



**KOÇ
ÜNİVERSİTESİ**
GRADUATE SCHOOL
OF HEALTH SCIENCES

STUDENT HANDBOOK



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Prof. Yasemin Gürsoy Özdemir

Koç University Graduate School of Health Sciences (GSHS)

provides an integration platform for students and faculty willing to develop novel studies for health sciences. For the development and translation of novel and innovative technologies, transfer of knowledge to the bed side from the bench is needed. In order to achieve this goal, graduate programs provide the first step. Koç University Graduate School of Health Sciences has 4 PhD and 5 MS programs together with cutting edge laboratories enabling translational studies and high quality of education. Our programs recruit students willing to develop themselves in health sciences research areas under the supervision of internationally recognised faculty members. Our MS and PhD graduates are recruited by industry as well as internationally recognised universities as academic members. Our aim is to improve the quality and numbers of interdisciplinary programs as well as to increase innovative translational research. We welcome all the interested students to apply our programs. For further information please contact us through gshs@ku.edu.tr.



REGISTRATION DOCUMENTS

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

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

HOW TO REGISTER TO COURSES

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

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

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

KUSIS Enrollment Tips & Tricks: registrar.ku.edu.tr/kusis-101/

KUSIS How-To: <https://registrar.ku.edu.tr/en/how-to-videos/>

GSHS ORIENTATION

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

GSHS orientation covers below subjects;

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

The orientation held via online and the recording of the orientation and the powerpoint presentation is being sent to the students afterwards.

RESIDENCE PERMITS (INTERNATIONAL STUDENTS)

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

International Community Office (ICO) supports all students with the residency process.

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

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

Email address: ico@ku.edu.tr

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

KUSIS/EMAIL ADDRESS

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

All student email accounts are Gmail based.

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

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

WI-FI CONNECTION ON KU CAMPUSES

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

To learn how to connect to the wi-fi on campus, visit <https://confluence.ku.edu.tr/kuhelp/ithelp/it-services/network-and-wireless>. Please select your status as a guest or faculty/staff/student from the menu on the left.

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

LABORATORY TRAINING

- Students have to take the lab training before entering to the labs. The ID cards are authorized after the completion of the lab training.
- Before taking the training, students can enter the labs only with the company of their advisors.

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

Contacts: Volkan Taşpınar VTASPINAR@ku.edu.tr

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

STUDENT ID CARDS

- ID Cards are issued following registration. Students are required to carry their ID while entering and on campus.
- You also need your Koç University ID card for on-campus facilities such as booking a study room, borrowing a book from the library or getting a locker at the gym etc. You need to get in contact with the GSHS office for using your Koç University ID cards in Koç University Hospital.
- Student ID cards are free of charge. However, a fee will be charged for renewed ID cards.
- For lost ID cards, students must first pay the fee to the Yapı Kredi Bank and then go to the security office for renewal (Rectorate Building Floor -1).

ISTANBUL CARD

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

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

SHUTTLE AND BUS SCHEDULE

There are also regular Shuttle Services between main campus and Koç University Hospital each day. For the regular shuttle program please contact: gshs@ku.edu.tr

<https://ogs.ku.edu.tr/en/facilities-directorate/transportation-services/>

CAMPUS PARKING AND HGS

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

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

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

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

All other students are required to pay a parking fee.

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



SETCARD (Meal Cards)

Meal Card is a pre-filled meal card provided by the university with full scholarship PhD students. Every month users will receive a set balance of money for food which they can spend as they please. Meal Card can be used at all campus food vendors, small food shops, as well as restaurants and some grocery stores around the city. A business that accepts Meal Card would have a sticker or decal displayed on the window or door of the shop. You can also show your card and ask if you can use it for payment. Each month, the Meal Card can either be refilled on campus or at a shop/restaurant that accepts the card. Please set your password as soon as you receive your Meal Card. If you lose your Meal Card, please inform Human Resources office immediately to have your card blocked. Someone who has your card can spend your balance. For lost cards please contact gshs@ku.edu.tr

You can download the Setcard mobile app on your phone and don't forget to set a password to secure your card.

HEALTH INSURANCE

Full scholarship students are offered health insurance as a part of their scholarship.

All students must submit their completed and signed insurance forms to the graduate office latest by the end of the first school week.

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

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

LOST AND FOUND

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

HOUSING

Students may be offered shared housing as a part of their scholarship (Koç University graduate student apartments are located near campus and are fully furnished). Students will need to bring their own towels and linens along with their personal belongings.

Students are given accommodation for the duration of their education as stated in the offer letter (generally two years for MS and four years for PhD (There may be exceptions based on program duration)).

Please see useful links for housing enclosed for details:

<https://dorms.ku.edu.tr/en/>

BANK ACCOUNT

- In order to receive your monthly stipends/housing aid, travel reimbursements and other cash transactions all students must have a bank account with Yapı Kredi.
- A branch of the bank is available on our campus located in the Student Center as well as at the Health Sciences Campus (Koç University Hospital).
- Students must notify the Graduate Office once they activate their bank account by sending their IBAN number.

For international students:

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





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

Ece Aydoğan

O: A Building, SNA 208

M: eaydogan@ku.edu.tr T: +90 212 338 1069

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

Simay Altunsoy Güneş

O: 9th floor, M-9214

M: saltunsoy@ku.edu.tr T: +90 850 250 8250/24231

International Student Recruitment:

Melissa Abache

O: 111A

M: mabache@ku.edu.tr T: +90 212 338 11 78

Housing:

Sultan Çiçek

O: RF Campus Dormitory Management S Building

M: sultancicek@ku.edu.tr T: +90 212 338 3377

W: <https://dorms.ku.edu.tr/en/>

<https://ogs.ku.edu.tr/dormitory/members>

Office of International Programs: <https://oip.ku.edu.tr/>

International Student Information: <https://graduate.ku.edu.tr/content/contact-us>

Registrar: <https://registrar.ku.edu.tr/en/>

IT: <https://it.ku.edu.tr/en/>

Health Center: <https://hc.ku.edu.tr/en/>

Library: <https://library.ku.edu.tr/en/>

Dean of Students: <https://dos.ku.edu.tr/en/> O: Student Center -3 B399

Student Health and Counseling Services (SHCS)

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

<https://kocunikures.ku.edu.tr/en/>

GRADUATE TUITION AND FEES

There exists a wide spectrum of financial aid and scholarship opportunities and packages for graduate students at the Graduate School of Health Sciences. These include “KU Graduate Scholarship” funded by Koç University, BİDEB scholarship funded by TÜBİTAK, Turkey Scholarships, “Project-based Graduate Scholarship” co-funded by external sources such as TÜBİTAK, EU, industry through projects and Koç University.

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

PAYMENT OF STIPENDS

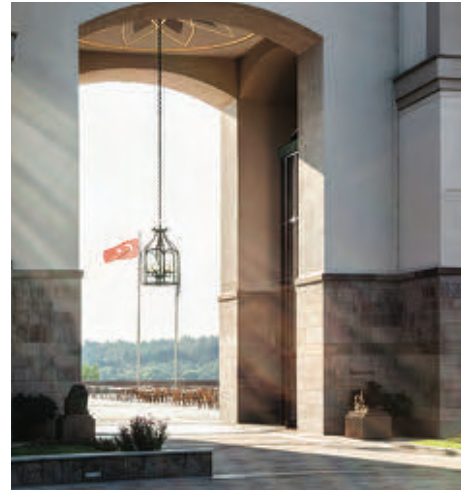
Duration of the payments are indicated on your offer letter. KU stipends are paid in the beginning of the month while project payments are paid at the end of the month.

PAYMENTS

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

TRAVEL FUNDS

Full scholarship students who present a paper or poster at a scientific event are eligible to apply for travel support. The travel fund applications are evaluated based on the academic success of the students. The event must take place while the student is enrolled full-time in a graduate degree program.



PERIOD OF STUDY (M.S WITHOUT THESIS)

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 (MS)

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 and it 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 (MS)

The maximum time allowed to successfully complete the credit courses required by the M.S program is four semesters.

PERIOD OF STUDY (PhD)

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.

PERIOD OF COMPLETING COURSES (PhD)

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. Students exceeding the terms allowed are dismissed from the program.

SELECTING COURSES

All graduate students are encouraged to meet with their academic coordinator 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 courses registration are done through KUSIS, except undergraduate course registration.

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.

How to select courses from KUSIS

KUSIS Enrolment Tips & Tricks: <http://registrar.ku.edu.tr/kusis-101/>

KUSIS How-To: <http://registrar.ku.edu.tr/how-to-videos/>

COURSE REQUIREMENTS

MS

Required Courses: MS Students must take a minimum of seven courses (21 Credits) in the course of the MS Program. Some programs may require more than seven courses. Additionally, students are required to take 4 non- Credit courses.

- ENGL 500: Academic Writing (Required to be completed in the 3rd Semester)
- TEAC 500: Teaching Experience (Non-Credit, required every semester)
- COURSE 591: Project Course (for Non-Thesis students)
- COURSE 595: Thesis Course (Non-Credit, required every semester)
- COURSE 590: Seminar Course (Non-Credit, required to take and successfully complete once before graduation)
- 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 courses graded C- and below must be repeated or replaced with another course if approved by the department. Required core courses must be repeated.



► PhD

Required Courses: PhD Students must take minimum of seven courses (21 Credits) in the course of the PhD.

- 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 14 courses (42 credits).
- Additionally, students are required to take 4 Non-Credit courses;
- ENGL 500: Academic Writing
- 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 and successfully complete once before graduation)

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

MD-PhD

Period of Study: By adding four semesters to medical educationThe 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.

You can reach the Koç University School Of Medicine Medical Science-doctoral Integrated Program Education And Exam Directive on our website:

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

TAKING COURSES FROM DIFFERENT DEPARTMENTS

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

INDEPENDENT STUDY (INDEP)

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

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

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

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

LANGUAGE COURSES

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

TRANSFERRING COURSES FROM PREVIOUS STUDIES

Please consult with GSHS office, your advisor and then with the program coordinator.

The courses cannot be counted towards the credits, if they were counted in the graduation requirements of the previous program.

ADDING/DROPPING COURSES

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

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

What is the difference between dropping and withdrawing?

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

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

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

APPOINTMENT OF THESIS ADVISOR

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

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

CHANGING AN ADVISOR

Students may change their advisor in the course of their studies in exceptional conditions if approved by admin.

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

QUALIFYING EXAM (PhD)

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

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

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

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

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

THESIS PROPOSAL (PhD)

Students must submit their thesis subject within 1 month after the Qualifying Exam.

All PhD Students must defend a thesis proposal within the six months after passing the Qualifying Exam.

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

THESIS PROPOSAL (MS)

All MS Students must submit a thesis proposal by the end of their second semester.

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

THESIS MONITORING COMMITTEE (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" title).

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

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

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

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

THESIS MONITORING MEETINGS (PhD)

Following the approval of thesis proposal all students should hold Thesis Monitoring Committee Meetings every six months at most.

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

APPOINTMENT OF THESIS JURY (PhD)

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.

APPOINTMENT OF THESIS JURY (MS)

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

HOW TO REQUEST TRANSCRIPTS

All transcripts are directly requested through Registrar.

<https://registrar.ku.edu.tr/en/general-informations/how-to-ideos/#1490439885667-9f3045b3-9b74>



GENERAL PRINCIPLES

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 teachers and researchers. Thus, TA and RA tasks are not in 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.

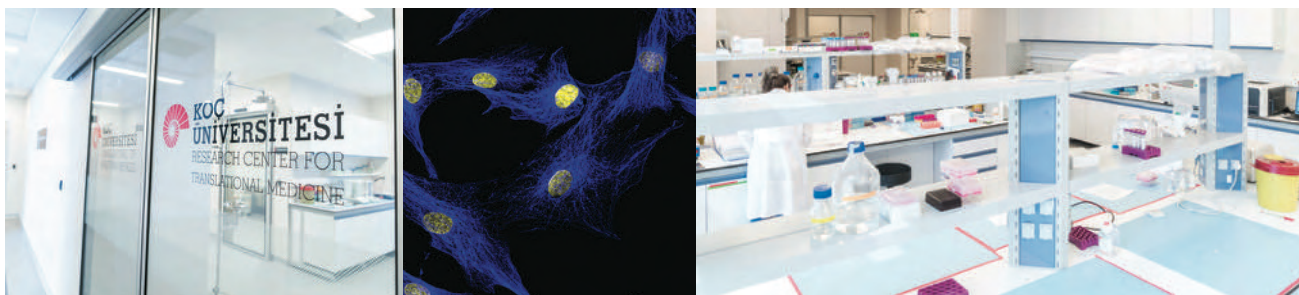
TAs and RAs can contribute to teaching and research in a variety of ways depending on the needs of particular courses and research projects.



KUTTAM LABORATORIES

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

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



MOLECULAR MEDICINE LABORATORIES

In the Molecular Medicine Laboratories of Koç University Research Center for Translational Medicine (KUTTAM), located at two separate campuses (Topkapı Health Sciences Campus and Rumelifeneri Campus), state of the art infrastructures to conduct research on gene and protein function; to study established and primary cell lines; to conduct research on cancer cells, stem cells and induced pluripotent stem cells (iPSCs); to perform genome engineering through the use of lenti/retroviral mediated gene transfer as well as CRISPR-based technologies; and to perform histological analyses on cells and tissues through immunolabeling and microscopy are available. KUTTAM Topkapı Campus and Rumelifeneri Campus together contain separate spaces where primary cell culture and cell lines can be operated, several special ventilation systems and isolations, total 16 laminar flow systems and a large number of incubators. Biochemical studies of protein expression through the use of Western blot propulsion devices (BIORAD, Mini Protein Tetra Cell, Mini Sub Cell GT), power supply devices (Power Pac Basic Supply), transfer devices (Trans Blot SD Cell Semi-Dry) and digital imaging systems (Typhoon, Biorad GelDoc system) that allow the display of acquired data is available. In addition, FACS cell separation device (Biorad-FASC Aria™ III-4L model) for separating cells from tissues, cells and blood samples is among the devices which are brought into use. There are PCR and imaging systems (Biorad GelDoc system) that allow both real-time (Light Cycler 480 II real-time PCR, ROCHE) and conventional PCR constructs to work at the level of gene expression. Epigenetic studies that require Sonication Devices as well as DNA Methylation Sequencing, QIAGEN are also in operation. In addition, real-time monitoring of cell growth and invasion through the use of XCELLigence® RTCA DP technology has been made available to our researchers.

CELLULAR AND MOLECULAR IMAGING CORE

The Cellular and Molecular Imaging Core of KUTTAM is an advanced imaging center that provides personalized assistance, training, and support on all aspects of comprehensive imaging for the basic and clinical research community. It is located in a 75 m2, shared-use facility on the Koç University Health Sciences Campus at the 4th Floor as well as the recently built facilities at the Science and Technology Building at Rumelifeneri Campus. Equipment in the state of the art facility includes Leica TCS SP8 STED 3X super-resolution system, Inverted Microscope Platform Leica DMI8, Multiphoton Microscope Leica TCS SP8 MP, Leica TCS SP8 DLS (Digital LightSheet) and LiveCell Imaging. Training and assistance in the use of the instruments and associated technical support is provided by appointment and scheduled in-service training sessions.

OMICS

The Experimental Animal Laboratory is a central laboratory at KUTTAM. The Experimental Animal Laboratory provides the production and care services of the experimental animals including, but not limited to, transgenic and immunocompromised mice. All research at the Laboratory is in accordance with national and international standards and protocols. Based on the basic principles that are referred to as 3R in animal science, which are "Replacement", "Reduction" and "Refinement", the experimental animals are provided with healthy, high quality and correct usage. The total area of the laboratory is 464 m2 consisting of 41 independent sections. The area devoted to the research consists of 2 operation rooms, 1 cell culture room, 3 behavior rooms, an in vivo imaging room with state of the art IVIS imaging system, necropsy room, examination room and other auxiliary rooms. Embryo production, embryo transfer, cryopreservation and other assisted reproductive biotechnology techniques are also applied in the Embryo Research Laboratory of the Animal Laboratory.

MOTION ANALYSIS AND COGNITION

The Motion Analysis and Cognition Laboratory, one of the basic research groups of KUTTAM, aims to identify, examine, monitor and improve these functions, which are known to be influenced by different groups of patients, by using technologies and approaches that can be described in detail and efficiently with the human cognitive system and mobility. For this purpose, the health of the basic components of the cognition such as attention, memory, decision making, learning and perception are described numerically and the brain stimulation (transcranial direct current stimulation, transcranial magnetic stimulation) and with the use of the neuroimaging tools in Koç University Hospital, the neural sources of differences that can be observed between individual / patient groups can be determined. In addition to the cognitive outputs, the Movement Analysis laboratory can quantitatively evaluate and quantify the body posture, walking, posture, balance and movement parameters through electromyography (EMG), three-dimensional motion analysis system and biomedical sensors. This technologically advanced setup allows examination of motion analysis for all types of central nervous system not only for physical rehabilitation studies, but also musculoskeletal system disorders in pediatric and adult populations.

ANIMAL RESEARCH

The Experimental Animal Laboratory is a central laboratory in Koç University Research Center for Translational Medicine. The Experimental Animal Laboratory provides the production and care services of the experimental animals required in the research in accordance with national and international standards. Based on the basic principles that are referred to as 3R in laboratory animal science and which are "Replacement" substitution, "Reduction" reduction and "Refinement" elimination, the experimental animals are provided with healthy, high quality and correct usage. The total area of the laboratory is 464 m2 and it consists of 41 independent sections. The area devoted to the research consists of 2 operation rooms, 1 cell culture room, 3 behavior rooms, in vivo imaging room, necropsy room, examination room and other auxiliary rooms. At the same time, embryo production, embryo transfer, cryopreservation and other assisted reproductive biotechnology techniques are applied to experimental animals in the Embryo Research Laboratory located in the laboratory.

NDAL: <http://www.alsturkiye.org/default.aspx>

CAMPUS FACILITIES AND SERVICES

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

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

SECURITY AT CAMPUS

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

Rumelifeneri Campus Main +90 212 338 35 35 +90 212 338 36 36

Entrance Head of Security (24/7) +90 212 338 36 39

Emergency 1122 (24/7) Non-Turkish Speakers' Hotline 0549 790 8340

West Campus Security Office +90 212 338 70 07 +90 212 338 70



GRADUATE SCHOOL OF HEALTH SCIENCES





GRADUATION REQUIREMENTS

What Should Be Done Before The Thesis Defense?

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

What Should Be Done After The Thesis Defense?

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

LAST STEPS BEFORE GRADUATION

- Check if there are any books you need to hand over to the library.
- Get confirmation from the Finance Office that you do not have any outstanding balance
- Make sure you delivered your laptop to the IT department.
- For students staying at dormitories: make sure that you hand in your key to the Facilities Management.
- Students must return their Koç University IDs to registrar. Alumni ID will be issued following graduation and can be collected from the Alumni office.

KU ALUMNI

KU Alumni Office manages the alumni network of Koç University and offers several alumni services.

To learn more visit www.mezun.ku.edu.tr Email contact: mezun@ku.edu.tr

PART 8 RULES AND REGULATIONS

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



gshs.ku.edu.tr