KOÇ ÜNİVERSİTESİ
GRADUATE SCHOOL OF HEALTH SCIENCES

FACULTY HANDBOOK

Part 9 RULES AND REGULATIONS

Part 10 DEADLINES

GSHS DIRECTOR AND VICE-DIRECTORS

Prof. Yasemin Gürsoy Özdemir
Director

Assoc. Prof. Fahriye Oflaz
Vice-director

Assist. Prof. Serçin Karahüseyinoğlu
Vice-director

GSHS ADMINISTRATIVE STAFF

Simay Altunsoy Güneş
Reporting and Planning Specialist

Ece Aydoğan
Reporting and Planning Specialist

GSHS GRADUATE PROGRAMS AND COORDINATORS

Neuroscience MSc & Ph.D Program
Prof. Yasemin Gürsoy Özdemir, Assist. Prof. Hale Yapıcı Eser, Assoc. Prof. Atay Vural

Cellular and Molecular Medicine MSc & Ph.D Program
Prof. Mehmet Kaya, Assist. Prof. İrem Durmaz Şahin

Reproductive Medicine Ph.D Program
Prof. Özgür Öktem, Assist. Prof. Serçin Karahüseyinoğlu

Reproductive Biology MSc. Program
Prof. Özgür Öktem, Assist. Prof. Serçin Karahüseyinoğlu

Nursing MSc & Ph.D Program
Assoc. Prof. Gülcan Bağcivan

Medical Microbiology MSc & Ph.D Program
Prof. Füsun Can, Prof. Önder Ergönül

Medical Physiology MSc & Ph.D Program
Prof. Sacit Karamürsel, Prof. Özlem Yalçın

MD-Ph.D Program
Assoc. Prof. Atay Vural, Assist. Prof. Hale Yapıcı Eser, Prof. Özlem Yalçın

Immunology MSc with Thesis & MSc without Thesis & Ph.D Program
Prof. Hasan Bayram, Assoc. Prof. Yıldız Tütüncü

Critical Care Nursing MSc. Program
Assist. Prof. Ayda Kebapcı

Global Health MSc with Thesis & MSc without Thesis Program
Prof. Sibel Sakarya, Assist. Prof. İlker Kayı

GRADUATE SCHOOL OF HEALTH SCIENCES

Responsibilities of Graduate School Director and Vice-Directors

Koç University Graduate School of Health Sciences Directors and Vice-Directors are central to the success of Koç University Graduate School of Health Sciences graduate programs. The Graduate School Director is responsible for the coordination, development, and evaluation of all graduate programs. S/he works with program coordinators to ensure the quality of programs and compliance with state, regional, and national accreditation standards. Specific duties include: serving as the chair of Graduate School Administrative Council; ensuring that Graduate School policies and procedures are uniformly and equitably applied; and working with program coordinators to promote graduate programs; Vice-Directors serve as unique liaisons among the graduate student body, the Graduate School faculty, and administration. They possess the authority to speak for all programs on any matter. The work of the Vice-Directors includes leadership, recruitment and admission, scholarship promotion, mentoring, administration, and planning.

Responsibilities of the Administrative Staff

The Administrative Staff of Koç University Graduate School of Health Sciences is primarily responsible of tracking the students' academic processes. The Administrative Staff is expected to provide leadership and ensure that the responsibilities for graduate studies in the graduate school are properly discharged in accordance with YÖK and KU Graduate Teaching and Learning Rules. In addition, the Administrative Staff should keep the Director, Vice-Directors and Program Coordinators informed of relevant items regarding the student processes and the rules and regulations. Some of other responsibilities of the Administrative Staff include, managing the budget according to the financial goals, record-keeping, providing administrative support for faculty members and students, following up the regulations, organizing and facilitating a variety of educational or social activities, organizing the curriculum, organizing the interviews with the candidate students, and conducting advertising activities for the Graduate School.

Responsibilities of Graduate Program Coordinators

Each graduate program is directed by one or two full-time faculty members, responsible for providing the leadership and the general management of the specific program area. Program coordinators are appointed by the appropriate administrative council, in consultation with the Graduate School Director. Some other responsibilities of program coordinators are reviewing all program-specific applications and making recommendations concerning admission to the Director, and developing the program curriculum. The Coordinators also help with the monitoring of graduate students' progresses and ensuring maintenance of up-to-date files of all graduate students in their programs. The Coordinators ensure that program policies and procedures are uniformly and equitably applied in their program area. They are responsible for promoting their graduate programs working with the Graduate School Director. Their responsibilities also include the assignment of the TAs, evaluating the transition requests between the programs, evaluating the course credit counting requests, administrating the seminars.

Responsibilities of Graduate School Faculty Members

Some of the specific responsibilities of Graduate School Faculty includes, but not limited to:

• Maintain an acceptable level of scholarly productivity: While the specifics of how this responsibility is to be carried out differ from one program to another, all Graduate Faculty members are expected to be active in discovering and disseminating knowledge.

• Teach graduate courses: Teaching graduate courses at an appropriately advanced level, being available to students in order to pursue ideas brought up in courses and participating in developing and updating graduate courses are activities essential to the concept of Graduate Faculty.

• Conduct and consult graduate student research: As a direct result of scholarly productivity and strong teaching, an individual is in a position to carry out the major responsibility of a member of the Graduate Faculty—to act as mentor, and to supervise and direct graduate student research.
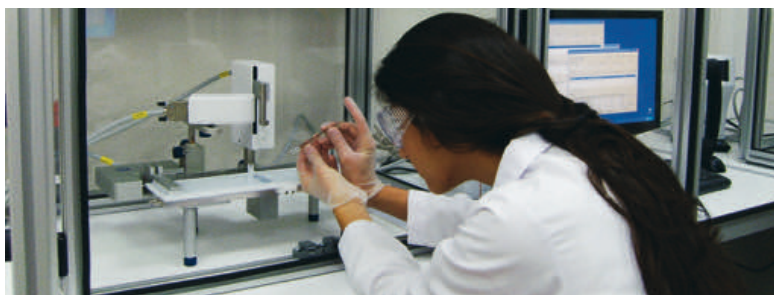
• Serve on examination committees.

• Keeping the records of their courses, compiling course packages which are required by the Higher Education Council.

• Exams, presentations, homeworks, projects, answer keys, sources must be achieved by the faculty members.

Responsibilities of Graduate Student Advisors

Two of the foremost activities of Koç University are teaching and scholar activities. From the very start of programs advising has been always considered as integral part of teaching. Faculty members are responsible for acknowledging academic rules and regulations, requirements and procedures, which apply to their advisees. Advisors are responsible for assisting the graduate student in matters ranging from adapting to the university environment, giving guidance throughout their academic education and research activities. In order to be able to help students, faculty should be familiar with the graduate school rules and regulations. The advisor should promote conditions conducive to a student's research and intellectual growth and provide appropriate guidance on the progress of the research and the standards expected.

Good mentoring practice includes the following:

• Guiding the student in the selection and planning of an original research topic that can be successfully completed within the expected time frame for the graduation.

• Establishing a realistic timetable for completion of various phases of the program with the student.

• To give advice and provide feedback, advisors must be easily accessible while also establishing for the student a realistic timeline for receiving feedback. Feedback should be professional and constructive and provide concrete guidance for improvement.

• Ensuring that students have an understanding of the relevant theories and the methodological and technical skills necessary for the research, including provision of information through an ethical review process where applicable.

• Tracking the students' processes and ensuring that their students fulfill their responsibilities (such as handling the forms on time) to the Graduate School office.

• Encouraging and assisting students to attend and present work at local, national, or international conferences and to publish their work in appropriate journals.

• Checking the qualifying exam time of their advisee students, following thesis monitoring meeting dates, checking the requirements before the graduation and making sure the required courses of their advisee students are completed and GPAs are above the necessary score.

Responsibilities of The Student Representatives

The student representatives are responsible of forwarding the requests, comments, and complaints of the students to the graduate school administration. They are also responsible of compiling student-related information requested by the graduate school.
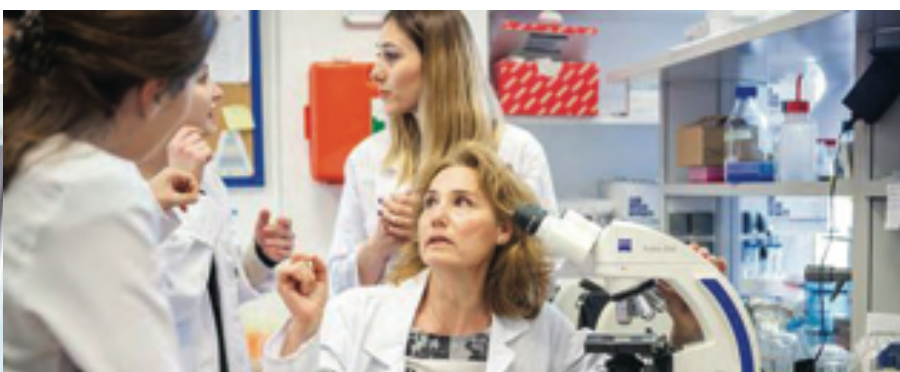
▶ Student Application Requirements

- Resume / CV (Personal and Educational Background Information)
- Statement of Purpose
- 3 Recommendation Letters for PhD applicants, 2 Recommendation Letters for MSc applicants
- Official transcripts from all the universities attended
- TOEFL IBT test score : 80 point for PhD and MSc applicants
- YDS/YÖKDİL/e-YDS test score (for Turkish applicants) : 80 point for PhD and MSc applicants
- GRE test score : 156 point in quantitative for PhD applicants, 149 point in quantitative for MSc applicants
- ALES test score (for Turkish applicants) : 80 point in quantitative for direct PhD applicants; 70 point in quantitative for PhD applicants; 55 point in quantitative for MSc applicants

▶ Interviews and Admission Processes of Students

Student interviews are conducted by the directors, program coordinators and faculty members who are interested in recruiting candidate students. Student admission schedule is announced to all faculty members at the beginning of each semester. The list of candidates who meet the application requirements is shared with the faculty members by the GSHS. The faculty members are expected to inform the GSHS of the candidates they would like to invite to the interview until the date specified in the schedule. Interviews are being conducted online or face-to-face, according to the conditions. On the day of the interview, all candidates would be present at the interview location / at the online platform at the specified time. Each candidate is invited to the interview room one by one. After the interview, one-on-one interviews with the candidates can be organized by the faculty members who are interested in knowing the candidate more. The Graduate School director along with the Board members decide on the acceptance of candidates and the types of funding that are deemed appropriate based on the results of interviews. The final results are decided after the meeting of the director and the VPRD (Vice President for Research and Development). The letter of acceptance and the list of documents required for registration are sent to the candidates after the final decision of the director and the VPRD. Candidates who approve the acceptance letter complete their registration at Registrar's Office during the registration period.

PhD Students

- Tuition waiver
- Monthly stipend
- Free furnished housing (shared by 3-4 students/if there is a place) – based on the availability
- Private health insurance (limited coverage)
- Meal Card
- Free HGS (Fast Transit Pass) car stickers for campus entrance
- Travel support (at yearly determined fixed amount) to attend scientific events

MSc Students

- Tuition waiver
- Monthly stipend
- Private health insurance (limited coverage)
- Travel support (at yearly determined fixed amount) to attend scientific events

Tuition Waive Students

- There are different rates of tuition waivers such as 25%, 50% and %100

Project-Based Graduate Scholarship

MS and PhD students are accepted to participate in specific research projects funded by external sources such as TÜBİTAK, EU, or industry. The stipend varies depending on the project. Koç University provides the same benefits for all Project-based Graduate Scholarships. Students accepted with TÜBİTAK project scholarships must be funded from the related project for a minimum of 1 year.

- Tuition waiver
- Monthly stipend (depending on the project source)
- Free furnished housing for PhD Students only (shared rooms) nearby campus – based on the availability
- Private health insurance (limited coverage)
- Meal Card (for PhD students only)
- Free HGS (Fast Transit Pass) car stickers for campus entrance (for PhD students only)
- Travel support (at yearly determined fixed amount) to attend scientific events for oral or poster presentation acceptances.

TÜBİTAK-BİDEB Scholarship

Students who receive TÜBİTAK BİDEB scholarship will be responsible for providing all the requirements and paperwork related to the contract by themselves. Students with TÜBİTAK/BİDEB scholarship receive their monthly stipends from TÜBİTAK. Koç University provides the same benefits to all TÜBİTAK/BİDEB scholars.

Türkiye Scholarship (for International Students)

To receive the scholarship students need to do the following in parallel within the relevant application periods

1) Student must apply to Koç University using ApplyKU and should be admitted

2) Student must apply to the Turkiye Scholarships Doctoral Scholarship program using their online application system and be selected. Students accepted in the Fall semesters can apply to the scholarship program.

Please visit **https://graduate.ku.edu.tr/content/scholarships** for more information or email **study@ku.edu.tr.**

The fellowships and scholarships (including the side benefits) as well as the awards are subject to the continuation of the students' satisfactory academic performance as stated in the Koç University Graduate Scholarship Rules and Regulations.

Koç University provides the same benefits for all international students.

For other country Specific Scholarships (for international students): **https://international.ku.edu.tr/scholarships/**

▶ TIMELINE FOR MSc WITHOUT THESIS STUDENTS

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EVALUATION  →  ANNOUNCEMENT OF ACCEPTED CANDICATES  →  REGISTRAR
                                                            ↓
GRADUATION  ←  TEAM PROJECT SUBMISSION  ←  10 COURSES WITH 30 CREDITS AT LEAST +PROJECT
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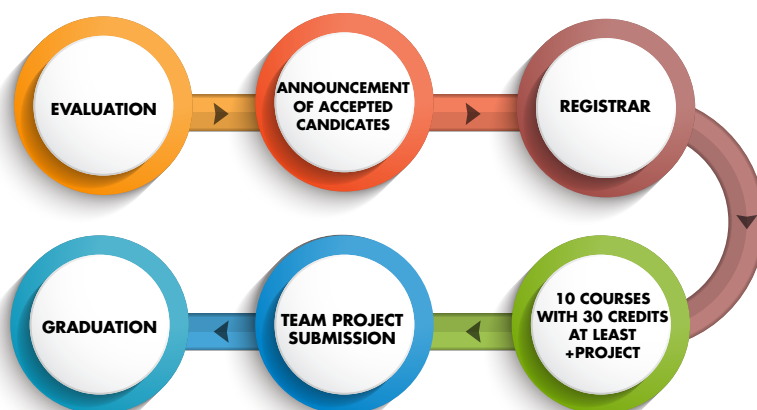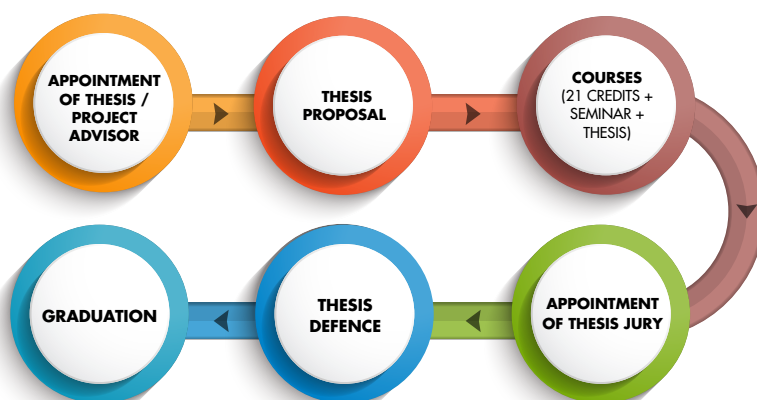
Non-thesis Master programs are comprised of thirty credits and at least ten courses with a term project course, conditional on not being less than 30 credits. Students should be registered to the term project in the semester in which the term project course is taken and should submit a written project and/or a report at the end of the semester. The term project does not have any credit and is evaluated as either "satisfactory" or "unsatisfactory".

The duration of the non-thesis Master program, not including the time spent on scientific preparation and regardless of which semesters the student has registered for, is at least two and at most three semesters, starting from the period in which courses related to the registered program are given. Students who fail at the end of this period or could not complete the program in time will be dismissed from the University.

In the non-thesis Master programs, for each student, the department board determines, latest at the end of the first semester, a faculty member or a member of the teaching staff who has the required qualifications specified by the Academic Council and holds a doctoral degree, to supervise the student during the course selection and the execution of the term project.

The non-thesis Master diploma is awarded to students who complete the credited courses and the term project successfully.

▶ TIMELINE FOR MSc STUDENTS

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APPOINTMENT OF THESIS / PROJECT ADVISOR  →  THESIS PROPOSAL  →  COURSES (21 CREDITS + SEMINAR + THESIS)
                                                                     ↓
GRADUATION  ←  THESIS DEFENCE  ←  APPOINTMENT OF THESIS JURY
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All MS students in graduate programs must have a graduate advisor who is appointed by the Graduate School no later than the end of the student's 1st semester in the program. After the appointment of the advisor, MS students must submit their thesis proposal to the graduate office no later than the end of the 2nd semester. After completing the courses and credits, the thesis defense jury must be assigned.

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.

TIMELINE FOR PhD STUDENTS
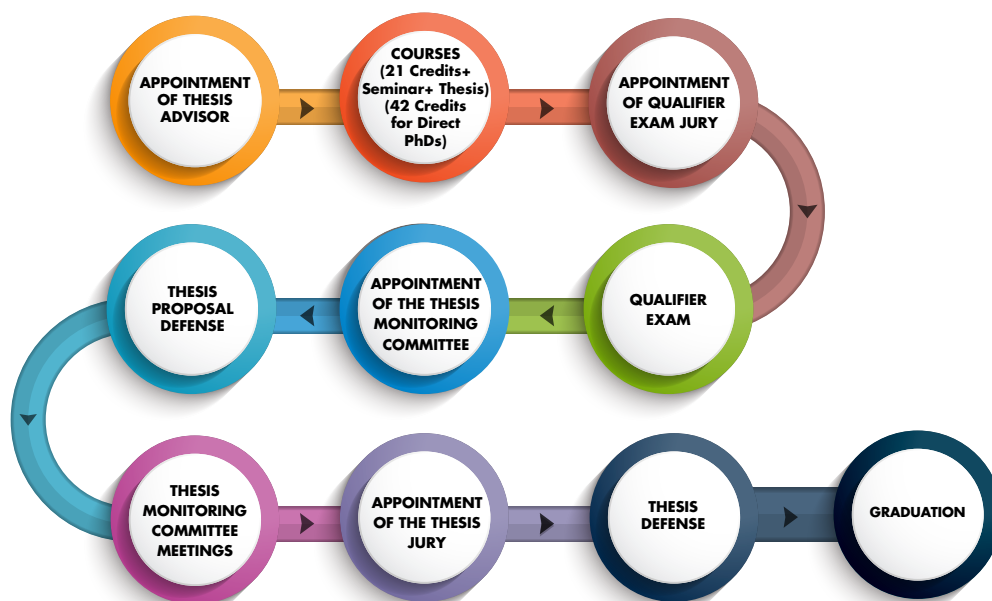
All PhD students in graduate programs must have a graduate advisor who is appointed by the Graduate School of the student no later than the end of the student's 2nd semester in the program. After completing the courses and credits, the qualifier exam jury must be assigned.

The date of the qualifier exam is specified according to the protocol issued by the Academic Council. However, students who are accepted with a Master's degree must take the qualifier exam until the end of the fifth semester, and students who are accepted with a Bachelor degree must take the qualifier exam until the end of the seventh semester the latest. Qualifier 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. Student submits the thesis subject within 1 semester after the qualifying exam.

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. Thesis Monitoring Committee is comprised of three faculty members. Except for the thesis advisor, there is one member from inside the program and one member from outside the program. If there is a co-advisor, co-advisor may attend the committee meetings.

The PhD thesis proposal is defended within 6 months after PhD Qualifier Exam. The student submits the thesis proposal to the members of the thesis monitoring committee 2 weeks before the meeting. And the student conducts the presentation at the meeting of the thesis monitoring committee. Thesis monitoring committee meets once in 6 months at most. Students must have at least 3 successful thesis monitoring committee meetings before the graduation. There should be at least four months between two monitoring assessments. This report will be made in the summary of the work done until then and the next work plan period is specified. The evaluation report shall be notified to the graduate school office in writing within three days at the latest following the date of the meeting. A summary of the progress report of the thesis should also be included.

The thesis jury of the students who are entitled to the thesis defense with the approval of the thesis monitoring committee is determined. PhD thesis defense jury is appointed on the recommendation of the department board 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.

Thesis must be sent to the graduate school office for the plagiarism control and for sending the thesis to the juries. The announcement of the thesis is made and everyone's participation is ensured. A time is left in the form of a question-answer for everyone involved. At the end of this period, after the leave of the participants, the thesis defense jury directs the student questions about his / her thesis and the thesis defense is terminated.

▶ TIMELINE FOR MD-PhD STUDENTS
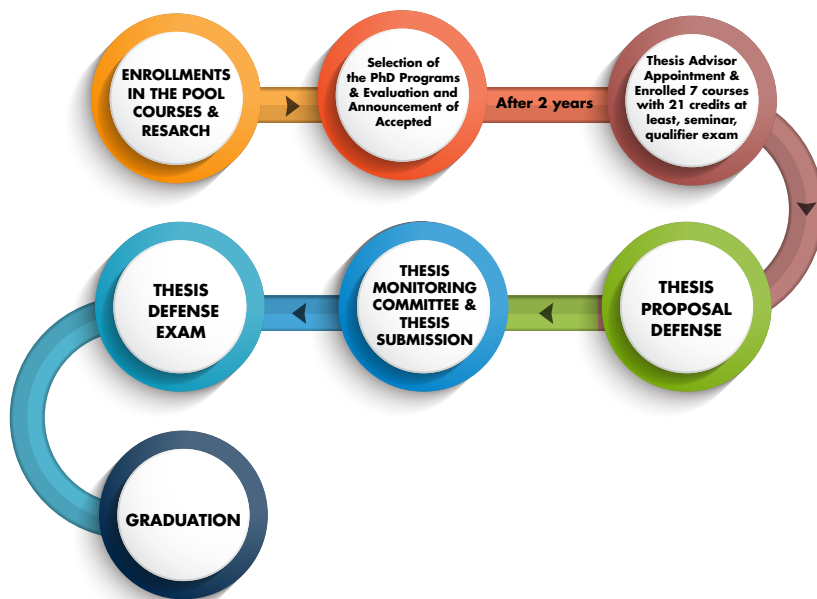
By adding four semesters to medical education, the duration of the program is a minimum of eight years.

This graduate program, which is integrated with medicine, consists of 8 years. At the end of the 2nd year, Koç University School of Medicine 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 a special student and successfully complete the pool courses determined by the Education Coordinator within 2 years and 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 the program graduate with a doctor of medicine (MD) and doctor of science (Ph.D.) diplomas together.

COURSE REQUIREMENTS

PERIOD OF STUDY (NON-THESIS MS): The duration of the Master 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 and it should be completed in three semesters at most. Students who do not complete the program by the end of the third semester is dismissed.

PERIOD OF STUDY (NON-THESIS MS): The maximum time allowed to successfully complete the credit courses required by the M.S without Thesis program is two semesters. Students exceeding the terms allowed are dismissed from the program.

PERIOD OF STUDY (MSc): The duration of the Master 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 is dismissed.

PERIOD OF COMPLETING COURSES (MSc): The maximum time allowed to successfully complete the credit courses required by the M.S program is four semesters. Students exceeding the terms allowed are dismissed from the program.

PERIOD OF STUDY (Ph.D): 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 Master degree, and at least ten and at most fourteen semesters for students accepted with a Bachelor degree. Students who do not complete the program within this timeline will be dismissed from the program.

PERIOD OF COMPLETING COURSES (Ph.D): The maximum time allowed to successfully complete the credit courses required by the doctoral program is four semesters for the students who are accepted with a thesis Master degree and six semesters for the students who are accepted with a Bachelor degree.

SELECTING COURSES: All graduate students are encouraged to meet with their program coordinators and advisors to plan their course schedules before course registration. Newly admitted students are encouraged to review program's course offerings through the curriculum sent by the graduate school. All course registrations are done through KUSIS. If students encounter a problem during the course enrollment process, they can ask 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.

MSc Required Courses: MSc Students must take a minimum of seven courses (21 Credits) in the course of the MSc Program. Some programs may require more than seven courses.

MSc Non-Thesis Required Courses: MSc with Non-Thesis students must take a minimum of 10 courses (30 Credits) in the course of the Non-Thesis MSc program.

Additionally, students are required to take the following 4 non- Credit courses:

• ENGL 500: Academic Writing (Required to be completed until the 3rd Semester)

• TEAC 500: Teaching Experience (Non-Credit, required every semester, except the Non-Thesis students)

• COURSE 595: Thesis Course (Non-Credit, required every semester, except the Non-Thesis students)

• COURSE 590: Seminar Course (Non-Credit, required to take once before graduation semester, except the Non-Thesis students)

• KOLT 500: Training Course for Graduate Teaching (Non-Credit, required to be completed before assignment as a TA, except the Non-Thesis students)

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).

• COURSE 591: Project Course (For Non-Thesis students)

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

• ENGL 500: Academic Writing (Required to be completed until 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)

• KOLT 500: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.

INDEPENDENT STUDY (INDEP): Independent Study course is not a regularly scheduled university course, but is arranged, planned and managed by the supervising professor (advisors) in conjunction with the goals that are proposed by the student. INDEP courses are 3 credits. MS students or PhD students enrolled with a BS degree can count 1 Independent Study course credits towards their final degree requirements. Direct PhD students can count 1 Independent Study course credits towards their final degree requirements. To take an INDEP course, students must complete the enclosed form and submit it to the graduate office. Required form can be found at GSHS Website.

GRADUATE SCHOOL OF HEALTH SCIENCES

ADDING/DROPPING COURSES: With the approval of the program coordinator and the instructors of the course, 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 cannot 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.

APPOINTMENT OF THESIS ADVISOR: MSc students are required to choose a thesis advisor by the end of first semester. PhD 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 GSHS Website.

CHANGING AN ADVISOR: Students may change their advisor in the course of their studies in exceptional conditions. This is subject to approval of the Graduate School Administration. Required form can be found at GSHS Website.

QUALIFYING EXAM (PhD): Students who are accepted with a MS degree or students with MD degrees must take the qualifying exam by the end of their fifth semester. Direct PhD students who are accepted with a BS must take the qualifying exam by the end of the seventh semester. Advisors are responsible for tracking the Qualifying Exam timeline of their students. Qualifying exam consists of two parts, oral and written. Students who pass the written part can take the oral part. 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 exam dates are determined by the Qualifying Exam Steering Committee of each program. Qualifying exams are arranged and carried out by a qualifying exam committee consisting of five members who are recommended by the Qualifying Exam Steering Committee and approved by the Executive Council. The exam jury consists of five faculty members, including the thesis advisor, and two members from an external university. Required forms specific for each program can be found at GSHS Website. All forms should be submitted to the GSHS Office.

THESIS PROPOSAL (PhD): All PhD Students must form a Thesis Monitoring Committee within a month after passing their Qualifying Exams. The proposal should be presented to the Thesis Monitoring Committee within the six months after the exam. Required form can be found at GSHS Website. All forms should be submitted to the GSHS office.

THESIS PROPOSAL (MSc): All MSc Students must submit a thesis proposal by the end of their second semester. Required form can be found at GSHS Website.

THESIS MONITORING COMMITTEE (PhD): 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.** Thesis advisor **2.** Member from the department (From KU) **3.** Member from another University or another department at KU

In the case that the student has co-advisors then the Thesis Monitoring Committee should have five members.

Required form can be found at GSHS Website. All forms should be submitted to the GSHS office.

THESIS MONITORING MEETINGS (PhD): Following the approval of thesis proposal all students should hold Thesis Monitoring Committee Meetings every six months. The student's advisor is expected to track the schedule of these meetings. Students should submit a progress report to the Monitoring Committee at most 1 week prior to their meetings. Students must have at least four successfully completed Thesis Monitoring Meetings. Required form can be found at GSHS Website.

APPOINTMENT OF THESIS JURY: 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.

The Doctoral Thesis Jury is appointed on the recommendation of the department board 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.

PART 6 TEACHING & RESEARCH ASSISTANTSHIP

TA/RA Responsibilities of Students

TAs and RAs are integral parts of the teaching and research activities at the university and graduate students' participation in these activities contributes to their training as strong academicians. Thus, TA and RA tasks are not considered as an exchange for the scholarship. Therefore, all MS (with thesis) and PhD students are required to perform TA-RA tasks, regardless of their funding source (e.g., TÜBİTAK, project grant) or lack of it (i.e. tuition waiver). Only students in the non-thesis MS programs are exempt from TA-RA tasks. TAs and RAs can contribute to teaching and research in a variety of ways depending on the needs of particular courses and research projects. Advisor of the graduate student is expected to track the student's TA-RA tasks and to ensure that the student has successfully fulfilled his/her TA duties. If the student has successfully completed his/her TA duties, the relevant course instructor must enter his/her TEAC 500 course grade as S (Satisfactory), and if the student has not successfully completed his/her TA duties, the relevant course instructor must enter his/her TEAC 500 course grade as U (Unsatisfactory).

The graduate school takes the TA needs of the faculty members, the assignments are by made the program coordinators. Students of the faculty members can be assigned to different tasks, they cannot be assigned to the labs of their advisors all the time. Students assigned to different labs/faculty members as TAs must choose the section of that faculty member for the TEAC 500 course and this course is graded by that faculty member.

RA duties are integral parts of the university and graduate students' academic development. These activities are based on the Thesis Research of the student and are evaluated each semester by the students' advisors. If the student has successfully completed his/her RA duties, the advisor must enter his/her Thesis 595/695 course grade as S (Satisfactory), and if the student has not successfully completed his/her RA duties, the advisor must enter his/her Thesis 595/695 course grade as U (Unsatisfactory).

Students who receive a "U" grade in either of their TA or RA duties are warned officially with a letter, and areas of improvement are discussed with the student and their advisors. The tuition waiver, scholarship and other benefits of the students who receive a "U" grade in either TA/RA duties in 2 successive semesters, will be terminated.

PART 7 COURSE OPENING PROCEDURES

The course opening period is announced by GSHS to all faculty members. The faculty members who would like to open a new course is expected to send the course description form (which consists both the English and Turkish description of the course), the New Course Proposal Form and the syllabus of the course to the GSHS via e-mail. The grading system in the syllabi must be in detail.

GSHS office compiles these forms and new course offerings are evaluated by the Institute Administration. The GSHS office then submits the new courses to the University Academic Council for approval. The courses approved by the Academic Council are opened on KUSIS. The faculty members, when notifying GSHS of new course opening, should also inform the day and hour of the course. After obtaining this information from all faculty members, GSHS office shares the finalized curriculum with the faculty members.

PART 8 ENTERING GRADES

The grade entering is expected to be completed until the date announced by the Academic Calendar.

The faculty members enter the grades using KUSIS. The grades of the students must be complete before the graduation.

The faculty members should follow those steps to enter the grades:

KUSIS - Self Service - Faculty Center - My Schedule

Please ensure that the given term is appropriate, then please click the "Grade Roster" link. To be able to enter grades, "Approval Status" should be "Not Reviewed". There will appear a list of enrolled students in alphabetical order. The default display shows the first twenty students. To see every student, please click the "View All" link on below the page. You can enter grades one by one in the "Roster Grade" column. After completing the grading, please click "Save" button. After saving the grades, you should change "Approval Status" as "Approved". If you are sure that everything is correct, to end the process: please click the "Post" button on the bottom of the page.

To get further assistance, you can get in touch with the Registrar's Office or watch the video on how to enter grades at this link: **https://www.youtube.com/watch?v=9ko2onhi7ds**

PART 9 RULES AND REGULATIONS

All the faculty members, particularly those who advice students, are expected to read and know the rules and regulations given below.

All the rules and regulations can be found at GSHS Website, "About" section.

• YÖK Regulation on Graduate Studies
• Koç University Regulations For Graduate Teaching and Learning
• Koç University Housing Rules and Regulations
• Koç University Scholarship Rules and Regulations
• Koç University Student Code of Conduct

PART 10 DEADLINES

All the faculty members are asked to follow the deadlines requested by the graduate school.

The important deadlines;

• Course opening dates
• Qualifying exam questions dates
• Course grade entry dates
• TA needs dates
• Interview lists dates
• Other deadlines for the academic processes of the students
• Other deadlines for the necessary information upon the request of the Higher Education Council.

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