# STUDENT HANDBOOK

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**GRADUATE SCHOOL OF SOCIAL SCIENCES**
**SOSYAL BİLİMLER ENSTİTÜSÜ**

SOCIAL SCIENCES UNIVERSITY OF ANKARA

100. yıl

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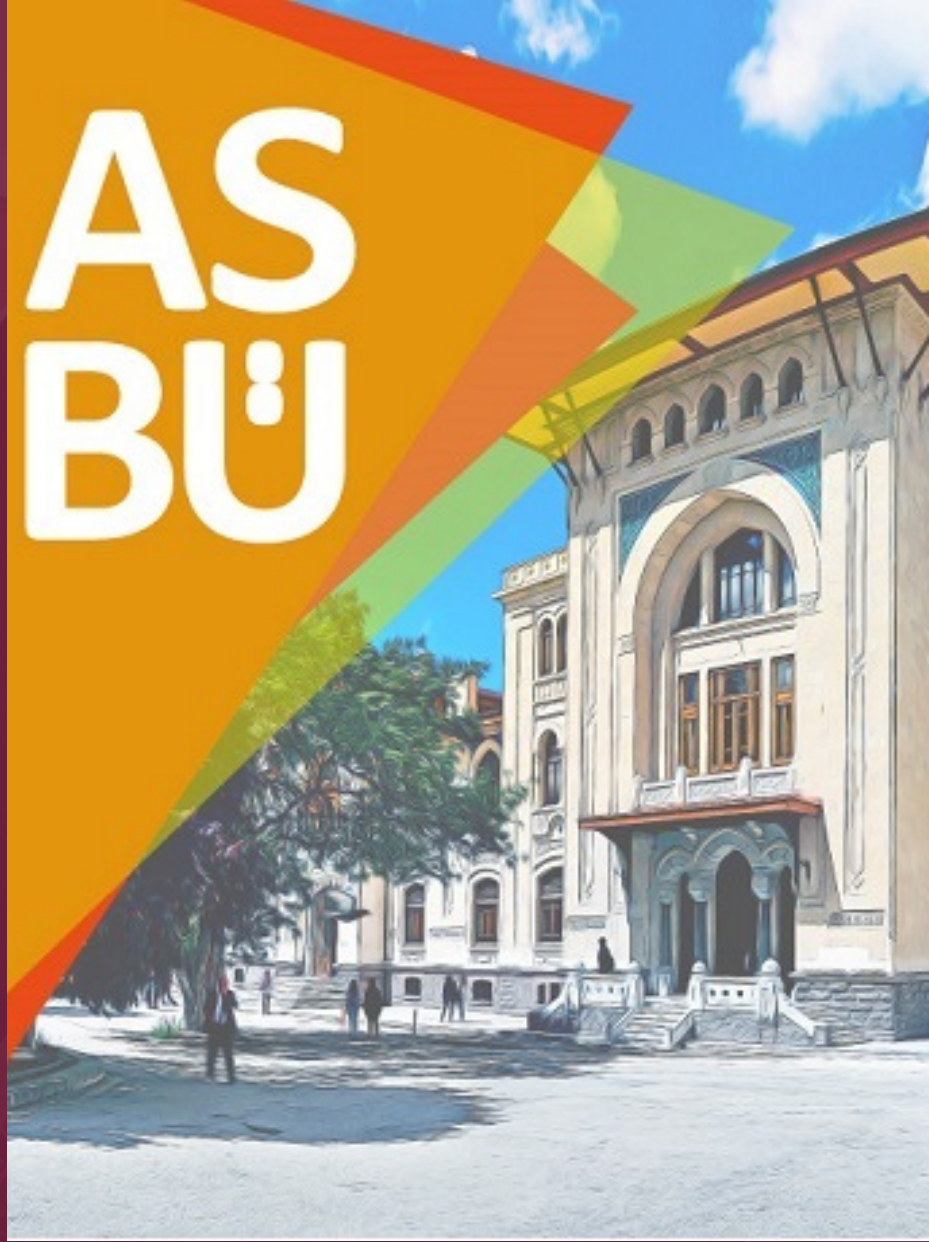
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# 1. GENERAL INFORMATION

## 1.1. Procedures After Final Registration

(1) Each postgraduate student who completes the final registration process is provided with an institutional email address by our University. Later, an SMS including your username and email address will be sent to you. If you have not received the SMS, you can obtain your password using the "asbusifre.asbu.edu.tr/sifreal" address

(2) After obtaining your password, you can log in to the following systems:
    a. Student Information System (obs.asbu.edu.tr)
    b.  WIFI (eduroam)
    c. Distance Education (moodle.asbu.edu.tr)
    d. E-mail (gmail.com)

## 1.2. Student ID Card

(1) Our University's student ID cards are printed by Halkbank. (For international students, in order for their cards to be printed, they must first open an account at the bank and then apply to Graduate Schoo.)

(2) ID cards are delivered from the Halkbank Anıt Branch (Ulus).

(3) Any problems encountered while using the ID card in the cafeteria should be addressed to our University's Health, Culture, and Sports Department.

(4) Any problems encountered while using the ID card with building entrance card systems should be addressed to our University's Information Technology Department.

## 1.3. Advisor Assignment

(1) Each master's and Ph.D. student who registers is assigned an advisor by the recommendation of the relevant department academic council and the decision of the Graduate School Administrative Board by the end of the first semester at the latest.

(2) The advisory duty is carried out by the head of department until an advisor is assigned.

(3) Students who want to change their advisor must apply to the head of the department with the Advisor Change Form within the periods specified in the academic calendar.

(4) Advisor change requests are not processed in mid-semester and the requests will be evaluated at the end of the semester.

## 1.4. Course Registration

(1) Students are required to register at the beginning of each academic year within the period specified in the academic calendar until they graduate from the program. The students who fail to register for courses will not be able to benefit from student rights for that semester. The students are responsible for course registration procedures.

(2) The semesters for which the student has failed to register are included in the maximum periods of study.

(3) Master's (with thesis) and Ph.D. students are required to register for the Academic Specialization Course (8 hours) to be offered by their assigned advisor and the Thesis Study Course (Master's Dissertation/Ph.D. Dissertation), provided that they have fulfilled their obligations before (completing all courses including seminars, having a general grade point average of at least 2.50 in master's programs and at least 3.00 in Ph.D. programs, presenting and having their thesis proposal approved).

# 1.4. Course Registration

(4) Ph.D. students in the qualifying period will only register for the Academic Specialization Course offered by their advisor.

(5) Students who fail an elective course can take the same course or another elective course with the same credit value. If another course is taken in place of the failed course, students are required to substitute courses on the OBS.

(6) Students can take elective courses from different academic programs through the OBS, and they are required to present them for approval by their advisor. The number and content of elective courses are determined by the academic department councils and advisors according to the curriculum of the relevant program.

(7) Academic advisors will approve the courses selected by the students. Therefore, the students are reqired to complete the registration process in communication with their advisors. In addition, you can access the course plan from the "ECTS Info" tab on the Homepage of the University by clicking on the "Academic Units-Graduate Programs-Program Name-Courses" tab respectively. This course plan specifies which compulsory courses are required and how many elective courses (Group Course Quantity) should be taken.

(8) In graduate programs, the Academic Specialization, Thesis Study, ;Seminar (seminar may be conducted by sole instructor in some departments), and Term project (for non-thesis programs) courses are reqired to be be taken from your advisor.

# 1.5. Tuition and Education Fees

(1) Students who have completed their normal period of study, who are enrolled in a second higher education institution, who are enrolled in an evening education or non-thesis master's program, and international students are required to pay the tuition fee within the periods specified in the academic calendar in order to register for courses.

(2) The tuition fee can be paid at any Halkbank branch or through Halkbank online banking (by entering the student number under the Payment/Tax-Institution-Education Payments-Ankara Social Sciences University tab). Payment cannot be made through transfer to any IBAN number, EFT, or ATM transactions.

# 1.6. Registration Freeze

(1) Students may apply for a registration freeze within the period specified in the academic calendar if they have a just and valid excuse to be documented

(2) The applications are evaluated and decided by the Graduate School Administrative Board.

(3) The period of registration freeze is not included in the student's period of study.

(4) The valid excuses for registration freeze are specified in the University's Directive on Just and Valid Reasons: (https://sbe.asbu.edu.tr/tr/mevzuat)

(5) The maximum registration freeze period is one semester for scientific preparation programs and non-thesis master's programs, two semesters for thesis master's programs, and four semesters for Ph.D. programs.

(6) Students can only benefit from the registration freeze right once during their period of study.

# 1.7. Course Exemption / Adaptation

(1) Students who apply within the specified period in the academic calendar with the "Course Exemption Application Form" during the first semester of the program in which they have registered;

a. The courses they have taken from another graduate program may be exempted from the courses of the same degree program they have registered for, with the opinion of the relevant department adaptation committee and the decision of the Graduate School Administrative Board.

b. A course previously taken in the Ph.D. program may be subject to exemption for the master's program.

c. Except for horizontal transfer, the total credits of the courses to be exempted cannot exceed 50% of the total credits of the relevant program.

d. To be eligible for exemption, the letter grade received in the relevant course must be CB or higher in master's programs and BB or higher in Ph.D. programs.

# 1.8. Compulsory Attendance

(1) Attendance is mandatory for courses and practices in programs. Students who do not attend at least 70% of the theoretical courses and at least 80% of the applications cannot take the final exam of that course. The periods of absence due to the student's medical report are included in the absence periods.

(2) The attendance status of students is monitored by the instructor of the course. Students who do not meet the attendance requirements are given a "DZ " grade.

# 1.9. Exams and Grading System

(1) For students to be deemed successful in an academic deficiency program, they must earn at least the letter grade CC in master's programs and at least CB grade in Ph.D. programs.

(2) Students who receive a (DC) grade in master's program or a (CC) grade in a Ph.D. program are not required to attend the course again. Students who receive other letter grades indicating failure are required to attend the course again.

(3) For Thesis Study and Academic Specialization Courses, a DE (progressing) grade must be given at the end of each term in which the defense exam is not taken. In the term in which the thesis defense exam is taken, the student is graded with a letter grade of BŞ (Successful) or BŞZ (Unsuccessful) after the defense exam.

(4) Seminar courses are graded with a letter grade of BŞ (Successful) or BŞZ (Unsuccessful). After the course, the students are required to submit a "seminar form"(it is available on Graduate School's website in the forms section) to the relevant instructor. Seminar courses are graded with a letter grade of BŞ (Successful) or BŞZ (Unsuccessful).

(5) The Term Project course in non-thesis master's programs is graded with a letter grade of BŞ (Successful) or BŞZ (Unsuccessful).

(6) In order to graduate from non-thesis master's programs, to be admitted to the thesis defense in master's (with thesis) programs, and to take the qualifying exam in Ph.D. programs, the overall GPA must be at least 2.50 in master's programs and at least 3.00 in Ph.D. programs, and all required courses must be successfully completed.

## 1.10. Make-Up Exams

(1) Students who cannot attend mid-term exams due to a just and valid excuse accepted by the relevant department are given the right to take a make-up exam if they apply within the specified period

(2) Students who have the right to take the final exam but failed or did not take the test with a valid excuse can take the resit exam. There is no additional resit exam.

(3) There is no make-up exam for the resit exam

(4) Students apply for make-up exams by submitting a petition to the relevant academic unit within 3 (three) working days from the end of their excuse.

## 1.11. Announcement of Exam Results and Objections to Results

(1) Exams are evaluated by the relevant instructor, and the calculated grades are entered into the Student Information System within the specified period in the academic calendar and announced. Objections to results can be made to the relevant head of the department by submitting a petition within three working days from the announcement date.

## 1.12. Military Service Suspension Process

(1) If requested, students (only for Turkish citizens) can apply to the relevant Graduate School directorate for military service suspension, after the final registration process.

(2) Military service suspension is not granted for students who do not request it.

# 1.13. Self-Withdrawal from Registration

(1) If requested, students can apply to the relevant Graduate School directorate to cancel their registration. In order for the request to be evaluated, the dismissal document must be submitted by the student to the relevant Graduate School directorate personally, or by his/her legal or voluntary representative.

(2) The tuition or education fee paid by the student whose withdrawal request is approved is not refundable.

# 1.14. Notifications and Announcements

(1) All types of notifications and announcements to the student, subject to the provisions of the relevant notification legislation, are sent to their postal address in the students' official records or to the e-mail addresses provided to them by the University, or, through the Graduate School's website announcements tab (sbe.asbu.edu.tr), or through the OBS. Students are obliged to follow the messages sent to their e-mail addresses provided by the University.

# 2.MASTER'S PROGRAM (WITH THESIS)

(1) Master's program consists of at least seven courses (varying according to the program), seminar, academic specialization, and thesis study, provided that is not less than twenty-one credits in total. The master's program must consist of at least 120 ECTS credits, provided that an education period is not less than 60 ECTS.

## 2.1. The Duration Of Master's Programs With Thesis

(1) The normal duration of a Master's program with a thesis is four semesters, excluding the period spent in the Academic Deficiency Program. The maximum duration of the program is six semesters, regardless of whether the student registers or not for each semester.

(2) Students who cannot successfully complete the credit courses and seminar course in the curriculum within four semesters, and/or who fail to achieve the required overall GPA (2.50), or who fail in their thesis work or do not defend their thesis within the maximum duration of studies will be dismissed from the Graduate School.

## 2.2. Determining the Master's Thesis Topic

(1) The student, together with his/her advisor, proposes the thesis topic to the head of the relevant department by the end of the second semester at the latest. The approved proposal is sent to the Graduate School by the head of the relevant department. The thesis topic is finalized with the approval of the Graduate School Board. Requests for changes regarding the thesis topic are subject to the same process.

(2) In Master's programs, the chosen thesis topic cannot be changed after the fourth semester, except for force majeure.

(3) If the thesis subject requires ethics committee approval (which is decided by the advisor), it is submitted to the Graduate School Board after obtaining the approval of the Ethics Committee.

(4) The ethics committee application is made by the student to the relevant unit of our university.

## 2.3. Preparation of the Master's Thesis

(1) The student writes their thesis in accordance with the Thesis Writing Guide determined by the Graduate School and defends their thesis orally in front of the jury, presenting the results obtained during the thesis work.

# 2.4. Master's Thesis Defense Process

(1) The student submits his/her master's thesis to advisor within the periods specified in the academic calendar before the defense. The advisor prepares a plagiarism software program report, taking into account the similarity rates determined by the Graduate School. The advisor submits the report to the relevant head of department together with the day /time place determined for the exam (provided that the periods specified in the academic calendar are complied with) and the proposed jury appointment form. The head of the department then sends these documents to the Graduate School within the timeframe specified in the academic calendar.

(2) The master's thesis jury is appointed by the decision of the Graduate School Board. The jury consists of three or five faculty members, one of whom is the student's thesis advisor, and at least one of whom is from outside the university. If the jury consists of three members, the co-advisor cannot be a jury member. In addition, two substitute faculty members are determined, at least one of whom is from outside the university.

(3) The master's thesis defense exam is held on a day, time, and place requested and approved by the Graduate School Board. The jury meetings cannot be held with missing members. For the jury meeting cannot be held on the announced day, it is reported to the Graduate School, and a second meeting day is determined within a maximum of fifteen days. The Graduate School Administrative Board decides on the procedure to be followed if the jury cannot meet for a second time.

(4) The thesis defense exam consists of presenting the thesis work followed by a question-and-answer session. The thesis exam is held in an open environment where academic staff, graduate students, and experts in the field can participate as the audience.

# 2.5. Finalization of the Master's Thesis Defense

(1) After the completion of the thesis defense exam, the jury decides on the thesis by an absolute majority vote, either accepting, rejecting, or requiring corrections. This decision is reported to the Graduate School within three days by the head of the department. The Master's Thesis Defense Exam Report and Jury Member Thesis Evaluation Form are available on our Graduate School's website under the "Forms" tab.

(2) The student, whose thesis is evaluated to be unsuccessful and is rejected, is dismissed from Graduate School

(3) The student, whose thesis decision is made as "correction", defends the thesis within three months at the latest to the same jury. In case the student, whose thesis was found unsuccessful again, is dismissed from the Graduate School.

(4) Students whose thesis is rejected can request an additional semester to complete the requirements for a non-thesis master's program, provided that the relevant department offers such a program. The student successfully completes the requirements for the non-thesis program within the given time,  will be awarded a non-thesis master's degree diploma. Student who fails ath the end of this period is dismissed from the program.

# 2.5. Finalization of the Master's Thesis Defense

(5) Students who are successful in the thesis defense exam must submit a bound copy of their master's thesis according to the thesis writing guideline, an electronic copy including abstracts in both Turkish and a foreign language, a written opinion from their advisor regarding the conformity of the thesis with the writing guideline and a plagiarism report, to the Graduate School within one month after the thesis defense exam. They must also submit the necessary documents for graduation (available on our Graduate School's website under the "Forms" tab) in person within one month after the thesis defense exam.

(6) Before the thesis submission date, the student must have presented a paper at a congress, conference, symposium and similar events deemed appropriate by the department in which he/she or a faculty member with him /her takes part as an author, or an article published in a scientific journal deemed appropriate by the relevant department, translation or book critique/review, or published an international scientific book or an international scientific book chapter in publishing houses scanned in Book Citation Index-WoS, except for textbooks or non-original compilation books, or received a publication acceptance letter, and fulfilled the other requirements for graduation of the relevant program. The name of the University must be mentioned in the relevant event or publication.

## 2.6. Diploma

(1) Upon successfully completing the thesis defense and fulfilling other graduation requirements determined by the Senate, a master's student whose thesis is found to be acceptable in terms of form is awarded a master's degree diploma. Students who fail to meet these conditions cannot receive their diplomas, cannot benefit from student rights until they meet the conditions, and are dismissed if the maximum period expires.

# 3. NON-THESIS MASTER'S PROGRAM

(1) The non-thesis master's program consists of at least ten courses (may vary depending on the program) and a term project course, totaling no less than 30 credits and 60 ECTS.

(2) The student must register for the term project course in the semester in which it is taken and submit a written project and/or report at the end of the semester.

(3) The term project course has no credit value and is evaluated as either Successful (BŞ) or Unsuccessful (BŞZ).

## 3.1. Duration of Education

(1) The duration of completing the non-thesis master's program is at least two semesters and at most three semesters, starting from the semester in which the courses related to the program were given, regardless of whether the student registered for every semester. Students who fail at the end of this period, fail to achieve the required grade point average (2.50), or fail to complete the program are dismissed from Graduate School.

## 3.2. Term Project

(1) The student who completes the term project prepares the project in accordance with the Graduate School's term project writing guide. The term project is evaluated as successful or unsuccessful by the advisor, taking into account the plagiarism software report. A copy of the successful term project in electronic format, along with the plagiarism software report in pdf format, is sent to the Graduate School via e-mail. The necessary documents for graduation (available in the forms tab of the Graduate School's website) are delivered to the Graduate School by the deadline specified in the academic calendar.

# 3.3. Transition from Non-Thesis Master's Program to a Master's Program with Thesis

(1) Students enrolled in the non-thesis master's program can transfer to the master's program with a thesis at the end of the first semester, provided that they meet the minimum requirements set by the Graduate School. In this case, the courses taken in the non-thesis master's program may be substituted for the courses in the master's program with a thesis, subject to the opinion of the relevant department and the decision of the Graduate School Administrative Board.

## 3.4. Diploma

(1) A non-thesis master's degree diploma is awarded to students who have successfully completed their credit courses and term project.

# 4. PH.D. PROGRAM

(1) The Ph.D. program consists of a total of twenty-one credits for students admitted master's degree with a thesis and at least 240 ECTS credits, including a minimum of seven courses (may vary depending on the program), seminar, academic specialization, qualifying exam, thesis proposal, and thesis study provided that an education period is not less than 60 ECTS.

## 4.1. The Duration of Ph.D. Program

(1) The Ph.D. program lasts for eight semesters starting from the semester in which the courses related to the program are given, excluding the Academic Deficiency period, regardless of whether the student is registered for each semester or not. The maximum completion time is twelve semesters.

(2) The maximum period for successfully completing the required credit courses is four semesters. Students who fail to successfully complete their credit courses within this period and/or obtain the required general grade point average (3.00) are dismissed from the Graduate School.

(3) The student successfully completes the credit courses, is successful in the qualifying exam, and whose thesis proposal is approved, but fails to complete the thesis study by the end of the twelve-semester period, as stated in the first paragraph, is dismissed

# 4.2. Ph.D. Qualifying Exam

(1) Ph.D. qualifying exams are held once every semester during the periods specified in the academic calendar. Students must take the qualifying exam by the end of the third semester at the earliest and the end of the fifth semester at the latest, provided that they have successfully completed their courses, seminar, credits, and ECTS credits. Students who do not take the qualifying exam by the end of the fifth semester are considered as having failed the first qualifying exam

(2) The Ph.D. qualifying exam is conducted in two parts: written and oral. The exams are evaluated out of 100 points by each jury member. The student whose written exam average is at least 70 points is admitted to the oral exam. The student who obtains an oral exam average of at least 70 points is considered successful. The results of the exam are reported to the Graduate School within three days following the qualifying exam by the head of the department.

(3) The student who fails the qualifying exam can take the exam again in the following semester. The student who does not take the exam for the second time or fails the second exam is dismissed from the Ph.D. program.

# 4.3. Thesis Monitoring Committee

(1) For the student who is successful in the qualifying exam, a thesis monitoring committee is appointed with the recommendation of the relevant head of the department and the approval of the Graduate School Administrative Board.

(2) The thesis monitoring committee consists of three faculty members. In addition to the advisor, the committee includes one member from within and outside the department. In case a co-advisor is appointed, the co-advisor can attend the committee meetings if he/she requested.

# 4.4. Thesis Proposal Defense

(1) The student who successfully completes the Ph.D. qualifying exam defends the thesis proposal, which includes the aim, method, and work plan of the research, orally before the thesis monitoring committee within six months. The student distributes a written report on the thesis proposal to the committee members at least fifteen days before the oral defense. The Ph.D. thesis topic cannot be changed after the second Thesis Monitoring Committee meeting, except for a force majeure.

(2) The thesis monitoring committee decides by an absolute majority whether to "approve", "return for revision" or "reject" the student's thesis proposal. One month is given for revision. The decision, which is taken by an absolue majority in favor of acceptance or rejection, is reported to the Graduate School within three days following the end of the process by the head of the department.

(3) If the thesis proposal is rejected, the student has the right to choose a new advisor and/or thesis topic. In this case, a new thesis monitoring committee can be appointed. The student who wants to continue with the same advisor must present a new proposal defense within three months, and the student who changes both advisor and thesis topic must present a new proposal defense within six months. The student whose thesis proposal is rejected again in this defense is dismissed from the Graduate School.

## 4.4. Thesis Proposal Defense

(4) The student who fails to participate in the thesis proposal defense within the time specified in the first paragraph without a valid excuse is considered unsuccessful, and the thesis proposal is rejected.

## 4.5. Thesis Monitoring Committee Reports

(1) For the student whose thesis proposal has been approved, the Thesis Monitoring Committee convenes twice a year, once between January and June and once between July and December. The student presents a written report to the committee members at least one month before the meeting date. This report includes a summary of the work done so far and the plan for the next period. The student's thesis work is evaluated as successful or unsuccessful by the committee. The student who is deemed unsuccessful by the committee two consecutive times, or three times intermittently is dismissed from Graduate School.

## 4.6. Preparation of Ph.D. Thesis

(1) A student in the Ph.D. program writes the results obtained in accordance with the thesis writing guide accepted by the Senate and defends the thesis orally before a jury

# 4.7. Ph.D. Thesis Defense Process

(1) In order for the student's thesis to be finalized, t least three thesis monitoring committee reports must be submitted .

(2) The student submits his/her master's thesis to advisor within the periods specified in the academic calendar before the defense. The advisor prepares a plagiarism software program report, taking into account the similarity rates determined by the Graduate School. The advisor submits the report to the relevant head of department together with the day /time place determined for the exam (provided that the periods specified in the academic calendar are complied with) and the proposed jury appointment form. The head of the department then sends these documents to the Graduate School within the timeframe specified in the academic calendar.

(3) The Ph.D. thesis jury is appointed with the recommendation of the advisor and the head of the department and the approval of the Graduate School Administrative Board. The jury consists of five faculty members, including three members of the student's thesis monitoring committee and the advisor, and at least two members from outside the university, including the advisor. In addition, two substitute members, one of whom is from outside the university, are appointed. Additionally, the second co-advisor can participate in the jury without the right to vote.

# 4.8. Finalization of the Ph.D. Thesis Defense

(1) After the thesis defense is completed, the jury decides in the absence of the audience and in the absolute majority, whether the result is "approval", "revision" or "rejection". The decision is reported to the Graduate School within three days after the thesis defense exam by the head of the department.

(2) Students whose thesis is deemed unsuccessful and rejected by the jury are dismissed from Graduate School.

(3) Students who are asked to review their thesis after the defense may be given an extension of a maximum of six months by the jury. The student makes the required revisions and defends the thesis once again before the same jury. Students who fail in this defense are dismissed from Graduate School.

(4) Students who are successful in the thesis defense exam must submit a bound copy of the thesis according to the thesis writing guideline, an electronic copy including abstracts in both Turkish and a foreign language, a written opinion from their advisor regarding the conformity of the thesis with the writing guideline and a plagiarism report, to the Graduate School within one month after the thesis defense exam. They must also submit the necessary documents for graduation (available on our Graduate School's website under the "Forms" tab) in person within one month after the thesis defense exam.

(5) Ph.D. students must have published at least one article in a peer-reviewed journal that is deemed appropriate by the relevant department or a chapter in an international scientific book or book section that is indexed in the Book Citation Index-WoS, with the name of the university mentioned in the publication, either alone or with a faculty member as a co-author, or have received a letter of acceptance for publication, before the thesis submission date.

# 4.9. Ph.D. Diploma

(1) Upon successfully completing the thesis defense and fulfilling other graduation requirements determined by the Senate, the student whose thesis is found to be acceptable in terms of form is awarded a Ph.D. degree diploma. Students who fail to meet these conditions cannot receive their diplomas, cannot benefit from student rights until they meet the conditions, and are dismissed if the maximum period expires.
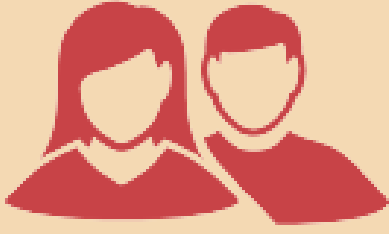
## Username & Password

Each postgraduate student who completes the final registration process is provided with an institutional email address by our University. Later, an SMS including your username and email address will be sent to you. If you have not received the SMS, you can obtain your password using the "asbusifre.asbu.edu.tr/sifreal" address.

After obtaining your password, you can log in to the following systems:

Student Information System: obs.asbu.edu.tr

Wireless Internet: eduroam

Distance Education: moodle.asbu.edu.tr

Email: gmail.com

## VPN

On campus, while connected to the university network (Eduroam), they can access the library resources contracted by our university. A VPN application can be used to access these resources outside the institution.

To set up the VPN connection on your computer, you can use the VPN access link on the web page of the head of Univerity Library.

## Student ID Card

Student ID cards are printed and distributed by the bank.

- You may contact the Registrar's Office regarding the delivery of the card,
- Department of Health, Culture, and Sports regarding the problems experienced in the use of the card in the cafeteria,
- The IT regarding the problems experienced in the building entrance card systems.

## Password

Password update, password reset, and phone number update can be performed through the link asbusifre.asbu.edu.tr."

## Eduroam

The Eduroam wireless connection service can be accessed with an email address and a password from within the university or from outside locations that provide Eduroam service

# GET IN TOUCH

✉ sbe@asbu.edu.tr

🌐 https://sbe.asbu.edu.tr/en?language=en

📍 Hükümet Meydanı No:2
Eski Sümerbank Binası Kat:1 Ulus/Ankara

**GRADUATE  SCHOOL OF SOCIAL SCIENCES
SOSYAL BİLİMLER ENSTİTÜSÜ**