

**Dear Students,**

Congratulations on your admission to the graduate programs.  
Welcome to the ASBÜ family.

In order for your graduate education to proceed smoothly and without problems, it is of great importance that you pay close attention to the following points as required by our Institute's regulations:

**1- Academic Calendar:**

All students are required to carefully follow the academic calendar throughout their graduate education and must not miss the relevant deadlines. In accordance with regulations, it is absolutely not possible to carry out any retrospective procedures.

**2- Academic Procedures and Communication:**

During the graduate education process, it is essential that our students conduct all academic affairs primarily in regular and effective communication with their advisors and the Department Chairs. Our Institute is an administrative unit; decisions and practices regarding academic processes are carried out through the Department Chairs and advisors. Therefore, students are required to follow up on all academic procedures such as course registration, enrollment, applications, etc., directly with their advisors.

**3- Official Communication Address:**

Communication with the Institute is conducted only via the official e-mail address: **sbe@asbu.edu.tr**. For record-keeping purposes, all applications, requests, and questions must be submitted through this address.

**4- Regulations and Announcements:**

Students who have enrolled in our Institute are deemed to have accepted the current regulations. All necessary explanations, announcements, forms, and information are available on our Institute's website. For student guidance and detailed information, you can refer to the links below:

(LINKS)

We wish you success in your academic journey.

**Graduate School of Social Sciences Directorate**