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1. PURPOSE

The purpose of these regulations is to establish the principles and rules regarding the scholarships provided by Koç University for Koç University masters and doctoral programmes. Externally funded scholarships (such as projects and TUBITAK funded scholarships) are subject to these regulations as well, and their special conditions and requirements will be taken into consideration by the institutes, regarding the demands from the students and the related faculty members.

2. CONTENT

The regulations contain conditions of the applications for scholarships provided for the masters and doctorate programmes, of the evaluation process of these applications, stipend payment periods and the conditions of their termination, the principles, content and evaluation rules of the teaching and research assistanship training, and rules for other benefits for the students.

3. REFERENCES


Academic Council Decision Report no.14 Mart 2012/03–Article 3

4. RESPONSIBILITIES

- 4.1. The units, departments and people are responsible for the steps indicated in the content of these regulations, respective to their subjects.
- 4.2. President: is responsible for the execution of these regulations.
- 4.3. Vice President for Research and Development: is responsible for the preparation of these regulations.
- 4.4. Masters and Doctorate Students: are responsible for making necessary declarations, getting approval, following the process and abiding by all the rules within the content of these regulations.
- 4.5. Faculty Deans and Institute Directors: are responsible for the application of these regulations.

5. DEFINITIONS

- 5.1. **President**
defines the President of Koç University
- 5.2. **Vice President for Research and Development (VPRD)**
defines Koç University Vice President in charge of Research and Development
- 5.3. **Institutes**
define Graduate School of Business, Graduate School of Science and Engineering, Graduate School of Social Sciences, and Health Sciences Institute, which organize the graduate education at Koç University
- 5.4. **Institute Executive Committees (IEC)**
defines the board presided by the Institute Director, convened at the institutes according to rules established by Higher Education Council (YÖK) Academic Organization Regulation for Universities
- 5.5. **Graduate Programme**
defines Masters or Doctorate Programme
- 5.6. **Directorate of Financial Affairs**
defines Koç University Directorate of Financial Affairs

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5.7. **Students**
define graduate students studying at Koç University.

6. BASIC PRINCIPLES

6.1. It is an academic priority that the doctorate programmes at Koç University are supported with scholarships. The scholarships are given to support the education and research activities that provide the proficiencies the programmes expect from their future graduates.

6.2. The content and related responsibilities of the education of the masters and doctorate students are defined under three basic titles: (i) to successfully complete the (minimum) number of required courses designated by YÖK for Masters and Doctoral degrees, (ii) to complete Teaching Assistantship and Research Assistantship Training, (iii) to successfully fulfill thesis responsibilities (thesis defence for Masters programmes; qualifier exam for doctoral programmes, thesis monitoring and doctorate thesis defence processes.)

7. PROCEDURE

7.1 Scholarship Admission Requirements for Graduate Programmes

7.1.1. The condition for admission to graduate programmes with partial or full scholarship is high success. Each programme decides which students to admit with scholarship on its own, within the framework of Graduate Education and Instruction Regulations; the final list of scholarship students are approved by the Executive Committees of the related institutes and are presented for President's approval.

7.1.2. Scholarship in graduate programmes includes: (i) tuition waiver, (ii) monthly stipend payments and (iii) benefits. The coverage of the scholarship is determined by regulations implemented by the presidency each year.

7.2 Scholarship Periods


7.2.1. Scholarship support for masters programmes (with Thesis) is 24 months maximum; 60 months maximum for doctoral programmes applied with undergraduate degree; 48 months maximum for doctoral programmes applied with a masters degree.

7.2.1.1. Due to their structural features, the scholarship support period for the Business Doctorate Programme and the Archeology and Art History Doctorate programme (ARHA) is a maximum 60 months for those who apply with a masters degree, and 72 months maximum for those who applied to ARHA with an undergraduate degree.

7.2.2. In case of a demand for additional period to continue thesis studies and with the condition that related Institute Executive Committee approves the demand; the tuition waiver only can be extended for two more semesters maximum. The extension of monthly stipend payment and benefits during the additional period is an exception and can only be done with the recommendation of Institute Administrative Board and the approval of the Vice President for Research and Development.

7.3 The Content and Evaluation of Teaching Assistantship Training

7.3.1. Apart from their course requirements, Masters (with Thesis) and Doctorate students, are expected to successfully fulfill their Teaching Assistantship Training duties which is a part of their education to prepare them for academic and research positions after their graduation. Graduate Assistantship Training is limited to 10 hours per week and its content might change according to the programme. As such,

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the programme-specific content of the Graduate Assistantship is defined on the Institute websites.

7.3.2. The teaching assistantship performances of the Masters (with Thesis) and Doctorate students are evaluated three times a year, in fall, spring and summer.

7.4. **The Content and Evaluation of The Research Assistantship Training**

7.4.1. In the Research Assistantship Training part of the education of Masters (with Thesis) and Doctorate students, the students are expected to participate in all research activities including their thesis study. The main purpose of the research assistantship training is to familiarize the students with current research and development subjects and to give them experience in these fields, to provide them with the skills to define original and novel research and development subjects, and to teach them the critical steps and scientific methods of conducting a research through practice. Since how these proficiencies can be provided can differ among different programmes, the Research Assistantship Training content is defined in detail in respective institute websites.

Research Assistantship Training generally includes the students' thesis work, pre-research and side research activities necessary for the students' thesis, or work that will increase research proficiency; therefore, it is not possible to define a time limit. However, in the cases which the students collaborate with members of the faculty other than their thesis advisors, their thesis subjects or other units (i.e., research centers), the maximum time expected from them for these activities is 10 hours.

7.4.2. The research assistantship performances of the Masters (with thesis) and Doctorate students are evaluated three times a year, in fall, spring and summer.

7.5. **The Conditions of Scholarship Continuation and Termination**

7.5.1. The continuation of the scholarships for Masters and Doctorate students depend on their academic and assistantship training success levels. The conditions for the termination or the reinstatement of the scholarships are presented on the table below. (see Table 1). The conditions for the termination or for the decision to reinstate and to execute the reinstatement (such as the time of start and conditions for reinstatement) are determined by the Institute Executive Committee decision and are delivered in a written form to the student.

The cessation of the Tuition Waiver, indicated on Table 1, means that the student will pay the tuition fee for the programme of study, indicated on the related Institute Web page and defined by the rules of the said institute starting with the semester that follows cessation date and the consecutive semesters.

7.5.2. In special cases, students can apply to the Institute with a petition explaining their situation. Institute processes this petition by taking the student advisors opinion into consideration, and the petition is discussed and decided upon at the Institute Executive Committee.

7.6. **Other Provisions**

7.6.1. The students that are not covered by the scholarship, the rules defined by Koç University Graduate Education Regulations apply.



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Table 1. The conditions for termination of the masters and doctorate scholarships.

	Tuition Waiver	Monthly Stipend Payment	Benefits (i.e. free residency, private health insurance, food coupons)
If the average semester grade is below 2.7 twice	-	Terminated (If the average grade increases* scholarship can be reestablished with the decision of Institute Executive Committee and the approval of thesis advisor.)	Terminated (If the average grade increases* scholarship can be reestablished with the decision of Institute Executive Committee and the approval of thesis advisor.)
If the thesis course grade is “unsatisfactory” for two semesters	-	Terminated	Terminated
Expiration of education period (see Article 7.2.1)	Terminated	Terminated	Terminated
Expiration of the extension period (see Article 7.2.2)	Terminated	Terminated	Terminated
Two semesters of failure in teaching or research assistantship evaluation	-	Terminated	Terminated
Two times failure in thesis defence	Terminated	Terminated	Terminated
Two times of failure in PhD Qualifier exam	Terminated	Terminated	Terminated
If the student fails the thesis monitoring jury twice	Terminated	Terminated	Terminated
If a doctorate thesis advisor cannot be found or if the assigned advisor does not want to continue advising (provided this is justified and this justification is approved by the IEC)	Terminated	Terminated	Terminated
Disciplinary Infraction	Might be terminated (With the decision of IEC)	Might be terminated (With the decision of IEC)	Might be terminated (With the decision of IEC)

Note: * The undergraduate courses approved by the Institute are added to the calculation of the grade average for the Masters students. The undergraduate courses cannot be included in the calculation of the grade average for Doctorate students.

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8. RECORDS

Related institutes are responsible for notifying Directorate of Financial Affairs and Registrar's Office of the changes in the scholarship situation of the students.

9. REVISION

Responsibility for the revision and updates of these regulations, based on the feedback from the institutes, belong to the Office of Vice President for Research and Development. Revisions are made on April each year.

10. TABLE OF CHANGES/DISTRIBUTION/APPROVAL

Amended Page	Date	Amendment	Author
	01.09.2014	New Publication	

Distribution (Related Departments)
Presidents Office, All Faculties and Institutes, Registrar's Office, Directorate of Financial Affairs, Career Center

The Approval of Aptitude (Vice President):	Approval of Execution (President):
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