

## INSTITUTE OF HEALTH SCIENCES FREQUENTLY ASKED QUESTIONS

**Prepared on April 20, 2016 in accordance with the Regulation on Graduate Education and Training of Higher Education Council of Higher Education.**

### **STUDENT INFORMATION SYSTEM (OBS)**

The student logs into the system with the username and password given to him/her during registration. Course registration, course add/delete transactions, course schedule viewing, etc. are done through OBS.

Within the periods specified in the Academic Calendar, course registration procedures are carried out with the academic advisor defined to the student through the system.

Students can make add/delete transactions related to the courses they have taken within the week specified in the Academic Calendar.

Students must register for all courses they attend. A student who attends a course for which he/she is not registered cannot make a claim.

**For Distance Education:** By entering the link [uskudar.edu.tr/en/uek](http://uskudar.edu.tr/en/uek), you can access the course process from STIX, ZOOM, LMS, ALMS.

**For OBS** <https://obs.uskudar.edu.tr/oibs/ogrenci/login.aspx>

Students who will enter the OBS system for the first time should enter the password field as a combination of the initial capital letter of the name, T.C. No and \* character;

For example, an example password for a student whose name is Murat: M14807694569\*.

**For STIX :** <https://stix.uskudar.edu.tr/student>

**For ALMS :**<https://lms.uskudar.edu.tr/>

**Mail Login/Password Change:** <https://bt.uskudar.edu.tr/btmail>

**To learn Student No:** [https://obs.uskudar.edu.tr/oibs/ogrsis/no\\_query.aspx](https://obs.uskudar.edu.tr/oibs/ogrsis/no_query.aspx)

**Note:** With the Single Password system, only 1 password can be changed on the same day.

If you are unable to log in even after all the procedures have been completed, send an e-mail to [teksifre@uskudar.edu.tr](mailto:teksifre@uskudar.edu.tr) by specifying the student number or contact the Information Technologies Directorate at the relevant campus.

It is the student's responsibility to follow the announcements made through the system or on the web page. The Institute will not be responsible for the loss of rights of students who do not follow the announcements.

## **ATTENDANCE OBLIGATION**

Students are obliged to attend 70% of the courses and 80% of the practices. Students who fail to fulfill their attendance obligation for any reason whatsoever, including health problems documented by a medical report, are considered unsuccessful in that course. Absent students are announced before the semester exams and cannot take the exams.

Students are obliged to fulfill the requirements of the course (exam, homework, presentation, laboratory, practice, etc.) prescribed by the instructor of the course.

## **TUITION PERIOD**

The duration of the master's program **with thesis is four semesters**, starting from the semester in which the courses related to the program in which the student is enrolled are given, regardless of whether he / she registers for each semester, except for the period spent in scientific preparation, and the program is completed in a maximum of **six semesters**.

Students who fail to successfully complete the credited courses and seminar course in the curriculum at the end of **four semesters**, or who fail to fulfill the success conditions / criteria stipulated by the higher education institution within this period, and who fail in the thesis study or fail to enter the thesis defense within the maximum periods are dismissed from the higher education institution.

The period for completing the master's program **without thesis is** at least two semesters and at most three semesters, starting from the semester in which the courses related to the program in which the student is enrolled are given, regardless of whether he / she registers for each semester, except for the period spent in scientific preparation. Students who fail or fail to complete the program at the end of this period are dismissed from the higher education institution.

## **SPECIAL STUDENT STATUS**

On November 22, 2019, the definition of **special student** has changed in accordance with the Regulation on Graduate Education and Training published in the Official Gazette. A **special student is** defined as a student who is registered in another graduate program and takes a course from a graduate program in our institute.

Students who do not have a bachelor's degree and do not have ALES certificate cannot register as special students.

## **RECORD FREEZING**

Students who wish to request a registration freeze should fill out the "Registration Freeze Form" on the web page (<https://uskudar.edu.tr/tr/kayit-dondurma>) at the beginning of the semester (until the start date of midterm exams) and follow the completion of the application

process. Registration suspension requests of students with a valid excuse are discussed by the Graduate School Administrative Board. In case of a positive decision, the student is granted the right to freeze registration.

is given. Thesis program students can freeze their registration for a maximum of 2 semesters, non-thesis program students can freeze their registration for a maximum of 1 semester. Students have the right to suspend their registration provided that they document their excuses (military service, illness, study abroad, etc.).

Students who have frozen their registration cannot count the courses they have taken from another institution during the period of registration freeze in their education program.

### **THESIS/PROJECT ADVISOR ASSIGNMENT/THESIS PROPOSAL**

In the master's program **with/without thesis**, a faculty member from the university staff is determined by the department or the student as the thesis/project advisor until the end of the second semester at the latest. The thesis proposal determined by the student together with the advisor (with the ethics committee application petition attached) is submitted to the Graduate School within one month following the appointment of the advisor. The thesis advisor and thesis topic are finalized with the approval of the Graduate School Board of Directors.

The student shares his/her advisor preference, if any, with the Head of the Department and follows the advisor assignment procedures. Students follow the advisor assignments on OBS and submit the Thesis Proposal Form to the Graduate School by having the advisor and the Head of the Department sign it within one month following the appointment date.

For requests for change of advisor, the "Advisor Change Form" is signed by the current advisor, the new advisor and the Head of the Department and submitted to the Graduate School.

### **EXEMPTION**

Students who want to count the courses they have taken from another graduate program must fill out the form they will receive from the web page, have it approved by the relevant Department Head together with the transcript and submit it to the Graduate School. The exemption request is discussed and decided by the Graduate School Executive Board.

### **PROJECT/THESIS WRITING**

Students at the project/thesis writing stage will write their thesis/projects according to the "Thesis/Project Writing Guide" under the "Forms" heading on the Institute's web page.

Students who are assigned an advisor must submit their thesis within two semesters.

The project preparation period is one semester.

Students must fulfill their financial obligations if they exceed the specified deadlines. The plagiarism rate cannot exceed 25% in thesis studies (with a maximum of 4% citation rate from one source) and 30% in project studies. It is the student's responsibility to prepare and correct the thesis/projects in accordance with the specified plagiarism rate and thesis/project

format.

You can find detailed information about the Thesis/Project process on our web page under the Forms heading "Things to do in the Thesis Process" and "Things to do in the Project Process".

### **RELATIONSHIP CUT OFF**

For graduation, the student must meet all the minimum requirements specified in the YÖK Graduate Regulations and submit his/her Thesis/Project on time.

The graduation status of the student who submits his/her thesis/project is discussed at the Graduate School Executive Board and the decision is sent to Student Affairs.

The Dismissal Form received from the Student Affairs Office is approved by all units on the form. A temporary graduation certificate is issued to the student.

### **ACADEMIC CALENDAR**

Students are obliged to fulfill their obligations within the framework of the Academic Calendar published on the web page of our University. There is no separate individual announcement regarding these obligations.

### **FORMS**

The forms that our students may need during their education are available under the heading "Forms" on the Institute's web page (<https://uskudar.edu.tr/sbe/formlar>)

\*\*\*\*\*

For information about student rights, grading system, study periods and operation;

[YÖK GRADUATE EDUCATION AND TRAINING REGULATION](#)

[ÜSKÜDAR UNIVERSITY GRADUATE EDUCATION AND TRAINING REGULATION](#)