

GRADUATE PROGRAM - FREQUENTLY ASKED QUESTIONS

STUDENT ID CARD

What should I do if my student ID card is lost?

After filling out and signing the Student ID Card Loss Report, you must submit it to the Student Affairs Directorate and pay a fee of 50 to the IBAN TR93 0001 2009 7130 0006 0001 38.

If you want to update the photo on your student ID card, you need to upload your current photo to the Student Information System before applying and indicate your request for the new photo to be used during the application.

The student ID card will be printed within 5 business days from the date of application and can be collected from Office 107 in the Student Affairs Directorate.

DOCUMENT REQUESTS

How can I obtain a student certificate and transcript?

Student certificates or transcripts requested in Turkish can be obtained through e-Government and can be used for official purposes.

For stamped documents requested in Turkish or English for use abroad/passport/visa, etc., you can send a request from your email address ending in@std.iyte.edu.tr to oidb@iyte.edu.tr. You can obtain signed copies of the requested documents from the Student Affairs Directorate.

STUDENT INFORMATION

How can I keep track of announcements and important information related to students?

Announcements and relevant information for students are published on the Student Affairs Directorate's website (oidb.iyte.edu.tr).

MILITARY AFFAIRS

Do I need to take any action for military deferment procedures?

For students who are newly registered or have officially severed their ties/been graduated, military deferment and enlistment procedures are handled by the Student Affairs Directorate through YÖKSİS. **However, it is the responsibility of the student to follow up on their military deferment procedures.**

Before enrolling in our Institute, students whose military deferments are ongoing will find that the military deferment proposals sent by our Institute are not accepted by the Ministry of National Defense (due to their military service being postponed for another reason). It is the responsibility of these students to follow up on and manage their military deferment procedures.

HEALTH REPORT

I have obtained a report due to my illness; where should I inform?

You need to submit a petition indicating your request regarding the period of your report to the chair of the department to which you are registered.

CONTRIBUTION FEE PAYMENT

How can I pay the contribution fee?

Instructions on how to pay the contribution fee are provided in the "Registration Renewal" announcement on our announcements page.

What should I do if I have paid the contribution fee excessively?

You need to fill out the "Contribution Fee Refund Form" available in the forms section of our page and submit it to our Directorate.

What should I do if I am unable to pay the contribution fee on time, and what happens if I do not pay?

Students who are unable to pay the contribution fee on time must submit a reasoned petition to the Student Affairs Directorate within the dates specified in the Academic Calendar. Students whose excuses are deemed acceptable by the Institute Management Board will be announced under the "Announcements" section at oidb.iyte.edu.tr and may pay the contribution fee within the granted time frame.

If the contribution fee is not paid, the student will lose their right to study for that semester and will not be able to benefit from student rights.

ATTENDANCE REQUIREMENT

Is attendance to classes mandatory?

Students are required to attend classes, practical sessions, and exams. Attendance is monitored by the respective instructor. The attendance requirement is 70% for theoretical courses and 80% for design, laboratory, workshop, and practical sessions

OBJECTION TO EXAM RESULTS

Can I appeal the exam results?

If there is a material error in the announced semester-end course grades, the student should apply to the Institute's Department Chair (EABDB). The student's request for correction will be decided by the Institute of Graduate Studies Board based on the EABDB's recommendation. Any material errors related to grades from semester-end exams must be resolved at least five business days before the start of the registration period for the following semester.

LEAVE OF ABSENCE (REGISTRATION FREEZE)

How many semesters can I freeze my registration for?

Students can freeze their registration for up to 1 (one) academic year in the English Preparatory Program and up to 4 (four) semesters in graduate programs.

When should I apply to freeze my registration?

You need to apply to freeze your registration with a reasoned petition to your department chair during the course selection period.

Is it necessary to pay the contribution fee for the semester during which registration is frozen?

No contribution fee payment is required for the semester during which registration is frozen.

Can I benefit from student rights during the period I have frozen my registration?

You cannot benefit from student rights during the period your registration is frozen.

Do the periods during which I have frozen my registration count towards my total study time?

The periods during which you have frozen your registration do not count towards your total study time.

SUMMER TERM

How many courses can I take during the Summer Term?

You can take a maximum of 3 courses during the Summer Term.

Can I add or drop courses or withdraw from a course during the Summer Term?

Course addition, course dropping, and course withdrawal are not permitted during the Summer Term.

Can I cancel my registration for the Summer Term?

Registration for the Summer Term can be canceled based on a valid reason and upon the student's request, with a decision by the relevant board.

Can I take courses from another university's Summer Term?

For graduate program students: Courses can be taken from another higher education institution if the program's language of instruction is 100% English, provided that the courses are approved by the Institute's Department Chair and accepted by the Institute of Graduate Studies Board.

I have just completed the English Preparatory Program. Can I select courses in the Summer Term before starting the main program?

No. Graduate students who have completed the English Preparatory Program and have proven their language proficiency but have not yet started their program courses can take courses during the Summer Term.

What happens if there is a deficiency in any of the registration steps listed in the Summer Term announcement?

Registration for the Summer Term is a complete process. If a student fails to complete any one of the steps, including course selection, advisor approval, or payment of the Summer Term fee, their Summer Term registration will be canceled.

DIPLOMA PROCEDURES

When can I receive my diploma after graduation?

After the decision of the Institute of Graduate Studies Board regarding your graduation is received by the Student Affairs Directorate, the diploma printing and signing processes will be completed within 20 business days. The diplomas will be prepared for delivery to students under normal conditions.

I lost my diploma, what should I do?

Publish a loss notice in a newspaper. Deposit ₺250 for the second copy to IBAN TR93 0001 2009 7130 0006 0001 38. Apply to the Student Affairs Directorate with the newspaper notice and a petition.

How many ECTS credits are required for graduation?

- For a Master's Program with Thesis: A minimum of 120 ECTS credits is required to complete the program.
- For a Master's Program without Thesis: A minimum of 90 ECTS credits is required to complete the program.
- For a Doctoral Program (with a Master's Degree): A total of at least 240 ECTS credits is required for those admitted with a Master's degree.
- For a Doctoral Program (with a Bachelor's Degree): A total of at least 300 ECTS credits is required for those admitted with a Bachelor's degree.

What is the minimum GPA required for graduation?

Courses in graduate programs must be successfully completed with a minimum overall GPA of 3.00.

How do I apply for the recognition of elective courses?

To have elective courses that were failed or wish to be replaced recognized, you need to personally apply to the relevant Department Chair and complete and submit the “Elective Course Recognition Form.”

Is there a withdrawal option for courses in graduate programs?

There is no option to withdraw from courses in graduate programs.

NORMAL/MAXIMUM STUDY DURATION

- Master’s Program with Thesis: The normal completion time is four semesters, and the maximum completion time is six semesters.
- Master’s Program without Thesis: The normal completion time is two semesters, and the maximum completion time is three semesters.
- Doctoral Program: For students admitted with a Master's degree, the normal completion time is eight semesters, and the maximum duration is twelve semesters. For students admitted with a Bachelor's degree, the normal completion time is ten semesters, and the maximum duration is fourteen semesters.
- Scientific Preparation Program: The maximum duration is two semesters.
- Foreign Language Preparatory Program: The normal completion time is 1 year, and the maximum completion time is 2 years.

Do the semesters during which I am not registered count towards my study duration?

Semesters during which students are not registered count towards their total study duration. Semesters during which students are on an official leave of absence do not count towards the study duration.

REGISTRATION CANCELLATION

How can I withdraw from my program at my own request?

Students who wish to cancel their registration at their own request must apply in person to the Student Affairs Directorate with a petition. Students who cannot apply in person may give a power of attorney through a notary to someone who will act on their behalf. The power of attorney must clearly state the purpose of the authorization and must be the original document.