester. Ph.D Students are required to choose an advisor latest by the end of the second semester. All advisor appointment forms must be submitted to the GSHS office.

Required form can be found at: https://gshs.ku.edu.tr/en/current-students/paperwork/

CHANGING AN ADVISOR

Students may change their advisor in the course of their studies in exceptional conditions if approved by admin.
Required form can be found at: https://gshs.ku.edu.tr/en/current-students/paperwork/

QUALIFYING EXAM (Ph.D.)

Students who are accepted with a Master degree must take the qualifying exam until the end of the fifth semester, and students who are accepted with a Bachelor degree must take the qualifying exam until the end of the seventh semester the latest.

Students who fail the exam in the first round can re-take the exam within the next six months.

Students who fail the exam in the second trial are dismissed from the program.

Qualifying exams are arranged and carried out by a thesis committee consisting of five members who are recommended by the department board and approved by the Executive Council. The exam jury consists of five faculty members, including the thesis advisor, and at least two members from a university other than the one they are affiliated with. Whether the thesis advisor has the right to vote or not is specified by the relevant Executive Council.

Required form can be found at: https://gshs.ku.edu.tr/en/current-students/paperwork/ All forms should be submitted to the Graduate Office.

THESIS PROPOSAL (Ph.D.)

Students must submit their thesis subject within 1 month after the Qualifying Exam.
All PhD Students must defend a thesis proposal within the six months after passing the Qualifying Exam.
Required form can be found at: https://gshs.ku.edu.tr/en/current-students/paperwork/ All forms should be submitted to the GSHS office.

THESIS PROPOSAL (M.S.)

All MS Students must submit a thesis proposal by the end of their second semester.
Required form can be found at: https://gshs.ku.edu.tr/en/current-students/paperwork/ All forms should be submitted to the Graduate Office.

THESIS MONITORING COMMITTEE (Ph.D)

A Doctoral Thesis Monitoring Committee is appointed on the recommendation of the program and approval of the Executive Council within one month after the student passes the Doctoral Qualifying Examination and should consist of minimum three members (all members must be affiliated with a university or an academic institution and must at least hold an "Assistant Professor" tittle).

1. Your thesis advisor
2. Member from your department (From KU)
3. Member from another University or another department at KU

In the case that you have co-advisors then your Thesis Monitoring Committee should have five members;

1. Your thesis advisor 1
2. Your thesis advisor 2
3. Member from your department (From KU)
4. Member from your department (From KU)
5. Member from another University or another department at KU

Required form can be found at: https://gshs.ku.edu.tr/en/current-students/paperwork/ All forms should be submitted to the graduate office.

THESIS MONITORING MEETINGS (Ph.D.)

Following the approval of the Thesis Proposal, all students should hold regular Thesis Monitoring Committee meetings. The Thesis Monitoring Committee meetings must be held at most every 6 months for the student, whose thesis proposal is accepted. There should be at least four months between two follow-up meetings. The student must submit the meeting date and thesis progress report to the GSHS at least 2 weeks before the meeting date. In this report, a summary of the work done and the work plan for the next period are indicated. The report must be submitted to the GSHS after the meeting.

One condition for moving to the thesis defense stage is to have at least three successful Thesis Monitoring Committee meetings. Thesis proposal defense and thesis defense are not counted among these meetings

Required form can be found at and must be filled: https://gshs.ku.edu.tr/en/current-students/paperwork/ All forms should be submitted to the GSHS office.

APPOINTMENT OF THESIS DEFENSE JURY (Ph.D.)

TThe Doctoral Thesis Defense Jury is appointed on the recommendation of the program coordinators and with the approval of the Executive Council. The jury consists of five members, including the student's advisor, three of them from the Thesis Monitoring Committee, and at least two members from a university other than the one they are affiliated with. The co-advisor may be in the jury without having the right to vote.

APPOINTMENT OF THESIS DEFENSE JURY (M.S.)

Master thesis jury members are assigned with the recommendation of the thesis advisor and the relevant department board with the approval of the Executive Council. Jury members are comprised of three or five faculty members, one of them being the thesis advisor, and at least one jury member from a university other than the one they are affiliated with. If a jury committee is comprised of three members, the co-advisor cannot be a jury member.

APPOINTMENT OF THESIS JURY (M.S).

Master thesis jury members are assigned with the recommendation of the thesis advisor and the relevant department board with the approval of the Executive Council. Jury members are comprised of three or five faculty members, one of them being the thesis advisor, and at least one jury member from a university other than the one they are affiliated with. If a jury committee is comprised of three members, the co-advisor cannot be a jury member.

HOW TO REQUEST TRANSCRIPTS

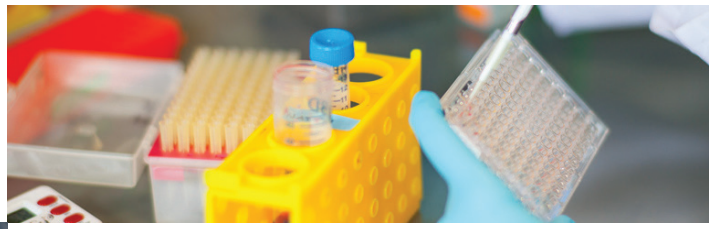
All transcripts are directly requested through Registrar. Here you can find the How-to video

https://www.youtube.com/watch?v=6cNaglyY6_Q&t=1s



GENERAL PRINCIPLES

General principles: TAs and RAs are integral to the teaching and research activities at Koç University, and graduate students' participation in these activities contributes to their training as teachers, researchers and fully trained academicians.
Therefore, all M.S.(with thesis) and Ph.D. students are required to perform TA and RA tasks, regardless of their funding source [e.g., project grant (TÜBİTAK, TÜSEB, etc), KU scholarship, or tuition waiver]. Only students in the non-thesis M.S. programs are exempt from TA and RA tasks.
TAs and RAs can contribute to teaching and research in various ways depending on the needs of particular courses and research projects.
Here you can find detailed information about the TA and RA tasks: https://gshs.ku.edu.tr/en/admissions/teaching-and-research-assistantship/







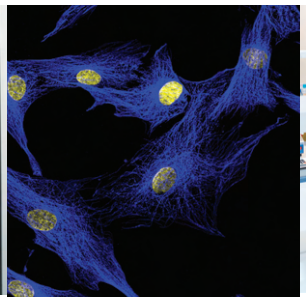


KUTTAM LABORATORIES

KUTTAM laboratories (KUTTAM was founded to carry out advanced scientific research on biomedical device production and to bring university-industry cooperation to the highest level in the production of high value added, state of the art medical devices and innovative products in Turkey. Our faculty working in School of Medicine, College of Sciences, College of Engineering, College of Social Sciences and Humanities who have proven their competence in the fields of basic sciences and applied sciences worldwide will work together under KUTTAM roof and endeavor to develop high value added medical devices and innovative products.

For further information please visit the website: https://kuttam.ku.edu.tr/en/






KUTTAM has several specialized laboratories, as found below:

MOLECULAR MEDICINE LABORATORIES

https://kuttam.ku.edu.tr/en/laboratories/molecular-medicine/

CELLULAR AND MOLECULAR IMAGING CORE

https://kuttam.ku.edu.tr/en/laboratories/cellular-and-molecular-imaging/

OMICS

https://kuttam.ku.edu.tr/en/laboratories/omiks/

MOTION ANALYSIS AND COGNITION

https://kuttam.ku.edu.tr/en/laboratories/movement-analysis-and-cognition/

ANIMAL RESEARCH

https://kuttam.ku.edu.tr/en/laboratories/test-animals/

BIOMECHANICS AND ENDURANCE

https://kuttam.ku.edu.tr/en/laboratories/biomechanics-and-endurance/

NANO-SCALE TECHNOLOGY AND PROTOTYPE PRODUCTION LABORATORY:

https://kuttam.ku.edu.tr/en/laboratories/nano-scale-technology-and-prototype-production-laboratory/

NEURODEGENERATION RESEARCH LABORATORY (NDAL)

https://ndal.ku.edu.tr/en

OTHER RESEARCH CENTERS

KUISCID (Koç University İşbank Center for Infectious Diseases)

https://kuiscid.ku.edu.tr/

TIREX (Transplant Immunology Research Centre of Excellence)

https://kutirex.ku.edu.tr/

CTU (Clinical Trials Unit)

https://ctu.ku.edu.tr/en/

SANERC (Koç University Semahat Arsel Nursing Education, Practice and Research Center)

https://sanerc.ku.edu.tr/en/

CAMPUS FACILITIES AND SERVICES

- Seamless Wi-Fi throughout campus and dedicated IT support for hardware, software and printing
- 24/7 Library with campus and off-campus access to journals, databases and e-books
- 24/7 Health Center
- Sports facilities
- On-campus conveniences: supermarket, hair dresser, bank, post office, dry-cleaner, bookshop and more.
- 20+ dining options in cafes and dining halls as well as numerous vending machines across campus and dormitories
- Frequent student shuttle services
- Graduate apartments equipped with full wireless internet access, cable-TV, refrigerator and kitchen, washing machine, bed, light and blanket, closet, desk and chair
- Multi-purpose gym, sports center and outdoor activities

Visit the KU web site for the facilities guide: https://studentguide.ku.edu.tr/en/campus-life/

SECURITY AT CAMPUS

KU Security Department was established in accordance with Law on Private Security Services numbered 5188. Fundamental duties of Directorate of Security consist of ensuring the security of students, employees and campus, taking preventive measures against lifestyle disruption on campus, organizing the traffic and parking on the campus, preventing vandalism, robbery and sabotage, delivering the lost properties to the owner of the property and carrying out entrance and exit check. The university is under 24/7 comprehensive video surveillance. If you notice any suspicious act, would like to report a complaint or crime, please call one of the below emergency numbers:

Rumelifeneri Campus Main +90 212 338 35 35 +90 212 338 36 36
Entrance Head of Security (24/7) +90 212 338 36 39
Emergency 1122 (24/7) Non-Turkish Speakers' Hotline 0549 790 8340
West Campus Security Office +90 212 338 70 07 +90 212 338 70





PART 7 GRADUATION



GRADUATION REQUIREMENTS

What Should Be Done Before The Thesis Defense?

- Determination of the thesis jury members and submission to the GSHS with the THESIS DEFENSE JURY APPOINTMENT FORM. (At least 3 weeks before the thesis defense meeting) (Email addresses of external members must be specified.)
- Sending the PDF format of the thesis for the Turnitin report to the gshs@ku.edu.tr (At least 3 weeks before the thesis defense meeting)
- Sending the THESIS DEFENSE ANNOUNCEMENT FORM to the gshs@ku.edu.tr. (At least 1 week before the thesis defense meeting) (The date, time and place of presentation of the thesis or meeting link information must be filled in completely.)

What Should Be Done After The Thesis Defense?

- Submission of dated, fully filled and signed the THESIS DEFENSE REPORT to the GSHS
- Filling in the thesis approval report and getting signatures from the jury members (2nd PAGE) and submitting the thesis in 3 signed book formats to the GSHS (before going to print, sample theses can be examined in the GSHS office. In the PDF format of the thesis to be uploaded to the YÖK (Higher Education Council) Thesis Center, the thesis approval form should not be signed in accordance with the scope of the Data Protection Law.
- Submission of 2 CDs containing the PDF format of the thesis to the GSHS
- Submission of Suna Kıraç Library Digital Thesis Publishing Permission Form to the GSHS
- Submission of Thesis data entry and Publishing Permission Form to the GSHS: https://tez.yok.gov.tr/ulusaltezmerkezi/tezteslimkilavuz.jsp

LAST STEPS BEFORE GRADUATION

- Check if there are any books you need to hand over to the library.
- Get confirmation from the Finance Office that you do not have any outstanding balance
- For students staying at dormitories: make sure that you hand in your key to the Facilities Management.
- Return your KU ID's to registrar. ALUMNI ID will be issued following graduation, which can be collected from the ALUMNI office.
- Exit interviews will be conducted with both students who have completed the program and those who have withdrawn from it. Participants will be expected to complete all questions included in the interview.

KU ALUMNI

KU Alumni Office manages the alumni network of KU and offers several alumni services.
To learn more visit www.mezun.ku.edu.tr or call x1257. Email contact: mezun@ku.edu.tr

PART 8 RULES AND REGULATIONS

https://gshs.ku.edu.tr/en/about/rules-and-regulations/

PART 9 ACADEMIC LEAVE PROCEDURES

Scope of Academic Leave

Academic leave covers all types of travel undertaken for academic purposes, including conference participation, short-term training or workshops, and visits to collaborating research laboratories. Such visits may range from three (3) days to a maximum of two (2) semesters.

Duration of Leave

Academic leave may be granted for a maximum of one (1) semester per petition/documents. Requests for an additional semester require submission of a new petition/documents and approval through the standard evaluation process.

Eligibility Requirements

Students must meet the applicable academic eligibility requirements, including minimum GPA thresholds and program-specific academic requirements, in order for the leave request to be evaluated.

Unauthorized Leave

Students who travel without prior approval or who fail to meet the eligibility requirements will receive a "U" grade for the TEAC 500 course.

Supporting Documentation

Students must submit the following documents together with their academic leave application:

- Academic Travel Leave Form
- PI Approval and Justification Letter
- Host Institution Letter (required for visits longer than two (2) weeks)

Incomplete applications lacking the required documents will not be evaluated.

Teaching Assistantship (TA) Duties

During an approved academic leave period, students will not perform TA duties. If the leave period does not coincide with the student's final semester, TA duties will be reassigned or compensated upon the student's return in accordance with institutional regulations.

Dormitory Accommodation

Continuation of dormitory accommodation during the leave period is subject to applicable dormitory regulations and may not be guaranteed.

Students must submit their academic leave request together with all required supporting documents prior to the planned travel date.

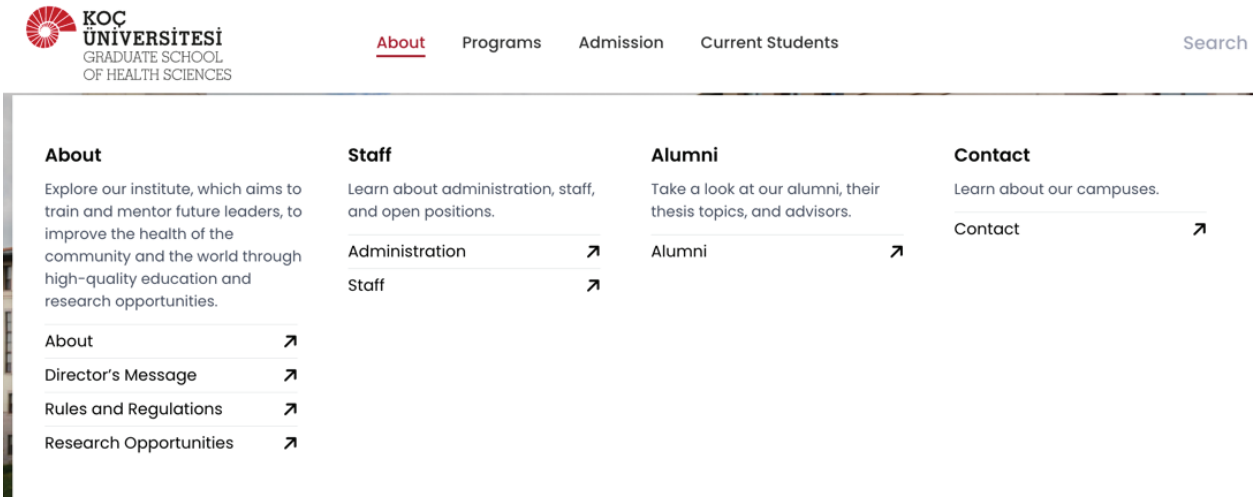
Applications are evaluated by the Advisor (PI), and the Graduate School in accordance with academic eligibility and administrative requirements.

Leaves become valid only after official approval is granted and recorded in the institutional systems.

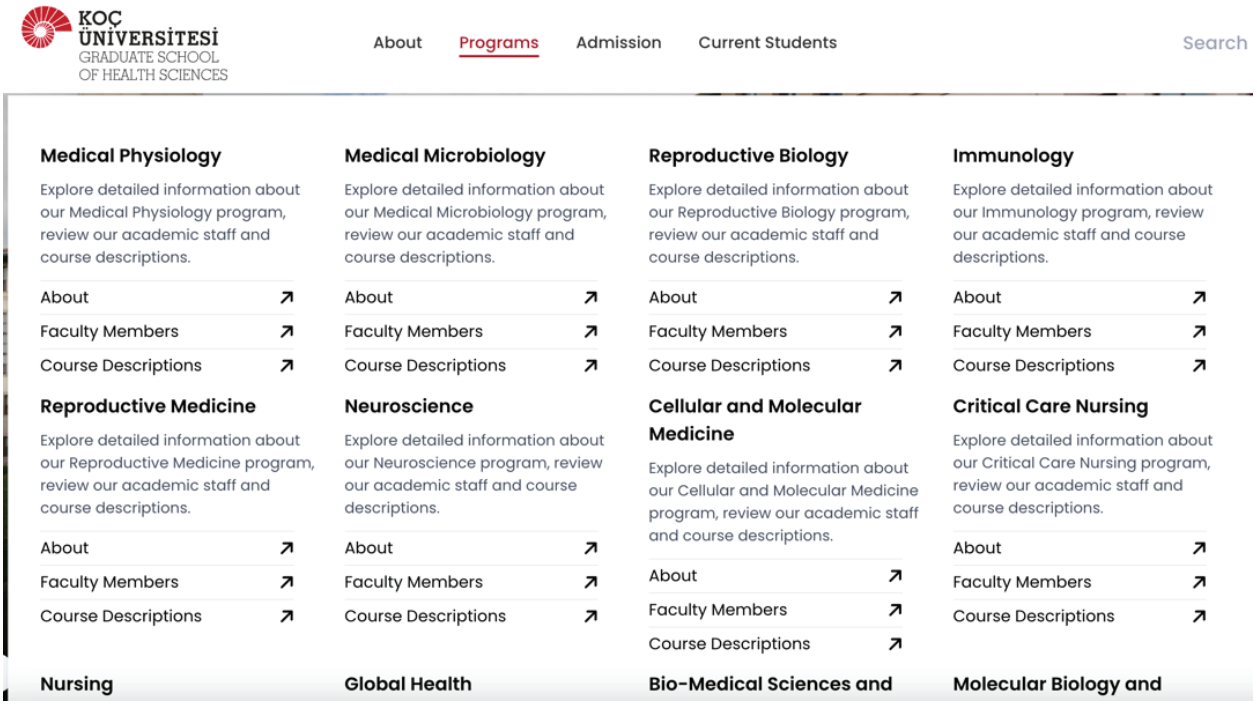
Applications that do not comply with the provisions of this procedure or that are submitted with incomplete documentation will not be processed.



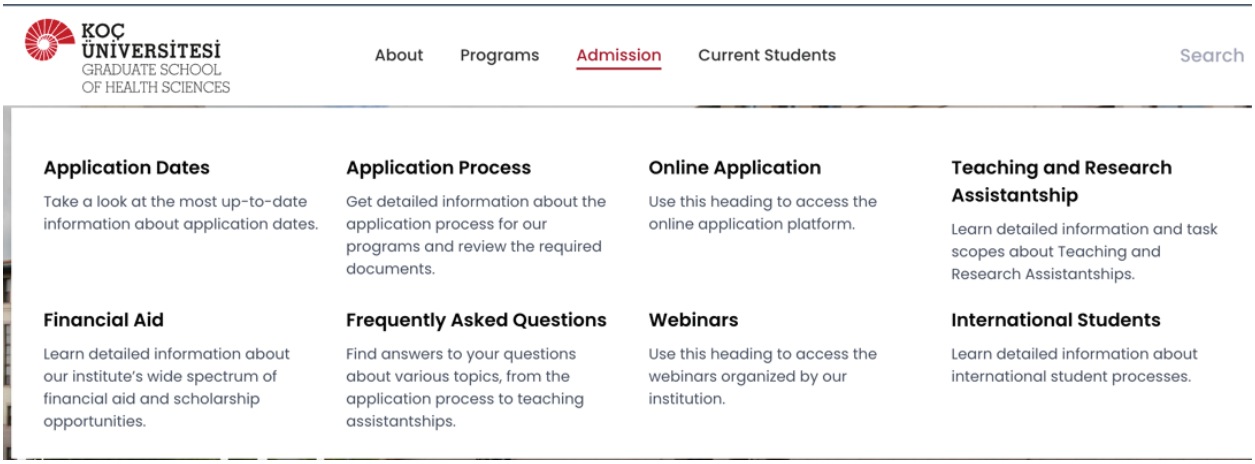
https://gshs.ku.edu.tr/ contains all the information that faculty members and students may need.
"About" section includes general information about the graduate school, director's message, rules & regulations, research opportunities, administration and staff information, alumni and contact information.



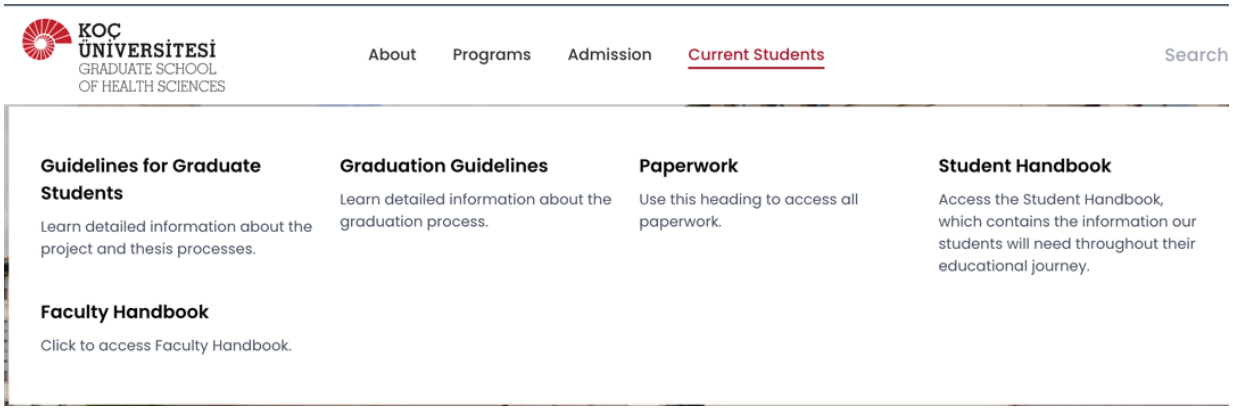
The "Programs" section includes all the information about the programs under GSHS.
Here, you can find general information about the programs, faculty members of each program, and course descriptions of the programs.



The "Admissions" section includes application dates, financial aid information, application process and required documents for application, online application program link, webinar links, teaching and research assistantship information, information for international students, and FAQ.



The "Current Students" section includes guidelines for graduate students about their academic processes, guidelines for the graduation process, paperwork (forms and petitions), and the handbooks.



Please follow GSHS Social Media accounts:

gshs_kocuniv

Koç University Graduate School of Health Sciences

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OF HEALTH SCIENCES

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