

# Graduate Student Handbook

V2

**27.02.2024**



OSTİM TEKNİK  
ÜNİVERSİTESİ  
A N K A R A

## OSTİM TECHNICAL UNIVERSITY GRADUATE STUDENT MANUAL

The second version of this handbook has been prepared to guide and advise graduate students enrolled in master's programs within the graduate schools of OSTİM Technical University, faculty members involved in these programs, and their thesis advisors throughout the graduate education process.

### GRADUATE SCHOOL OVERVIEW

#### Graduate School of Social Sciences

Director of Graduate School: Prof.Dr. Ufuk TÜREN

Associate Director: Asst. Prof. Melike Aktaş BOZKURT

Graduate School Secretary: Özlem URAL

Contact Number: +90 (312) 386 10 92 / 1361

Web Site: <https://sbe.ostimteknik.edu.tr/>

#### Graduate Programs:

- Industrial Policy and Technology Management (English) Master's Program with Thesis
- International Business Management (English) Master's Program with Thesis
- Business Administration (Turkish) Master's Program with Thesis
- Entrepreneurship Non-Thesis Master's Program
- Distance Education International Business Management Non-Thesis (English) Master's Program

#### Graduate School of Engineering and Science

Director of Graduate School: Prof. Dr. Halil Rıdvan ÖZ

Associate Director: Asst. Prof. Selman NAS, Asst. Prof. Ali ARI

Graduate School Secretary: Ayşegül BAL

Contact: +90 (312) 386 10 92 / 1361

Web Site: <https://fbe.ostimteknik.edu.tr/>

#### Graduate Programs:

- Software Engineering Master's Program with Thesis (Turkish)
- Computer Engineering Master's Program with Thesis (English)
- Electrical and Electronics Engineering Master's Program with Thesis (English)
- Mechanical Engineering Master's Program with Thesis (Turkish)
- Architecture Master's Program with Thesis (Turkish)

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## The Message of OSTİM Technical University Rector



In Today's information age dominated by digital transformation, graduate education has become an essential and driving force for individuals to gain a competitive advantage or successfully progress in professional expertise and career paths.

The best way for white-collar workers, whether in the public or private sector, or those aspiring to become white-collar workers, to build advanced professional expertise or a successful career path is through well-structured, high-quality, and top-tier graduate education and training services provided by strong higher education institutions with a robust ecosystem.

In this regard, OSTİM Technical University, a third-generation and thematic university dedicated to science and higher education with its global and profound vision, has made it a strategic mission to offer innovative graduate programs tailored to globally and nationally needed fields through its graduate schools of Social Sciences and Engineering and Science and to provide our esteemed students with the best education and teaching practices, including real-life projects and innovative case solutions to global issues.

Undoubtedly, for you, the outcomes and achievements of this strategic mission will lead to reaching a respected profession or career path of high international prestige and universal standards recognized worldwide. For us, the most significant gain will be laying the seeds of our country's future and contributing to shaping it. I wish you all success on this path to expertise leading to the peak of your career.

**Prof. Dr. Murat Yülek**

OSTİM Technical University Rector

## 1. Brief Overview of the University

OSTİM Technical University was established by the OSTİM Foundation under Law No. 5657 on Higher Education Institutions Organization and with Law No. 7033/Article 22 on July 1, 2017. It commenced its educational activities by admitting its first students in the 2019-2020 academic year.

The OSTİMTECH Education Model adopted by the University is a third-generation, entrepreneurial, and innovative university model that prioritizes experiential learning, entrepreneurship, and the production of original projects and solutions. It is competency-based and focuses on a university culture that emphasizes skills, knowledge, behavior, and competence. OSTİM Technical University reflects a higher education model based on research, innovation, social benefit, and development. The curriculum, built on multifaceted practical approaches to theoretical knowledge and emphasizing experiential learning, supports this model.



## 2. Student Admission

For admission to thesis-based master's programs, applicants are evaluated based on their bachelor's degree, Academic Personnel and Graduate Education Entrance Exam (ALES) score, scientific evaluation interview result, and undergraduate Grade Point Average (GPA). Additionally, for thesis-based master's programs, applicants must have an ALES score not less than 55 in the score type of the applied program. However, for master's programs opened in design-related fields, an ALES score is not required for student admission.

There is no requirement to obtain an ALES score for admission to non-thesis master's programs. Applicants are evaluated based on their bachelor's degree, scientific evaluation interview results, and undergraduate GPA.

The language proficiency of candidates applying for master's programs conducted in a foreign language is determined based on the results of exams such as Foreign Language Knowledge Level Determination Exam/Higher Education Institutions Foreign Language Exam (YDS/YÖKDİL) or internationally recognized exams (TOEFL IBT, CPE, CAE, PTE), accepted by Measuring, Selection and Placement Center (ÖSYM) as well as the English Proficiency Exam (İYS) administered by our University. The equivalence of other international exam scores can be found on the University's website.

International student applications are admitted through the International Relations Office.

**Related Link:** <https://ird.ostimteknik.edu.tr/>

Applicants who are deemed insufficient in English proficiency levels for admission to graduate programs conducted in English and who fail the İYS or do not take this exam can enroll in the English preparatory program.

## 3. Student Admission Through Lateral Transfer

Successful students who have completed at least one semester in a graduate program at OSTİM Technical University or another higher education institution may be admitted to graduate programs at the University through lateral transfer, provided that they apply with the necessary documents within the specified period, based on the recommendation of the relevant Department of the graduate school and the decision of the relevant Graduate School Administrative Board.

#### 4. Student Admission to the Scientific Preparation Program

Graduate schools may implement scientific preparation programs on a program-specific basis. Scientific preparation is a program implemented to ensure the adaptation of successful students to these programs in case they apply to different fields. The total number of courses taken in the scientific preparation program cannot exceed 10. The courses to be taken by students admitted to this program are determined by evaluating the academic and/or postgraduate achievement levels of the candidates and the structure of the undergraduate and/or postgraduate programs they have pursued by the relevant Department of the graduate school.

#### 5. Special Student Admission

Students enrolled in a master's or doctoral program at another higher education institution may be admitted as special students with the approval of the Department of the Graduate School to which they are registered. The Department of the graduate school to which they are registered carries out the exemption procedures for the courses taken and successfully completed by students admitted to graduate courses as special students.

A special student who completes all the admission requirements of the program's courses may acquire the status of a graduate student. For graduate students admitted to the program, up to 5 courses for non-thesis master's programs and up to 4 courses for thesis-based master's and doctoral programs, from the courses taken and successfully completed as a special student, can be counted towards the program of study based on the recommendation of the relevant Department of the Graduate School and the decision of the relevant Graduate School Administrative Board.





## 6. New Registration and Registration Renewal

The registration procedures for students accepted into graduate programs by the decision of the Graduate School Administrative Board are carried out by the Directorate of Student Affairs. Students admitted to the programs enroll with the documents requested by the Graduate School. Failure to renew registration within the specified period in the academic calendar, results in the suspension of the student's registration. A student whose registration is suspended cannot benefit from student rights. The suspended period is counted as part of the education period.

The following conditions are required for the registration of students admitted to graduate programs to be finalized:

- For those admitted to thesis or non-thesis master's programs, holding a bachelor's degree,
- Having an ALES score,
- Having proficiency in a foreign language for English programs,
- Fulfilling financial obligations related to student contribution or tuition fees,
- Complying with other conditions announced by the University.

Original documents or certified copies approved by the University are accepted for registration. Those who fail to complete the registration process within the specified period are considered to have waived their right to become a student of the University.

## 7. Attendance Requirement

Students are required to attend classes, practices, and exams. The attendance status of students is monitored by the relevant faculty member. Students are obliged to attend at least 70% of theory classes and 80% of laboratory and practical classes.



## 8. Grades

One of the following letter grades is assigned by the instructor as the final course grade for each course taken by the students.

Grades	AA	BA	BB	CB	CC	DC	DD	FD	FF
Grade Value	4.00	3.50	3.00	2.50	2.00	1.50	1.00	0.50	0.00
Range	90-100	85-89	80-84	70-79	60-69	50-59	45-49	35-44	0-34

**I** : Incomplete

**S** : Satisfactory

**U** : Unsatisfactory

**P** : Progressing

**NI** : Not Included in Grade Point Average

**NA** : NonAttendance

- **(I)** grade is assigned by the instructor to students who, despite being successful during the semester due to illness or another valid reason, fail to fulfill the necessary requirements for the course. If a student receives an (I) grade for any course, they must complete their deficiencies within 15 days from the date of submission of grades to the Directorate of Student Affairs in order to receive a grade. Otherwise, the (I) grade automatically becomes an (FF) grade. This period may be extended upon request of the student in cases of prolonged illness or similar circumstances, based on the recommendation of the relevant Department and the decision of the Graduate School Administrative Board.
- **(S)** grade is assigned to students who are successful in courses not included in the grade averages,
- **(U)** grade is assigned to students who fail to demonstrate success in courses not included in the grade averages,
- **(P)** grade is given to students who successfully continue their thesis studies.
- **(NI)** grade is assigned to identify the courses taken by the student from the program or programs in which they are enrolled without contributing to the grade average. This grade is shown on the student's transcript along with the letter grade received from the relevant course. Courses taken under this status cannot be used in course exemption processes related to the program or programs in which the student is enrolled. The status of courses taken under the (NI) status cannot be changed within the same program.
- **(NA)** grade is assigned to students who fail to meet the attendance requirements for the course. This grade is treated similarly to an (FF) grade.

## 9. Course Substitution

The conditions for being a special student, lateral transfer, course substitution from previous graduate programs, being exempt from one or more courses, and correspondingly graduating early are determined by the Board of Directors of the relevant Graduate School with the opinion of the relevant Department.

## 10. Course Repetition

In order to successfully pass a course, a graduate student must receive a grade of at least (CC) in that course as a semester grade. Students are required to repeat failed courses or take elective courses as recognized by the relevant Graduate School Department.



## **11. Duration and Course Load of a Master's Degree With-Thesis / Non-Thesis**

Provided that an academic year is not less than 60 ECTS (European Credit Transfer System), the thesis master's program consists of at least eight courses (a seminar and 7 courses), including seminars, compulsory and elective courses, and a dissertation, with a total of at least 120 ECTS. The courses of the thesis master's program must be completed with a GPA of at least 3.00.

The non-thesis master's program consists of two semesters of courses and a semester project for a total of three semesters. Provided that it is not less than 60 ECTS, the non-thesis master's program consists of at least ten courses and a 30 ECTS semester project course. A student must complete a total of 90 ECTS to graduate from the non-thesis master's program. The student must register for the semester project course in the semester the course is taken and submit a written project at the end of the semester. The project report must be written in the language in which the program is conducted. Non-thesis master's program courses must be completed with a GPA of at least 2.50.

## **12. Contribution, Tuition and Other Fees**

Tuition fees for graduate programs are determined by the Senate and the Board of Trustees before the start of the academic year. The tuition fee for each semester is paid at the beginning of that semester before registering or renewing registration. Students who do not pay the tuition fee are not registered, and their registrations are not renewed.

### **13. Registration Freezing**

If students have a valid excuse, they can freeze their registration for a maximum of two semesters. Students can apply to the relevant Department with a petition, declare and prove their valid excuse, and apply to freeze their registration. In order for students to apply for a registration freeze, they must have registered for the current semester and paid the tuition fee. This tuition fee paid by students will be accounted for as the tuition fee of the semester in which the student will start studying again.

### **14. Disenrollment**

Students can cancel their registration by petitioning the relevant Graduate School if they wish. Students who dis-enroll from the University or who are dismissed from the University due to disciplinary penalties must perform the disenrollment procedures determined by the University and fulfill their financial obligations in order to receive their diplomas or their documents in their files.

Students who want to return to their education after disenrollment must reapply to the relevant program. This application is re-evaluated by the Graduate School Department in accordance with the application and admission requirements for graduate programs.

### **15. Distance Education Graduate Programs**

These are postgraduate distance education programs opened by the Graduate School in which teaching activities are planned and carried out with the help of information and communication technologies without necessitating the instructors and students to be in the same place. Distance education is subject to a non-thesis master's degree program.

## 16. Thesis Procedures, Thesis Advisor and Thesis Forms

Theses to be prepared for Master's Degree Programs with-Thesis must be prepared on a computer as per the standards.

Thesis advisors are selected from among the faculty members with the qualifications determined by the Senate. If there is no faculty member with the specified qualifications at the University, a faculty member from another higher education institution may be selected as an advisor by the Board of Directors of the relevant Graduate School based on the principles determined by the University Senate.

In cases where the thesis study requires more than one thesis advisor, the second thesis advisor to be assigned may be a doctoral degree holder from outside the University staff with the recommendation of the Department and the decision of the relevant Graduate School Administrative Board.

### Relevant Links

#### Graduate School of Engineering and Science:

<https://fbe.ostimteknik.edu.tr/>

#### Graduate School of Social Sciences:

<https://sbe.ostimteknik.edu.tr/>



## 17. Legislation (Regulation and Directives)

All applications, transactions, and activities at OSTİM Technical University are carried out in accordance with the provisions of the relevant regulations and directives. All regulations and directives issued by our University are available on our website, and you can access the legislation inventory, such as regulations, directives, procedures, and principles regarding our University, from the legislation tab in the institutional section of our website.

**Relavant Link:** <https://www.ostimteknik.edu.tr/legislation-5805>

## 18. Academic Calendar

The procedures and activities carried out at OSTİM Technical University are carried out according to the academic calendar determined by the University Senate. It is crucial that our students follow this calendar carefully and comply with the dates. You can access the academic calendar from our website.

**Relevant Link:** <https://oidb.ostimteknik.edu.tr/academic-calendar/>

## 19. Military Service Procedures

Military postponement procedures are carried out upon the request of the student. In order for deferment procedures to be initiated, our students must apply with a petition after renewing their registration at the beginning of the semester.

## 20. Student Information System

The following operations are carried out from the Student Information System (OBS) Module in the OSTİM Technical University Information Systems:

- Course selections
- Advisor course approval procedures
- Attendance/absenteeism procedures
- Grade entry operations
- Bologna data entry procedures

**Relevant Link:** <https://obs.ostimteknik.edu.tr/>

## 21. The Electronic Library and Search-Plagiarism-Software

The OSTİM Technical University Library is a modern academic library covering an area of 956 m<sup>2</sup> in total, with 3 group study rooms, a seating capacity of 209, and a shelf capacity of 25 thousand books.

**Relevant Link:** <https://kutuphane.ostimteknik.edu.tr/our-services-library>

The books in the library are offered to users through an open shelf system. Books are placed side by side on the shelf according to their subjects (LC Classification System).

Our library has an automation program (KOHA) that is browseable on the web and through which all library transactions are carried out. Our users can scan in the automation program, see available resources, and make renewals without coming to the library.

Our library also has wireless internet access as well as browsing computers for your research needs. Our library is a TÜBİTAK-ULABİM-EKUAL (Electronic Resources National Academic Licence) member and the internationally significant ANKOS (Anatolian University Libraries Consortium).

Printed resources that are not included in our library collection are obtained from libraries contracted through ANKOS with the Interlibrary Cooperation System (KİTS). In addition, with our membership to the Türkiye Document Supply and Lending System (TÜBESS), we are able to access theses whose full text cannot be downloaded from the CoHE (YÖK) Thesis Centre.

Students can start their library membership by applying to the Library Information Unit with their student ID card. You can review the information on our library web page for loans, returns, and renewals:

**Relevant Link:** [https://kutuphane.ostimteknik.edu.tr/?page\\_id=2287](https://kutuphane.ostimteknik.edu.tr/?page_id=2287)

Reference Resources (Encyclopaedias, Dictionaries, Handbooks), Theses, Rare Works, and Unbound Periodicals are not available for borrowing but can be used within the library premises.



The lending periods of the materials are given in the table below:

User	Books		Bound Periodicals		CDs - DVDs	
	Number	Days	Number	Days	Number	Days
Academic Personnel	10	30	1	15	3	15
Students	5	20	1	7	2	10
Master's / Ph.D. Students	5	20	1	7	2	10
Administrative Personnel	5	20	1	7	2	10

Our library subscribes to a total of 17 databases, including 16 databases accessible through TÜBİTAK-ULAKBİM for researchers.

Databases are online resources that contain informational materials such as scientific electronic articles, journals, books, conferences, meeting minutes, theses, and standards, and where information can be searched for according to various criteria. You can access the databases we subscribe to via the Link given below:

**Relevant Link:** <https://www.ostimteknik.edu.tr/library-824/2619>

All of our users can access the databases via browsing screen without any additional action within the campus premises. However, a proxy password must be requested from our relevant personnel for the initial off-campus access.

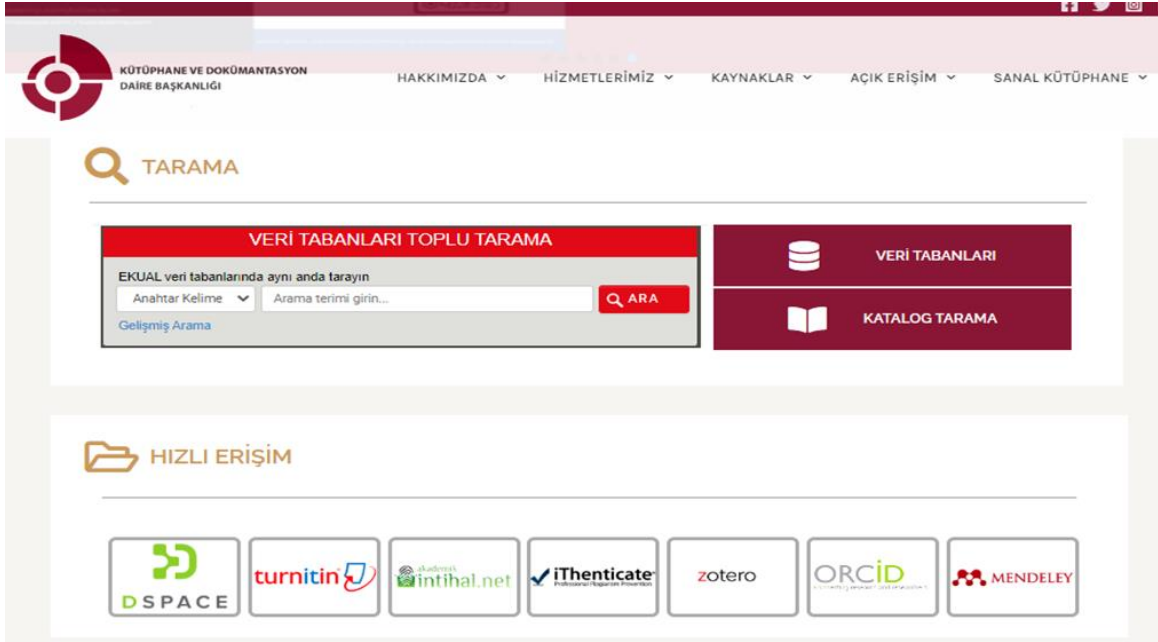
You can access the information about off-campus access via the Link below:

**Relevant Link:** [https://kutuphane.ostimteknik.edu.tr/?page\\_id=2297](https://kutuphane.ostimteknik.edu.tr/?page_id=2297)

You can use the "catalog search" link to scan for the printed books in our library:

**Relevant Link:** <http://katalog.ostimteknik.edu.tr:8000/>

You can use the screen below to do bulk scanning in the databases we subscribe to:



The screenshot shows the library website's search interface. At the top, there is a navigation bar with the library logo and menu items: KÜTÜPHANE VE DOKÜMANTASYON DAİRE BAŞKANLIĞI, HAKKIMIZDA, HİZMETLERİMİZ, KAYNAKLAR, AÇIK ERIŞİM, and SANAL KÜTÜPHANE. Below the navigation bar, there is a search section titled 'TARAMA' with a magnifying glass icon. Underneath, there is a 'VERİ TABANLARI TOPLU TARAMA' section. This section includes a text input field for 'Anahtar Kelime' (Keyword) and a 'ARA' (Search) button. To the right of the search input, there are two buttons: 'VERİ TABANLARI' (Databases) and 'KATALOG TARAMA' (Catalog Search). Below the search section, there is a 'HIZLI ERIŞİM' (Quick Access) section with a folder icon. This section contains a row of logos for various services: DSPACE, turnitin, intihal.net, iThenticate, zotero, ORCID, and MENDELEY.

It is essential that the works prepared by our students are original. To this end, our library subscribes to the Turnitin similarity detection system (for plagiarism). The theses, reports, and assignments you will prepare may be checked through this program. In order to benefit from the program, students must be registered to the system by their advisors.

As in every library, you can benefit from our services without any problems by following the library rules set out in our Library Directive.

**Relevant Link:** <https://www.ostimteknik.edu.tr/library-824/2618>

Our library is open to all users 24/7.

You can send your questions about library services to [kutuphane@ostimteknik.edu.tr](mailto:kutuphane@ostimteknik.edu.tr) or to the staff e-mail addresses on our web page.

## 22. Contact Us

**Address:** OSTİM Teknik Üniversitesi OSTİM, 06374 Ankara

**Phone:** +90 312 386 10 92 /1361

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**Graduate School of Engineering and Science:** [fenbil@ostimteknik.edu.tr](mailto:fenbil@ostimteknik.edu.tr)

**Graduate School of Social Sciences:** [sosbil@ostimteknik.edu.tr](mailto:sosbil@ostimteknik.edu.tr)



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