KADIR HAS UNIVERSITY

REGULATION CONCERNING GRADUATE STUDENT SCHOLARSHIP
APPLICATIONS, TERMS OF USE AND REGISTRATION

Aim

Article 1- The aim of this regulation is to stipulate the procedures and principles concerning the applications of students who have requested scholarship status and who are recognized to have the right to be scholarship students per the terms of the Kadir Has University Regulation for Graduate Studies Education, as well as to stipulate the principles of evaluating the applications of such students.

Content

Article 2- This regulation contains the guidelines for the administration of scholarships for graduate students.

Legality

Article 3- This regulation adheres to the tenets as stipulated in Kadir Has University’s Regulations for Graduate Studies (number 27363) which was published in the Official Gazette on October 1, 2009.

Types of scholarships

Article 4- Kadir Has University offers the following types of scholarships for graduate studies: A1, A2, B1, B2, C, D, and E. Quotas and payment amounts for scholarships shall be determined by the Board of Trustees at the beginning of each academic year.

Type A Scholarships for Graduate Studies (Full Academic Excellence Scholarship): Type A Scholarships are divided into two categories: A1 scholarships are awarded to qualifying PhD students, and A2 scholarships are awarded to qualifying students enrolled in thesis-track Master’s programs.

Full Academic Excellence Scholarships will be awarded to students of thesis-track Master’s programs and PhD programs who have been selected to contribute to the university’s educational activities through such activities as giving lectures and seminars, laboratory work, and exam proctoring, or students who support the research activities of faculty members and in general assist with the administration of his/her academic unit. Students who receive Full Academic Excellence Scholarship shall not pay tuition fees and during their standard course of studies (4 semesters for Master’s and 8 semesters for PhD programs) and they shall also receive compensation for living expenses, the amount of which shall be stipulated by the Board of Trustees. Additionally, recipients of this scholarship shall be entitled to a shared office and a computer.

Students who receive Full Academic Excellence Scholarships must be dedicated to their studies full-time, be regularly present at the university, and support the educational activities
of their department/faculty and/or graduate program for a minimum of twenty hours per week. Scholarship students are not allowed to hold any form of job with institutions other Kadir Has University. Scholarship recipients are entitled to two weeks of holiday per year during semester breaks. The duties of scholarship recipients shall be stipulated by the directors of the related department/faculty as well as the coordinators of the related graduate program, and the chair/director shall also notify the related institute of these responsibilities.

If a student receiving a Full Academic Excellence Scholarship also receives a TÜBİTAK scholarship, then he/she shall no longer be entitled to compensation for living expenses; however, the student shall receive compensation for transportation and meals, as well as support for research, the amount of which shall be stipulated by the Board of Trustees. This financial support must be utilized in line with the terms and conditions of the Regulation for Scholarly Research Funds (BAF).

Before completing their studies, PhD students receiving a Full Academic Excellence Scholarship must publish at least one article in an academic journal indexed in SCI, SSCI or AHCI; master’s students receiving a Full Academic Excellence Scholarship must publish at least one article in a refereed journal, or present a paper at an academic conference which has a selection committee, before completion of their program of study.

Type B Scholarship for Graduate Studies (Partial Academic Excellence Scholarship):

There are two kinds of B-type scholarships: B1 scholarships, which are awarded to PhD or thesis track master’s students, confer a 100% tuition waiver; and, B2 scholarships, which confer a 50% tuition waiver. Students who receive Partial Academic Excellence Scholarships shall not receive compensation for living expenses.

Students awarded B1 Academic Scholarships (100% tuition waiver) are not permitted to work full time at any other institution and they are required to support the educational activities of their department/faculty and/or graduate program for a minimum of 10 hours per week. PhD students receiving B1 Partial Academic Excellence Scholarship must publish at least one article in an international refereed journal before completing their studies.

B2 Partial Academic Excellence Scholarships shall be awarded to students who have demonstrated superior academic performance and have been admitted to a program upon the recommendation of the program coordinator. This scholarship shall confer up to a 50% tuition waiver.

Type C Scholarship for Graduate Studies (Project Scholarship):

Scholarships shall be awarded to master’s and PhD students for tuition and/or living expenses upon the recommendation of project supervisors on the condition that such projects have been funded through external, non-university sources; such students shall carry out their relevant duties for research projects launched by full-time faculty members at Kadir Has University.

Students may not be awarded Type A and Type C scholarships at the same time. In the case that a student receiving a Full Academic Excellence Scholarship is awarded a Project Scholarship, then her/his compensation for living expenses granted under the Type A Full Academic Excellence Scholarship shall be suspended during the course of the project.
B1 scholarship recipients may receive compensation for living expenses which is granted by a Type C scholarship, and B2 scholarship recipients may be granted a tuition fee reduction and/or compensation for living expenses.

**Type D Scholarship for Graduate Studies (Graduate Scholarship):** A discount in tuition, the amount of which shall determined by the Board of Trustees, shall be granted to graduates of Kadir Has University if they pursue their graduate studies at our institution.

**Type E Graduate Education Scholarship (Institutional Scholarship):** A tuition discount, the amount of which shall determined by the Board of Trustees, shall be granted for collective applications made by institutions and applications made by institutions which have an agreement with Kadir Has University.

**Eligibility criteria for Type A, B1 and C Scholarship Applications**

**Article 5** – Individuals who would like to apply as scholarship students for graduate programs at Kadir Has University must meet the following GPA (Grade Point Average) requirements: applicants for master’s programs must have a minimum 3.00/4.00 GPA for their undergraduate studies; applicants for PhD programs must have a minimum 3.25/4.00 GPA for their master’s degree studies; and, applicants for PhD programs who do not have a master’s degree must have a minimum 3.50/4.00 GPA for their undergraduate studies.

Applicants must have a minimum score of 70 on the ALES exam (Akademik Personel ve Lisansüstü Eğitimi Giriş Sınavı) for the area of study he/she wishes to pursue for a master’s degree, or a minimum score of 75 on the ALES exam for PhD programs; if the applicant has not taken the ALES exam, he/she must submit equivalent scores from GRE or GMAT.

Applicants must have a minimum score of 75 on the ÜDS language exam (Üniversitelerarası Kurul Dil Sınavı) or an equivalent score from TOEFL or IELTS.

Upon the justifiable recommendation of the program coordinator, approval of the Graduate Program Scholarship Committee, and the approval of the related Institute’s Administrative Board, one criterion of these scores may be a maximum of 15% lower than the averages indicated above.

**Article 6** - For D and E types of scholarships, applicants must meet the general eligibility criteria as stipulated in Kadir Has University’s Graduate Education Regulations. For D and E type scholarships, it is not necessary to meet the requirements for A, B, and C type scholarships.

**Applications**

**Article 7**- Applications shall be submitted to the related institute’s director and must include all of the necessary documentation as stipulated in the application announcement.
Evaluation of Applications

**Article 8** – Scholarship applications of graduate students who have been accepted into programs of study at the university shall be evaluated by the related department and any suggestions shall be sent to the Graduate Program Scholarship Committee by the related institute, taking into account the quota of scholarship students stipulated by the Board of Trustees each year. Final decisions regarding scholarships shall be made based upon the committee’s suggestion and the decision of the rector. Accepted applications shall be processed per the terms of Kadir Has University’s Regulation for Graduate Education. Decisions regarding scholarship requests from students who are currently registered in a graduate program, as well as reassignment of scholarships which have been unclaimed for any reason, shall also be submitted for the approval of the rector upon the recommendations of the department head, the related institute and the Graduate Scholarship Committee.

Supervision of Scholarship Recipients and Termination of Scholarships

**Article 9** - The academic standing of all students receiving scholarships from Kadir Has University shall be monitored by the Graduate Program Scholarship Committee. Graduate students receiving scholarships must submit an activity report to the committee by June 15th of every year. The heads of the related program/unit are also required to submit their comments concerning all scholarship students to the institute within the same time period, and institutes must submit all documentation and their recommendations to the Graduate Program Scholarship Committee by July 1st. All decisions concerning the continued granting of scholarships shall be made by the Graduate Program Scholarship Committee by July the 15th at the latest and submitted for the rector’s approval. Any objections to decisions made by institute boards shall be resolved by the University Board, whose decisions are final.

**Article 10** – Graduate scholarships shall be terminated for the following reasons, and any students whose scholarships have been terminated must pay the standing rate of tuition for the following semester; if they are the recipients of compensation for living expenses, this too shall be rescinded.

- All types of scholarships shall be terminated in the case that a student is subject to disciplinary punishment or fails to meet the requirements stipulated for that given scholarship.
- Students receiving Type A, B and C scholarships must remain regularly enrolled. If a student does not register or her/his registration is suspended, then her/his compensation for living expenses shall be immediately suspended, and her/his tuition waiver shall be revoked at the end of the semester in which the student did not register.
- Students holding type A and B scholarships which include a full tuition waiver shall have their scholarships rescinded if their GPA falls below 3.00/4.00 for master’s programs and 3.25/4.00 for PhD programs.
- PhD students receiving A and B1 type scholarships must take the first qualifying exam made available after the completion of their courses; if the student fails the exam, she/he must take the next qualifying exam. If the student fails the qualifying exam twice, then her/his compensation for living expenses shall be immediately suspended. If the student does not take the exam for the third time or fails the exam, then her/his
tuition waiver shall also be revoked and the student will then be required to pay tuition.

e- The scholarships of PhD students holding type A and B1 scholarships shall be revoked if they receive two consecutive negative reports from the Thesis Supervisory Committee, and the student will then be required to pay full tuition.

f- Students holding type A Full Academic Scholarships are not permitted to work at any other institution, and students holding type B1 Academic Scholarships are not permitted to work full time at any institution. If it is determined that a student has engaged in such employment, the student’s compensation for living expenses shall be rescinded.

Validity

Article 11- This regulation, certain articles of which were modified at a University Senate meeting on November 7th, 2012, entered force on that date and thereby superseded the regulation promulgated on May 9th, 2012 upon acceptance by the Kadir Has University Senate.

Implementation

Article 12 – This regulation is hereby implemented by the Kadir Has University Rectorate.

“This text is a translation of the original Turkish regulation, and is solely intended to provide information concerning that regulation. The terms, conditions and stipulations in the original Turkish-language regulation shall be legally binding if any disputes of meaning should arise.”