

KADIR HAS UNIVERSITY
REGULATIONS CONCERNING THE APPLICATION FOR AND THE AWARDING
OF GRADUATE STUDENT SCHOLARSHIPS

Aim

Article 1- The aim of these regulations is to stipulate the procedures and principles concerning the scholarship applications, as well as the principles of evaluating the applications of students who are recognized to have the right to study at a graduate program as outlined in the terms of the Kadir Has University Regulation for Graduate Studies Education.

Content

Article 2- These regulations cover the administration of scholarships for Kadir Has University graduate students.

Article 3 – Scholarships defined within the scope of these regulations do not cover the academic preparation or the English language preparation programs which the students may need to attend before starting their graduate education. Students who attend these programs must pay 2/3 of their graduate program's tuition fee for the relevant semester at the current rate specified by the Board of Trustees.

Article 4 – Scholarships defined within the scope of these regulations are not valid for graduate programs which Kadir Has University offers in collaboration with international partners. Scholarships for those programs cannot be combined or used together with scholarships defined within the scope of these regulations.

Scholarships within the scope of these Regulations get specified every year in May. At the beginning of each Academic Year, during the early, and standard phases of student acceptance to graduate programs, the necessary evaluations regarding scholarships are carried out and students who are awarded them get announced. In the case that the conditions of a student receiving a scholarship get changed, then the status of his/her scholarship might be changed. However, for scholarship categories other than the Project Scholarship no applications are accepted, therefore no scholarships are awarded, after the start of the related academic year.

Legality

Article 5- These regulations are based on Kadir Has University Regulations for Graduate Studies published in the Official Gazette dated 28.07.2012 and numbered 28367.

Types of scholarships

Article 6 - Kadir Has University offers the following types of scholarships for graduate studies: **Kadir Has Scholarship, Outstanding Achievement Scholarship, Achievement Scholarship, Project Scholarship** and **Alumni Scholarship**.

Kadir Has Scholarship: Kadir Has Scholarships can be awarded to thesis-track Master's and PhD students, already registered to or recently accepted to the programs, who are Outstanding Achievement Scholarship recipients and who meet the eligibility criteria, upon the relevant department's recommendation, the relevant Institute's Administrative Board decision and the approval of the Rectorate.

Kadir Has Scholarship recipients are paid, during their standard course of studies (four semesters for Master's and eight semesters for PhD programs), compensation for living expenses, the amount of which is stipulated by the Board of Trustees at the beginning of each academic year.

Kadir Has Scholarship recipients are expected to be dedicated to their studies full-time, be regularly present at the university, and contribute to the educational activities (course, seminar, laboratory work, exam proctoring and similar duties) of their department/faculty and/or graduate program and support the research activities of faculty members and in general assist the academic operation of their unit for a minimum of twenty hours per week.

Before the end of their student status, PhD students receiving the Kadir Has Scholarship are expected to publish at least one article in a refereed academic journal indexed in SCI, SSCI or AHCI; while thesis-track Master's students receiving this scholarship are expected to publish one article in a refereed journal. For Master's students, published full-text conference proceedings meeting the same requirements are also accepted. This obligation for publication continues to apply to students who have received the Kadir Has Scholarship for at least four semesters at the PhD level and for at least two semesters at the Master's level even if they eventually transfer to the Outstanding Achievement Scholarship.

Kadir Has Scholarship recipients are not allowed to hold any part-time or full-time job with institutions other than Kadir Has University. Scholarship recipients are entitled to fourteen days of holiday per year to be used during semester breaks.

The administrative obligations of Kadir Has Scholarship recipients, within the scope of these regulations, are monitored by the related Institute, while their academic obligations are monitored by the Departments and Deaneries they are assigned to. Departments to which the scholarship recipients are assigned appoint a faculty member for each scholarship recipient as his/her advisor who will monitor his/her academic development. The academic and administrative obligations of scholarship recipients, specified at the beginning of each academic year, are reported to the related Institute by the Deaneries. A scholarship recipient designated as such may be given duties such as to assist in the teaching of a specific course to

assist in the research carried out by a specific faculty member, to help in organizing activities within the department the student is assigned to, to proctor exams held across different departments of the University, to assist in faculty/department publicity tasks, and similar academic and administrative duties.

After they pass the Qualification Examination and their dissertation proposal gets accepted by the Dissertation Monitoring Committee, Kadir Has Scholarship recipients will be given compensation to participate at one conference during the standard course of their studies. The amount of this compensation will be at the rate of the BAF Average specified in line with the Individual Research Fund (BAF) within the scope of Kadir Has University Regulations for the Support of Faculty Members' Academic Activities and Duties Abroad, and it will be given on condition that a paper is presented at a domestic or foreign conference and the title of the paper is listed with Kadir Has affiliation in the official program of the conference.

If a student receiving the Kadir Has Scholarship also receives a TÜBİTAK scholarship, then he/she will no longer be entitled to compensation for living expenses; however, the student will continue receiving the Outstanding Achievement Scholarship during his/her standard course of studies and will receive support for research once a year, the amount of which will be stipulated by the Board of Trustees. This financial support must be utilized in line with the terms and conditions Kadir Has University Regulations for the Support of Faculty Members' Academic Activities and Duties Abroad. Other responsibilities of these students stemming from the Kadir Has Scholarship will continue.

If Kadir Has Scholarship recipients cannot complete their studies within the standard course of studies (four semesters for Master's, eight semesters for PhD studies) their compensation for living expenses will be stopped; however, they will continue receiving the Outstanding Achievement Scholarship for one more semester in Master's and two more semesters in PhD studies to enable the completion of their thesis. If this amount of time is exceeded, the students' scholarship will be terminated and they will be required to pay the tuition fee of the relevant semester at the current rate.

The quota for Kadir Has Scholarships for the relevant programs are determined by the Rectorate every May and announced by the Institutes.

Outstanding Achievement Scholarship: Outstanding Achievement Scholarships which confer a 100 percent tuition waiver during the standard course of studies (four semesters for Master's and eight semesters for PhD programs) can be awarded to thesis-track Master's and PhD students meeting the eligibility criteria, upon the relevant department's recommendation, relevant Institute's Administrative Board decision and the Rectorate's approval.

Students awarded the Outstanding Achievement Scholarship are not permitted to work full time at any other institution and they are expected to support the educational activities of their department and faculty for ten hours per week. If Outstanding Achievement Scholarship recipients choose to work at a full-time job after they are awarded the scholarship, then their Outstanding Achievement Scholarship will be terminated; they may then be awarded the

Achievement Scholarship contingent on the Department's recommendation and the Rectorate's approval.

PhD students receiving the Outstanding Achievement Scholarship are expected to publish one article in an international refereed journal, and thesis-track Master's students receiving this scholarship are expected to publish one article in an academic journal before the end of their student status.

The academic obligations of Outstanding Achievement Scholarship recipients, within the scope of these regulations, are monitored by the related Departments and Deaneries, and a faculty member is appointed for each scholarship recipient as his/her advisor who will monitor his/her academic progress.

If students receiving the Outstanding Achievement Scholarship cannot complete their studies within the standard course of studies (four semesters for Master's and eight semesters for PhD programs), one additional semester for Master's and two additional semesters for PhD programs may be given to allow for the completion of their thesis, provided that they have legitimate and valid reasons, upon the related Department's recommendation, the related Institute's Administrative Board decision and the Rectorate's approval. If this period of time is exceeded, the students' scholarship will be terminated and they will be required to pay the tuition fee of the relevant semester at the current rate.

The Outstanding Achievement Scholarship quotas of related programs are determined by the Rectorate every year in May and announced by the Institutes.

Achievement Scholarship: Students of Master's and PhD programs meeting the eligibility criteria may be awarded a tuition waiver of up to a 50 percent upon the relevant department's recommendation, the relevant Institute's Administrative Board decision and the Rectorate's approval. Students receiving an Achievement Scholarship do not receive compensation for living expenses.

Project Scholarship: Master's and PhD students of Kadir Has University may be given scholarships to work for projects of full-time faculty members of Kadir Has University funded through external, non-university sources and carry out other duties assigned by the project coordinator. These scholarships, in the form of compensation for tuition fee and/or living expenses, are given upon the recommendation of the project coordinator and paid by the external, non-university funding of the project.

Students may not be simultaneously awarded the Kadir Has Scholarship and a Project Scholarship. Where a student receiving the Kadir Has Scholarship is also awarded a Project Scholarship, then his/her compensation for living expenses granted under the Kadir Has Scholarship will be suspended for the duration of the project, however their Outstanding

Achievement Scholarship will continue. Other responsibilities of these students stemming from the Kadir Has Scholarship will continue.

If students of graduate programs who pay a tuition fee or who have an Achievement Scholarship are awarded a Project Scholarship, in addition to compensation for living expenses they receive from the project budget they may be awarded the Outstanding Achievement Scholarship provided that it is covered by the project budget. The requirements for obtaining the Outstanding Achievement Scholarship award for these students may be reduced by a maximum of 15 percent for one criterion with the justified recommendation of the relevant project director and the approval of the Institute Administrative Board.

Alumni Scholarship:

Students who graduate from Kadir Has University's undergraduate programs with one of the top three GPAs of the University and register to a graduate program of the University will be awarded the Outstanding Achievement Scholarship without being subject to quotas. Students who graduate from Kadir Has University's undergraduate programs with one of the top three GPAs of their departments as well as those graduating with a GPA of 3,50 and above will be awarded a 50 percent Achievement Scholarship without being subject to other conditions.

Graduates of Kadir Has University Master's programs who register for Kadir Has University PhD programs and meet the relevant criteria and are in the top three of their Institutes, will be awarded the Outstanding Achievement Scholarship without being subject to quotas.

Kadir Has University graduates who do not meet the above criteria will be awarded 25 Percent Achievement Scholarships for all programs. HASMED members who do not meet the above criteria will be awarded 30 Percent Achievement Scholarships for all programs.

Alumni Scholarships cannot be combined with any other scholarship except Project Scholarships.

Alumni Scholarships are evaluated separately from the quotas announced by the Rectorate for the relevant department.

Eligibility criteria for Scholarship Applications

Article 7 – Students wishing to pursue Master's or PhD studies who would like to benefit from Kadir Has Scholarship and Outstanding Achievement Scholarship 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 of Master's programs must obtain a minimum score of 70 from the ALES exam (*Academic Personnel and Graduate Studies Acceptance Exam*) for the area of study they wish to pursue for a Master's degree; applicants of PhD programs with a Master's degree must obtain a minimum score of 75 from the ALES exam, while those without a Master's degree must obtain a minimum score of 80 from this exam; if the applicant has not taken the ALES exam, he/she must submit equivalent scores from the GRE or GMAT exams.

Applicants must have a minimum score of 75 from the YDS language exam (*Foreign Language Exam*) or an equivalent score from TOEFL or IELTS.

Individuals who would like to apply as **Achievement 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 2.50/4.00 GPA for their undergraduate studies; applicants for PhD programs must have a minimum 3.00/4.00 GPA for their Master's degree studies; and, applicants for PhD programs who do not have a Master's degree must have a minimum 3.25/4.00 GPA for their undergraduate studies.

Applicants must have a minimum score of 65 on the ALES exam for the area of study he/she wishes to pursue for a Master's degree; applicants with a Master's degree must have a minimum score of 70 on the ALES exam for PhD programs, while those without a Master's degree must have a minimum score of 80 from this exam; if the applicant has not taken the ALES exam, he/she must submit equivalent scores from the GRE or GMAT exams.

Applicants must have a minimum score of 65 from the YDS language exam (*Yabancı Dil Bilgisi Seviye Tespit Sınavı*) or an equivalent score from TOEFL or IELTS.

Applications

Article 8- Applications must be submitted to the related Institute Directorates and must include all of the necessary documentation as stipulated in the application announcement.

Evaluation of Applications

Article 9 – Scholarship applications of graduate students who have been accepted to programs of study at the university are evaluated by the related department. The list of applicants who are eligible for scholarships are sent to the relevant Institute. Final decisions regarding scholarships are made upon the decision of the Institute Administrative Board and the approval of the Rectorate. Procedures of students accepted to the programs as scholarship

recipients are processed according to the terms of Kadir Has University's Regulations for Graduate Education.

Decisions regarding the reassignment to currently registered students of graduate programs of Kadir Has Scholarships which are not claimed for whatever reason are to be submitted for the approval of the Rectorate following the recommendation of the department chair and the decision of the related Institute Administrative Board. It is not possible on any account for students who begin their studies at the University as Achievement Scholarship recipients to transfer to the Outstanding Achievement Scholarship program during their studies.

Supervision of Scholarship Recipients and Termination of Scholarships

Article 10- Scholarships awarded by Kadir Has University are evaluated separately and scholarship processes are monitored independently from each other.

Graduate students receiving scholarships must submit an activity report, by filling in the relevant form in duplicate, to the relevant department heads and deans by May 31st of every year. Department heads and deans are required to submit these forms together with their opinions to the Institute administration within three days. Institutes must submit these documents together with their Administrative Board decisions for the Rectorate's approval by June 15th.

Article 11 – Graduate scholarships will be terminated for the following reasons, and any students whose scholarships have been terminated must pay the actual rate of tuition for the following semesters; if they are the recipients of compensation for living expenses, this too will be rescinded.

- a) All types of scholarships will be terminated where a student is subject to disciplinary punishment or fails to meet the requirements stipulated for that given scholarship.
- b) Students receiving Kadir Has Scholarships and Outstanding Achievement Scholarships must continue their studies without interruption. If a Kadir Has Scholarship recipient does not register or suspends his/her registration, his/her compensation for living expenses will immediately be revoked, while his/her tuition waiver will be revoked at the end of the semester in which he/she failed to register. If an Outstanding Achievement Scholarship recipient does not register or suspends his/her registration, his/her tuition waiver will be revoked at the end of the semester in which he/she failed to register.
- c) Students receiving Kadir Has Scholarships and Outstanding Achievement Scholarships will 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.
- d) PhD students receiving Kadir Has Scholarships and Outstanding Achievement 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.

e) Students holding Kadir Has Scholarships are not permitted to work, part-time or full-time, at any other institution. If it is determined that a student has engaged in such employment, their scholarships will be rescinded.

Validity

Article 12- These regulations various articles of which are changed in the University Senate meeting dated 21.12.2016 and numbered 2016/15 become valid on the same date and replace the regulations accepted by the Senate on 20.06.2016.

Implementation

Article 13 – The provisions of these Regulations are executed by the Rector of Kadir Has University.

“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.”