

## Rules for the Graduate School of Engineering and Science Scholarships

### Purpose

#### Article 1

Purpose of this procedure is to establish the principles and set forth the rules for scholarships to be awarded in the graduate programs (except from M.Sc. in Financial Engineering, M.Sc. in Architecture Programs) of the Özyeğin University (OzU) Graduate School of Engineering and Science GSSE.

### Scope

#### Article 2

This procedure covers the application principles, assessment criteria, and terms and conditions for graduate scholarships awarded by the OzU GSSE (except from M.Sc. in Financial Engineering, M.Sc. in Architecture Programs), as well as the principles for teaching and research assistantship, and side benefits for students.

### Fundamental Principles

#### Article 3

It is a priority for the OzU GSSE to support its Doctoral Programs and Master's with Thesis Programs with scholarships in an effort to prepare future faculty members and contribute to research studies.

### Method

#### Article 4

##### (1) Requirements for Admission to Graduate Programs with Scholarships

- (a) The primary requirement for admission to graduate programs with scholarships is academic distinction and accepting to join the "Academic Training Program". Each academic program selects the students to be admitted with scholarships within the framework of the Rules and Regulations for Graduate Programs, and the final list of scholars is submitted to the approval of Rector upon the confirmation of the Graduate School of Engineering (GSE) Executive Board.
- (b) Graduate scholarships cover (i) tuition waivers, (ii) monthly cash stipends, and (iii) side benefits. In addition, graduate students who wish to serve as teaching assistants are also offered part-time work opportunities each month. The scope, amount, and terms and conditions of graduate scholarships offered by Özyeğin University are reviewed each year by the GSSE Executive Board, and finalized by the approval of the Rector.

##### (2) Types of Scholarships

- (a) **Tuition Waivers:** Turkish or international students admitted to graduate programs are awarded with tuition waivers at rates varying from 10% to 100% upon the recommendation of the GSSE Executive Board and the approval of Rector. Scholarships can be revised or terminated upon the resolution of the GSSE Executive Board based on the student's academic standing at the end of each academic semester or academic year and the student's performance in the Academic Practice (AP 590) course.
- (b) **Part-Time Work Opportunity:** Turkish students are also awarded with monthly cash stipends for a period of 12 months in return for active participation in academic work on a part-time basis as per Article 46 of Law No:2547. The continuance of cash stipends is subject to satisfactory fulfilment of assigned roles and responsibilities, good academic standing, and a passing grade in the Academic Practice course.
- (c) **Faculty Training Scholarships:** In addition to cash stipends awarded for part-time academic work, eligible Turkish and International Students are awarded with Academic Training Scholarships in the form of cash stipends for a period of 12 months and/or free housing in the OzU dormitories for a period of 12 months depending on their preference. The continuity of this scholarship is subject to good academic standing, and a passing grade in the Academic Practice (AP 590) course.

##### (3) Duration of Scholarships

- (a) The maximum duration of scholarships are 6 academic semesters for M.Sc. with thesis (including the semesters that are taken TA package support as a special student), 12 academic semester for the PhD degree with the undergraduate degree (including the semesters that are taken TA package support as a special student) and 10 academic semesters for the PhD degree with M.Sc. degree (including the semesters that are taken TA package support as a special student).
- (b) Should students request an extension for their theses/dissertations, the duration of tuition waivers and/or TA support packages may be extended subject to the approval of the GSSE Executive Board. However, tuition waivers of students who were previously granted an extension are reduced by 10% as of the second extension.
- (c) The students who take the scholarship and support package are evaluated three times a year in the fall, spring and summer terms.

##### (4) Duties, Responsibilities, and Performance of Teaching Assistants

- (a) Students who receive part-time teaching assistantships (TA) are expected to conduct a certain amount of academic work per week. TA's are responsible for duly fulfilling the roles and responsibilities assigned to them by relevant faculty members. These responsibilities include preparing course and training notes, grading exam/homework papers, preparing exam/homework questions, regularly attending as a listener the class for which they serve as a TA, being in charge of the laboratory sessions of the class, when required, and being in the office to answer any questions students may have.

**(5) Duties, Responsibilities and Performance of Research Assistants**

- (a) Students are expected to participate at all research activities assigned to them including their thesis/dissertation studies while serving as a research assistant (RA). RA's are responsible for duly fulfilling the roles and responsibilities assigned by their advisors. These responsibilities include literature review, field-based or lab-based data collection, archiving, data entry and analysis, writing or contributing to writing articles, designing and performing theoretical, computational or experimental research projects, and preparing or helping prepare scientific publications.

**(6) Continuity and Termination of Scholarships**

- (a) The continuity of graduate scholarships depends on students' academic standing and their performance in the Academic Practice (AP 590) course. The conditions for termination and the requirements of reassignment of graduate scholarships are shown in the Table 1 below.

**Table 1. Reasons for Termination/Reduction of Graduate Scholarships**

	<b>Tuition Waivers</b>	<b>Side Benefits</b>	<b>Academic Standing</b>
<b>Having a cumulative GPA of below 2.50 for two successive semesters</b>	The student's tuition waiver is reduced by 25%. Each subsequent semester in which the student's GPA remains below 2.50, the tuition waiver will continue to be reduced by 25%. The amount of tuition waiver can be increased subject to the resolution of the GSSE Executive Board if the student succeeds to increase his/her GPA.	Terminated. These scholarships can be reassigned subject to the resolution of the GSE Executive Board, if the student succeeds to increase his/her GPA.	Unsuccessful
<b>Department Head reports failure of fulfilling AP 590 duties.</b>	At the end of the academic semester Tuition Waiver is reduced 25%.	Terminated. The scholarship for the month in which the report was received is paid partially according to the date of the report.	
<b>Obtaining an Unsuccessful (U) Grade in AP 590 in any semester</b>	If the student has just Tuition Waiver Scholarship, the scholarship is reduced 25%.	"Fellowship Package" and "full scholarship package" are reduced to "scholarship package" for the students who failed for the first time, and scholarship packages are terminated. These scholarships can be reassigned subject to the resolution of the GSSE Executive Board, if the student succeeds to obtain a passing grade (S) in AP 590 in the following semester. All the scholarship packages of the students, who fail for the second time, are terminated.	
<b>Exceeding the maximum period of study (please see Article 4, Clause 3, paragraph a)</b>	The tuition waiver of the student who was previously granted with an extension is reduced by 10% for each extended term.	Terminated	Unsuccessful
<b>Being Deemed Unsuccessful in Research by Thesis Advisor</b>	After the declaration of advisor to the student and Institute by the withdrawal time according to academic calendar, and the student cannot find new advisor until the end of the semester, the tuition waiver is terminated at the end of the same semester. If the advisor declares after withdrawal time, the scholarship terminated at the end of the following semester in case of not having a new advisor.	If the student has "fellowship package", it is reduced to "full scholarship package". In addition after the declaration of advisor to the student and institute by the withdrawal time according to academic calendar, and the student cannot find new advisor until the end of the semester, the tuition waiver is terminated at the end of the same. If the advisor declares after withdrawal time, the scholarship terminated at the end of the following term in case of not having a new advisor.	Unsuccessful
<b>Disciplinary Action</b>	The rules in Disciplinary Regulations are applied.	Terminated	