



Graduate Handbook by ESBE

Bilkent University

The Graduate School of Economics and Social Sciences

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TABLE OF CONTENTS

Who Are We?	6
The Graduate School of Economics and Social Sciences (ESBE)	6
Message from the Director of ESBE	7
Special Thanks...	8
Message from the Creators of the ESBE Handbook	9

PRELIMINARIES.....10

Getting Ready for Bilkent	11
Before You Arrive	11
Document Checklist – Turkish and International Students.....	11
Document Checklists for International Students.....	12
How to Get to Campus	14
Arrival in Ankara	15
How to reach the Airport	15
High Speed Train	15
AŞTİ (Inter-City Bus Terminal)	16
Public Transportation in Ankara	16
Metro and Ankaray Rail System	16
EGO Buses.....	17
Taxis (Yellow Cabs)	17
The Bilkent Shuttle System	18
In-Campus Transportation	19
Registration Information	20
Documents Required for Registration: Turkish Citizens	20
Documents Required for International Students	21
Phone Registration (for International Students)	24
How To Register Your Mobile Phone?.....	24
How to-When to Purchase a SIM Card and How to Activate It	25
Residence Permit Application Procedures	25

ACADEMICS.....29

Course Registration	30
Bilkent VPN	31
Moodle	31

Log in to Moodle via SRS	32
Important Information	33
Academics	33
Non-Credit Course Requirements	33
GE 500 Research Methods and Academic Publication Ethics.....	33
Assessment & Grading	34
Other Letter Grades.....	34
I = Incomplete	34
P = In-Progress.....	34
S = Satisfactory performance.....	34
U = Unsatisfactory progress.....	35
Academic Advising/Finding an Advisor	35
Co-advising.....	35
Faculty outside of Your Department.....	35
Advisor absence / Changing advisors	36
Transferring Graduate Credits from Other Universities.....	36
Transferring Graduate Credits from other programs within Bilkent.....	36
Qualification (Comprehensive) Exam	37
Thesis Monitoring Committee Meetings.....	38
Regulations on Program Completion.....	38
Funding	39
External Scholarship and Funding Opportunities	39
TÜBİTAK Scholarships and Fundings.....	39
How Do Semesters Work? – Curriculum Requirements	42
Timeline and Requirements for Completing Graduate Studies	42
Academic Preparation	42
Retake a Course	43
Procedure for Leaving the Program and Necessary Steps	43
Thesis Formatting & Procedures.....	44
Thesis Guidelines.....	44
a. Citations	44
b. Academic Integrity & Plagiarism.....	44
c. Turn-it-in	45
d. Publication Criteria for PhD students	45
e. ESBE (Graduate School of Economics and Social Sciences) regulations.....	46

f. Artificial Intelligence (AI) Use	47
Steps for Submitting Your Thesis to the YÖK Database System	48
Guidelines For Defending and Thesis Submission to The Institute.....	50
Before M.A or PhD Thesis Defense:	50
During M.A or PhD Thesis Defense:	51
After M.A or PhD Thesis Defense:	51
Library	56
Setting a Library Account	56
Material Request	56
Library Basics	58
Bilkent University Library Art Gallery	58
Library Services	58
Interlibrary Loan and Document Supply Service (ILL).....	58
Faculty Librarianship	59
Access To Useful Services.....	59
Special Collections	60
Ask Librarian	60
Reserve Desk	60
SOCIAL LIFE AS A GRADUATE STUDENT	61
Life in Bilkent	62
Health Services and Support Centers	62
Bilkent Health Center.....	62
Psychological Counseling and Development Center	62
Health Insurance and Coverage	63
Private Health Coverage	63
General Health Insurance for Graduate Students	63
SGK Documentation Requirements	64
Living on Campus	64
Accommodation	64
Dorm Rooms	64
Grad Student Dorms	64
Grad Student Apartments	65
Sports Facilities	66
Main Sports Hall	66

Open-Air Sports Facilities	66
Grocery Stores.....	67
Shopping & Coffee Shops & Restaurants.....	68
Shopping	68
Restaurants.....	71
Life in Ankara	77
Ankara's Essential Attractions	78
Dining & Food.....	80
Graduation Ceremony.....	80
Guideline for Graduation Ceremony	80
Graduation Day	80
Becoming a Bilkent Alumnus.....	81
Alumni Center	81
Bilkent Alumni Account	82
Alumni Card.....	82
Bilkent Magazine	82

Who Are We?

The Graduate School of Economics and Social Sciences (ESBE)

The Graduate School of Economics and Social Sciences (ESBE) primarily facilitates the harmonious operation of our prestigious graduate programs. It offers valuable guidance to both faculty and students on administrative matters.

ESBE takes pride in its role as a mentor, actively contributing to the development of the next generation of scholars. These emerging academics will eventually carry forward the torch, furthering our collective comprehension and application of social sciences, law, as well as performing and fine arts.

Within our academic community, we view our graduate students not merely as learners but as our colleagues, and it brings us great joy to engage in collaborative study and conduct research with them.

Together, we are dedicated to fostering an environment which nurtures intellectual growth and excellence.

CONTACT

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Message from the Director of ESBE



“ESBE exists to help the smooth functioning of our graduate programs and to provide guidance to faculty and students in administrative matters. We are proud to be training the next generation of scholars who will eventually take the torch from us to advance our understanding and practice of the social sciences, law, and the performing and fine arts. Our graduate “students” are our colleagues, and it is a pleasure to be studying with them.”

Prof. Dr. Özgür Özdamar

Special Thanks...

We would like to sincerely thank our former Director of ESBE, Prof. Dr. Refet Gürkaynak, and our Vice Director, Assoc. Prof. Dr. Emel Özdora and our Administrative Assistant, Lerzan Doğudincer, for their valuable contributions, support, and guidance throughout the preparation of this handbook.



Prof. Dr. Refet Gürkaynak



Assoc. Prof. Dr. Emel Özdora



Lerzan Doğudincer

Message from the Creators of the ESBE Handbook



Beyza Yazıcı, IAED, Ph.D.



Yüksel Yasemin Altıntaş Bulut, IR, Ph.D.



Özge Can Sabuncu Pedersen, PSYC, M.A.

Dear Graduate Students,

We want to welcome you to a new chapter in the Graduate School of Economics and Social Sciences at Bilkent University.

Whether you are beginning your Master's or Doctoral studies, graduate school is an exciting and personal path that unfolds over time in ways unique to each student. To make your grad life easier, we created this handbook. Throughout this guideline-formation process, we had two goals in mind: to make essential grad life information easy to find and to make your academic journey more fun while sharing sociocultural tips!

During your time here, you will navigate coursework, research milestones, committees, funding procedures, and university policies, as well as non-academic information, all of which are covered in this ESBE handbook.

Here, you will be welcomed by a highly supportive and approachable academic staff. On top of that, a wide range of rich campus facilities that Bilkent offers awaits you, providing an inspiring and well-resourced environment for grad life. We encourage you to stay curious and make the most of it!

This handbook is just the beginning. We created it - you will shape it!



PRELIMINARIES



Getting Ready for Bilkent

Before You Arrive

Before you arrive, take a quick look at the "Document Checklist" to make sure you've got everything covered! Need info on how to get to the Bilkent Campus for registration? No worries, check out the details in the "Transportation" section. Safe travel!

Document Checklist – Turkish and International Students

Registration Location: Bilkent University

- ▶ Copy of the ALES score sheet
- ▶ Certified copy of undergraduate diploma for MS/MA programs, undergraduate and graduate diplomas for PhD programs
- ▶ For PhD after MS applicants, proof of master's thesis is required if it is not stated on the diploma, i.e., provide the signature page of the thesis.
- ▶ Official transcript of your undergraduate/graduate program, or the final status of the transcript, must show graduation

- ▶ Equivalency certificate (For applicants who received their degree from non-Turkish Institutions)
- ▶ Copy of the identification card
- ▶ English Proficiency Exam score sheet (IELTS* or TOEFL IBT**) - Not necessary for students who graduated from Bilkent University in the last two years.
- ▶ For registration to PhD programs, the Higher Education Council (YÖK) requires YDS, e-YDS, YÖKDİL, or TOEFL (taken at a state university in Türkiye) in addition to the English Proficiency Exam scores mentioned above.
- ▶ 2 passport-size photographs
- ▶ For non-scholarship and partial scholarship students, a bank receipt of the paid tuition fee.
- ▶ “SGK Tescil ve Hizmet Dökümü” document obtained from the e-Devlet portal. (Please upload a valid and barcoded document.)
- ▶ Military service status document taken from the affiliated Recruiting Office or e-Devlet for male applicants.
- ▶ For further information, please get in touch with lisansustu@bilkent.edu.tr
- ▶ *IELTS Academic "Computer-based and paper-based" test results will be accepted.
- ▶ *IELTS Academic "OSR (One Skill Retake)" exam will not be accepted.
- ▶ **TOEFL IBT "Computer-based" test results will be accepted.
- ▶ **TOEFL IBT "Online test taken at home (Home Edition)" and "my best score" test results will not be accepted.

Document Checklists for International Students

- ▶ Certified copy of undergraduate diploma for MS/MA programs,
- ▶ Undergraduate and graduate diplomas for PhD programs.
- ▶ For PhD applicants, proof of a master’s thesis is required if it is not stated on the diploma, i.e., provide the signature page of the thesis.
- ▶ Copy of the following passport pages: identification information, stamp of the last date of entry to Türkiye, and for students coming from countries that are not exempt from the visa requirement to enter Türkiye, the visa issued by the Turkish consulate in your country.
- ▶ Copy of the GRE (or GMAT for Business Administration Department) score sheet
 - (Home edition is not accepted)*
- ▶ English Proficiency Exam score sheet (IELTS or TOEFL IBT) (Home Edition is not accepted).
- ▶ Applicants accepted to PhD programs are required to submit the TOEFL exam.**
- ▶ 2 passport-size photographs

- ▶ Non-scholarship and partial scholarship students should make their tuition fee payments before registration. Please inform the Registrar's Office via oim@bilkent.edu.tr if you are planning to make a wire transfer from your home country.
- ▶ Official transcript of your undergraduate/graduate program.
- ▶ Please send the soft copies of all the documents listed above to lisansustu@bilkent.edu.tr until
- ▶ For further information, please get in touch with lisansustu@bilkent.edu.tr
- ▶ *The acceptance of GRE and GMAT results is subject to the exam center posting the results to the Bilkent University Registrar's Office (0620).
- ▶ **For registration to PhD programs, the Higher Education Council (YÖK) requires YDS, e-YDS, YÖKDİL, eYÖKDİL, or TOEFL IBT (taken at a public center in Türkiye) score in addition to the English Proficiency Exam scores mentioned above.
- ▶ All international students studying in Türkiye must apply for a student residence permit within the duration of their visa to stay and study legally in Türkiye. Please visit the Residence Permit Section.
- ▶ In accordance with the law and regulations, it is mandatory for all international students to have health insurance throughout their studies in Türkiye. Please visit the Health Coverage Section.



How to Get to Campus

Arrival in Ankara

You can easily reach Bilkent University by using the Bilkent shuttle, public transportation such as Metro, Dolmus, and City Bus, or using your personal vehicle. Please keep in mind that everyone entering the Bilkent campus must go through the ID and car sticker checkpoints at the entrance gates and security booths. That implies that even pedestrians must show their Bilkent ID to enter the campus. In line with the general campus safety rules, security officers are authorized to inspect vehicles at campus entrances and exits as necessary.

How to reach the Airport

You can reach the airport by HAVAŞ or EGO bus (numbers 440 and 442, which run between Esenboga airport and AŞTİ and Kızılay. Airport shuttle buses run from both Kızılay and AŞTİ to the Airport and back.

For HAVAŞ and EGO Bus stops locations, please check:

<https://havalimanlari.net/ankara-esenboga-havalimani-havaalani-airport-%D0%B0%D1%8D%D1%80%D0%BE%D0%BF%D0%BE%D1%80%D1%82-flughafen/ankara-esenboga-airport-belkoair-bus-timetable-schedule-fare-ticket-price-route-stops-station-belkoair-bus-phone-number-transportation-to-and-from-ankara-esenboga-airport-transfer-public-bus-shuttle.html>

For further information on HAVAŞ services, please visit <https://esenbogaairport.com/en-EN/>.

For the EGO Bus schedule, please visit

<https://www.ego.gov.tr/en>

High Speed Train

You can reach Ankara by high-speed train from various cities such as İstanbul, Eskişehir, and Konya. For routes and pricing, please visit:

<https://ebilet.tcddtasimacilik.gov.tr/view/eybis/tnmGenel/tcddWebContent.jsf>.

You can take a taxi, the metro, or a dolmuş from the high-speed train station to Bilkent. Bilkent's Sıhhiye buses also stop next to the Train station.

AŞTİ (Inter-City Bus Terminal)

AŞTİ is located on Konya Road. From AŞTİ, you can take a taxi, metro, or Bilkent bus to the Bilkent Campus. Intercity bus companies are privately owned; therefore, their schedules, fares, and road trip durations can vary. Armada AVM is located approximately 4 km away from AŞTİ, where you can take the Bilkent Shuttle for free.

Public Transportation in Ankara

To use public transportation in Ankara, you need to get an intercity public transportation card called "Ankara Card," or purchase limited-use disposable paper tickets at vending machines in metro stations. The Ankara card can only be used in Ankara; each city has its own city transportation card. Ankara Card cannot be used on private-public buses (özel halk otobüsü) or dolmuş (shared taxis, blue minibusses).

To learn more about ticket prices, types of Ankara cards, Ankara card applications, and card filling centers, please check: <https://www.ego.gov.tr/en/sayfa/2130/ankarakart>.

Metro and Ankaray Rail System

You can take the metro from the city center to reach Bilkent station. However, there is a considerable distance between the metro stop and the campus. From the Bilkent metro station, one can take a taxi, a dolmuş, a Bilkent bus, a municipality (EGO) bus, or the ring to reach the Bilkent Campus.

- ▶ For Ankaray and Metro routes, please visit:
<https://www.ego.gov.tr/en/sayfa/1075/rayli-sistem/>
- ▶ For the Bilkent Main Campus bus schedule, please visit:
<https://w3.bilkent.edu.tr/bilkent/transportation/main-campus-bus-schedule/>
- ▶ For the Bilkent East Campus Bus schedule, please visit:
<https://w3.bilkent.edu.tr/bilkent/transportation/east-campus-bus-schedule/>
- ▶ EGO Ring service routes will be as follows:
- ▶ Ring number 175 stops at Bilkent Main campus EGO bus stops.
- ▶ Ring number 176 stops at the Bilkent Main campus EGO bus stops.
- ▶ Ring number 111 follows the route on İhsan Doğramacı Boulevard. Students / academic/administrative personnel and support staff on East Campus can use this Ring.

EGO Buses

- To access the EGO Bus schedule and routes, you can download the EGO General Directorates app to your smartphone.
- Please visit: <https://www.ego.gov.tr/en/sayfa/2125/ego-cepte-uygulamasi/>

Taxis (Yellow Cabs)

You can call a cab to reach Bilkent. There are multiple taxi call devices located on campus, usually next to Bus or Shuttle stops; using these buttons, you can call a taxi. In taxis, rates are set by a meter. Also, you can call Bilkent Murat Taxi at 0312 266 54 00 or 0312 266 43 46. For international students' information, unfortunately, the conversation will be in Turkish.

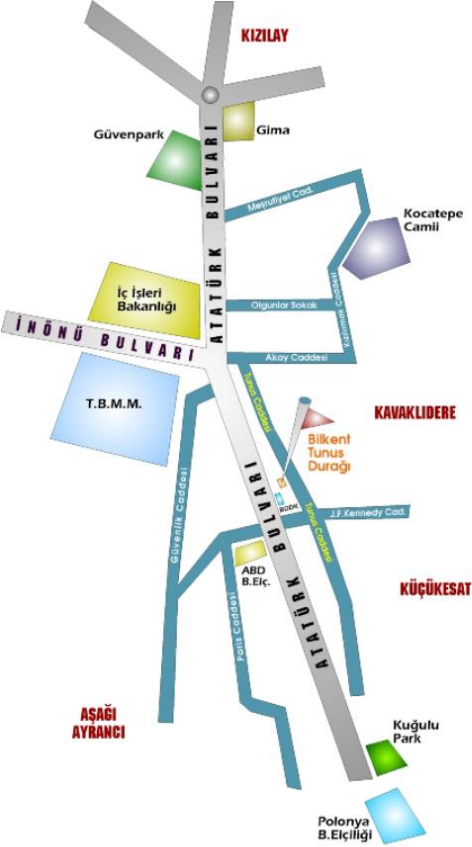


The Bilkent Shuttle System

Bilkent provides free shuttle services to its students, academic and administrative personnel. To benefit from these buses, one must have a valid Bilkent ID. There are two lines:

1. **TMD:** Tunus Street (City Center) to Merkez (Main Campus) Doğu (East Campus)
2. **SMD:** Sıhhiye Bridge to Merkez (Main Campus), Doğu (East Campus)

On their way to campus, TMD and SMD buses stop at Bahçeli, Armada, and Kentpark. Bilkent buses only stop at the Bilkent bridge (next to the Bilkent metro station) on the way to Bilkent. When they go from Bilkent to the city, they won't stop at the Bilkent metro station.



Tunus Bus Stop



Sıhhiye Bus Stop

The Bilkent shuttles depart from Bilkent stops at ODTÜ, ARMADA, AŞTİ, BAHÇELİ, and Tunus or Sıhhiye bus stops. However, in rush hours, certain buses may not stop at AŞTİ and BAHÇELİ bus stops. If a bus has a TUNUS sign on it, please consult the bus driver; that bus may go directly from Bilkent to Tunus. It may or may not stop at ODTÜ and Armada metro stations.

You can reach bus schedules and routes from:

<https://w3.bilkent.edu.tr/bilkent/transportation/>

Important Note! The Bilkent bus schedule may change due to national holidays, road construction, and academic recess periods. Bus schedule-related announcements are sent to Bilkent members' university emails. Please read the transportation units' emails and check the bus schedule regularly.

In-Campus Transportation

On weekdays, Bilkent ring buses operate periodically between the East and Main campuses.

For departure locations and schedule, please check: <https://w3.bilkent.edu.tr/bilkent/main-east-campus-ring-schedule/>

On weekdays, Bilkent ring buses operate periodically between the East and Main campuses.

For departure locations and schedule, please check: <https://w3.bilkent.edu.tr/bilkent/main-east-campus-ring-schedule/>





Registration Information

Documents required for registration must be uploaded to the system before the announced deadline. For your questions or further information, please contact: lisansustu@bilkent.edu.tr

After completing your online registration, please get in touch with lisansustu@bilkent.edu.tr to obtain your Bilkent Student ID.

Students can request a dorm room for the duration of the registration period. Accommodation requests are submitted to the dormitory management through the department's administrative assistants. Please inform your department if you need to reserve guest accommodation in the Bilkent Dorms for registration.

Documents Required for Registration: Turkish Citizens

- Copy of the ALES score sheet
- Certified copy of undergraduate diploma for MS/MA programs, undergraduate and graduate diplomas for PhD programs

*For PhD applicants, proof of completion of a Master's thesis is required if this information is not stated on the Master's diploma (e.g., the signature page of the thesis).

- Signed and sealed official transcript of your undergraduate/graduate program.
- Equivalency certificate (For applicants who received their degree from non-Turkish Institutions)

- Copy of the identification card
- English Proficiency Exam score sheet (IELTS Academic or TOEFL IBT), (Home Edition Exams are not accepted.) Students who will submit an external exam (IELTS Academic or TOEFL IBT) for English proficiency should send a soft copy of their exam scores to PREP School via exemption@bilkent.edu.tr.

* According to Bilkent Graduate Programs Academic Rules and Regulations, clause 2.2. Students who graduate from a program at Bilkent University and enroll in a graduate program are not required to additionally certify their English language proficiency, provided that less than two years have elapsed between their graduation date and the final registration date for the graduate program (<https://w3.bilkent.edu.tr/www/lisansustu-egitim-ogretim-yonetmeligi/>). Yet according to YÖK regulations, PhD students must submit a valid language exam score to complete their registrations. Therefore, Bilkent graduates are also required to submit a valid English Proficiency Exam score, such as YDS, E-YDS, YÖKDİL, etc.

* If you do not have a valid English Proficiency Exam Score, you will need to take the Bilkent University Proficiency in Academic English (PAE) Exam. Please note that your registration at Bilkent University will be canceled in case you fail the PAE exam.

* For registration to PhD programs, the Higher Education Council (YÖK) requires YDS, e-YDS, YÖKDİL, or TOEFL (For Ph.D. applicants, citizens of Türkiye who plan to submit TOEFL IBT scores must take the TOEFL IBT exam at one of the test centers in public universities -YÖK requirement) in addition to the English Proficiency Exam scores mentioned above.

- Military service status document taken from the affiliated Recruiting Office, or e-Devlet for male applicants
- Non-scholarship and partial scholarship students should make their tuition fee payments before registration.

Documents Required for International Students

- Copy of the GRE (or GMAT for Business Administration Department) score sheet. (Home Edition Exams are not accepted.)

For the GRE score to be accepted, Institution Code 0620 (Bilkent University) must be selected when registering for the GRE.

- Certified copy of undergraduate diploma for MS/MA programs, undergraduate and graduate diplomas for PhD programs

*For PhD applicants, proof of completion of a Master's thesis is required if this information is not stated on the Master's diploma (e.g., the signature page of the thesis).

- Signed and sealed official transcript of your undergraduate/graduate program.

- Copy of the following passport pages: identification information, stamp of the last date of entry to Türkiye, and for

For students from countries that are not exempt from the visa requirement to enter Türkiye, visas are issued by the Turkish consulate in your country.

- English Proficiency Exam score sheet (IELTS Academic or TOEFL IBT), (Home Edition Exams are not accepted.)

* Students who will submit an external exam (IELTS Academic or TOEFL IBT) for English proficiency should send a soft copy of their exam scores to Ms. Berrin Akakça Meral (berrin.akakca@bilkent.edu.tr)

* If you do not have a valid English Proficiency Exam Score, you will need to take the Bilkent University Proficiency in Academic English (PAE) Exam. Please note that your registration at Bilkent University will be canceled in case you fail the PAE exam.

* For registration to PhD programs, the Higher Education Council (YÖK) requires YDS, e-YDS, YÖKDİL, or TOEFL

Proficiency Exam scores mentioned above.

** If the TOEFL exam is taken in Türkiye, the test center should be a public center.

- Non-scholarship and partial scholarship students should make their tuition fee payments before registration.

Please inform the Registrar's Office via odemeler@bilkent.edu.tr if you are planning to make a wire transfer from your home country.



Bilkent University adopted a Smoke-Free Campus policy to create a healthier and more civilized environment for its community. This policy gradually reduced smoking areas on campus, culminating in the prohibition of cigarettes, tobacco products, and electronic cigarettes in all indoor and outdoor areas. For more information, please check <https://w3.bilkent.edu.tr/bilkent/smoke-free-campus-principles/>

Phone Registration (for International Students)

How To Register Your Mobile Phone?

Under the guidelines established by the Turkish Information and Communication Technologies Authority (ICTA), international arrivals must complete their mobile device registration within 120 days of entry. Failure to register within this timeframe results in suspension of cellular service, though non-calling features and emergency services remain accessible. Furthermore, individuals are restricted to registering only one device per passport every three years. To prevent your phone from being blocked, you should register it*.

Before registering your phone, you should first obtain your residence permit card. After receiving it, you should pay the required fee to one of the branches of Garanti Bank, Is Bank, Ziraat Bank, Vakıf Bank with your “Foreign Identity Number” written on your residence permit card.

The bank receipt should include your full name and surname, your passport number (exactly as it appears on your passport), and the IMEI number of your mobile phone.

You can learn your IMEI number by dialing *#06# on your mobile phone.

After making your payment, you will need to get a password from a PTT post office to use the e-government system through <https://www.turkiye.gov.tr/btk-imei-kaydet>.

With your password and foreign ID number, you can complete registration for your mobile phone. You may also get help from an operating company to have your mobile phone registered for this system. Any branch of the following companies* will charge a fee for registration in addition to the registration fee.

- *Türk Telekom: www.turktelekom.com.tr
- *Türkcell: www.turkcell.com.tr
- *Vodafone: www.vodafone.com.tr

***A friendly suggestion: instead of registering your phone, purchase a new phone in Türkiye, depending on your brand and model preference, purchasing a new device will be way cheaper!**

Based on our experience, there is a high chance that you may not receive your residence permit within the required 120-day period. Without a residence permit, you may not be able to register your phone through the e-Devlet system (IMEI Kaydet). Alternatively, you may visit a branch of your mobile service provider (Türkcell, Türk Telekom, or Vodafone) for assistance with the registration process. Please note that service fees may apply. Therefore, purchasing a new phone in Türkiye may be a more practical option in terms of time and cost.

How to-When to Purchase a SIM Card and How to Activate It

You will need a Turkish phone number (**SIM card**) for various reasons during your stay in Türkiye. Especially for your residence permit applications, you need to have a Turkish Phone number! The immigration office will send you regular updates about your residence permit application via SMS, and postal workers are likely to call you before your residence permit is delivered. For this reason, **we highly recommend** that you obtain a Turkish phone number as soon as you arrive in Türkiye.

Turkcell, Vodafone, and Türk Telekom are the most frequently used telephone service providers in Türkiye. You can purchase SIM cards from any of these companies. The branches at the airport can be expensive; therefore, we recommend purchasing a SIM card from a city center location or a shopping mall such as Kentpark, CEPA, and Armada.

You will be asked for your passport number during the purchase process. You **MUST** have your passport with you when you plan to purchase one. Your phone number will be registered on your passport. When you make your purchase, since your passport number will be used, the system will classify you as a tourist. SIM cards purchased by tourists will be active for only 3 months. Before your 120 days end, if you can obtain your residence permit card, you must visit the same service provider with it and update your passport number to match your Turkish ID number so you can continue to use your SIM Card. Otherwise, your phone number will be blocked after 3 months. If you can't get your residence permit card within 120 days, do not worry. Visit your phone company as soon as you receive your residence permit. You can complete this registration after your 120 days end, too, but every phone company has a different deadline. In the worst-case scenario, you will be asked to pay a late fee or purchase a new SIM Card.

Non-Turkish citizens can only purchase pay-as-you-go lines; you are not allowed to purchase postpaid lines. Regardless of your residence permit status, you can only purchase pay-as-you-go lines.

Residence Permit Application Procedures

1. First, you need to fill out an online application form at <https://e-ikamet.goc.gov.tr/>. If you are applying for a residence permit for the first time, you should fill out the **new application form**.

Although there is an English version of the form, we suggest you use the Turkish one as the English one does not work properly all the time. We also recommend that you not use Google Chrome, as the system is more likely to crash with it. You may use the screenshots of the Turkish form with English explanations in the guideline when you are filling out the form:

https://drive.google.com/drive/folders/0B_ML24XpxTfcelhXODJUWjZ5dFE?resourcekey=0-IBzuPSgA3uEHgC7eumPN3g&usp=sharing

You should have your passport and health insurance policy with you, as you will need them when filling out the form. You must obtain a private health insurance policy that the Migration Office accepts as part of your residence permit application. If you don't know any health insurance companies in Turkey, you can contact Bilsigorta at info@bilsigorta.com.tr, call them at [0090 312 340 80 00](tel:00903123408000), or visit their office (Google Maps: <https://maps.app.goo.gl/qv2UAeJyp4ZGKDEf7>) for a private health insurance policy.

Master's and Ph.D. students who are provided with health insurance by their academic department should contact their department's administrative assistant to obtain their insurance policy details. You can visit <https://www.bilkent.edu.tr/phonedir/dep/academic.htm> to find the contact details of each academic department. If your department provides health insurance, you can install the senCard Mobil app on your mobile phone and access your health insurance policy document using this application.

2. After filling out the online form, you should print the form out within 5 days; otherwise, the form will disappear. You may use the computer labs to fill out the form and print it out. We suggest you use a desktop computer to avoid any errors.

Together with the printout of the online application form, you should collect all of the required documents listed below:

- A pink cardboard folder and a punched pocket (can be obtained from Meteksan copy center or any stationery)
- Print out the online application form (first page to be signed by the student with BLUE PEN)
- A black & white copy of your passport's (or passport substitute document's) ID page and the page with the last entrance stamp to Turkey
- Official Enrollment Certificate*
- 2 biometric photos with a white background
- Valid health insurance policy document (GSS public or private health insurance policy covering the period of residence permit request)
- Document showing the address information where you will stay:
→ *If you are staying in your own house, a copy of the title deed (for extension applications, "document showing the place of residence and a bill of gas, electricity, water, etc., is sufficient)*
→ *If you are staying with a rental agreement and your name is on the rental contract, a*

notarized copy of the rental contract can be obtained by visiting the notary with the homeowner

→If you are staying in a third person's residence, the notarized undertaking of the host (if the host is married, also the notarized undertaking of the spouse)

→If you are staying at hotels, etc., proof of your stay in these places

→If you are staying in a student dormitory, an official document showing that you are staying in the dormitory (For Bilkent dormitories, please visit 64th Dormitory to obtain a dormitory certificate. For Bilkent Lojman, please visit 19th Lojman to obtain a lojman certificate)

- UETS document obtained from a central PTT post office if you can speak Turkish. If you are not able to speak Turkish, the options for obtaining the document are listed below ([this document is required if you are only EXTENDING/TRANSFERRING your current residence permit. First-time applicants do not need this document](#))**
- Receipt showing that you have paid the residence permit application fee can be paid online at <https://dijital.gib.gov.tr/hizliOdemeler/gocIdaresiIkametTezkeresiHarciOdeme> by a credit card. You will need the accrual number written on the printout of your online residence permit application form.

**To order an official enrollment certificate, visit your SRS > Academic Services Menu > Official Enrollment Certificate Order. When creating an online order, please make sure you select Turkish as the document language and click the “residence permit application” option.*

****Please choose one of the options stated below and follow the steps to obtain the UETS document electronically:**

First, you must visit a PTT (post office) branch and obtain a password for E-Devlet, Türkiye's official online government services portal, if you do not already have one.

- You may visit <https://giris.turkiye.gov.tr/Giris/gir> to log in to e-devlet and follow the steps stated in the guide (how to obtain UETS) shared at <https://drive.google.com/file/d/1Q-Sh7Rbh7kJk1TZAXVdCHr5VEdv6WPoW/view?usp=sharing>.
- You may visit https://youtu.be/pj_sQ8XU7m8?si=v74S5czgq24UDFwy (automatically Turkish subtitled, which can be translated to any language on YouTube's video settings) for the steps of obtaining the UETS document.
- You may visit <https://youtu.be/AXh9-HZ8a2k?si=FeG8uESBnGJQodeB> for the steps of obtaining the UETS document.

Before visiting our office, make sure you have all the required documents and the pink cardboard folder; otherwise, your documents will not be collected. You should bring all the required documents at once.

The International Office will not be making any copies, so please bring copies with you when you come to submit your folder.

Your documents will be submitted to the Migration Office by the Bilkent International Office. So, you should disregard the SMS or email from the Migration Office about your appointment.

The International Office is located in the Registrar's Office building on the main campus. You may find them on the campus map at <https://w3.bilkent.edu.tr/bilkent/campus-plan/> with the number **104**.

If you have any questions, please contact the **Office of International Students** via contact@bilkent.edu.tr



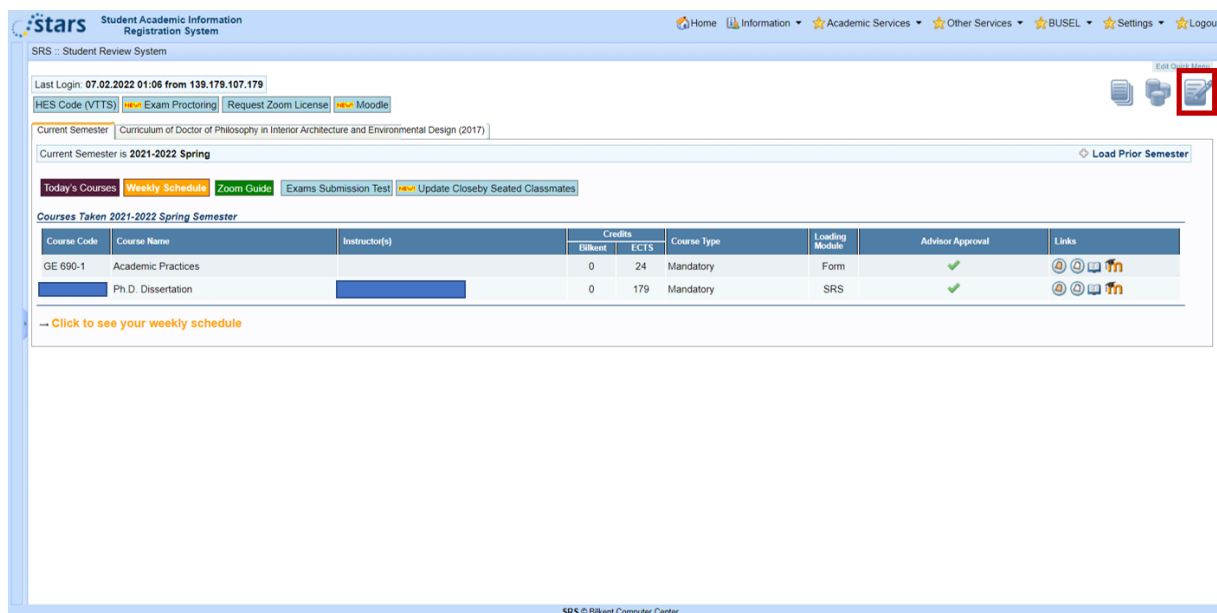
ACADEMICS

Course Registration

The course registration date for graduate students is set individually through the Stars System. You may check your registration period on the Bilkent Calendar. Please check:

<https://w3.bilkent.edu.tr/bilkent/academic-calendar/>

The red square in the figure below indicates the icon that you need to click to start registration.



Before selecting the courses, you can find course offerings at:

https://stars.bilkent.edu.tr/homepage/academic_units

It is also possible to reach the “Info & Courses,” “Old Courses of the Instructors,” and “Instructor Evaluation” sections, evaluated by the students who previously took the courses. This part can be accessed by the icons inside the red rectangle in the figure below.

As mentioned above, graduate students register for courses through the online registration service STARS-SRS. When you have either finalized your course selection or the deadline to finalize it arrives — whichever comes first — the “Send Registration to Advisor for Approval” function will be activated. It is then up to the graduate advisor to review and approve your course selection (see below for more about advisor selection and advising in general).

After registration is completed through STARS-SRS, either by student action or automatically, students will not be able to add/drop a course or change a course online. These actions will only

be possible if a paper Registration Form is filed that includes all required signature approvals. Graduate students **cannot withdraw** from a course.

Academic advisors have about a week to review and approve their advisees' registered courses. After this deadline, which will shift each term but fall within one week of the first day of classes, any course not approved by the advisor will be dropped from the student's records.

ESBE consists of various graduate degree programs. For further information on these programs, please visit: https://esbe.bilkent.edu.tr/en/index.php/degree_programs/

Bilkent VPN

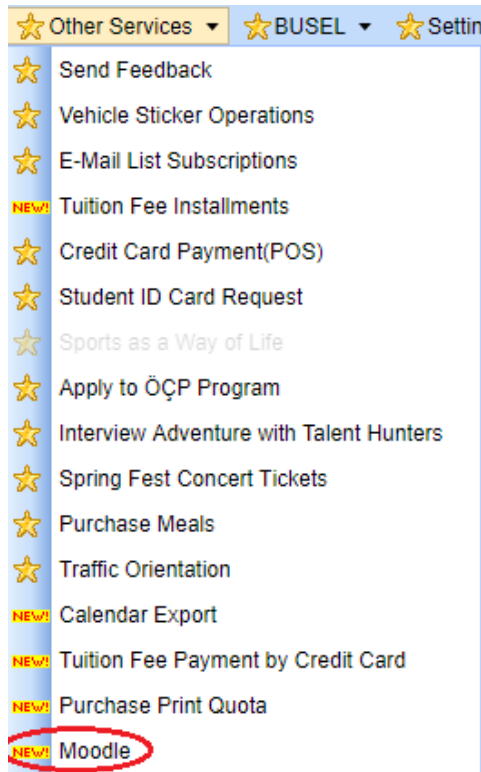
You will need to use the Bilkent VPN to access Bilkent University Library resources when you are off campus. A VPN is also required when registering for courses at the beginning of each academic semester if you are accessing Bilkent SRS services from outside the campus.

For more information and step-by-step instructions on how to set up Bilkent VPN on your computer, please visit <http://web3.bilkent.edu.tr/vpn/>

Moodle

You will follow some of your course content and submit your assignments via Moodle Service; make sure you are enrolled in it.

To log in to Moodle (via AIRS/BUSEL or Moodle Server/App) and see the tutorials, please check <http://web3.bilkent.edu.tr/tutorial/tutorials-for-students/access-moodle-courses/log-in-to-moodle-via-stars/>



Log in to Moodle via SRS

To access the SRS system, first, use the STARS webpage.

You need to use your Bilkent student ID and your SRS password to log in to your SRS account.

Go to the “**Other Services**” menu shown on the left.

Then, on the SRS Moodle interface screen shown below, you need to follow two steps to log in:

1. Click the green “**Login to Your Moodle Account**” button in the top left to go to your Moodle account’s dashboard.
2. Click the “**Go to Moodle Course Page**” button to go directly to a particular Moodle course.

Login to Your Moodle Account

Your Courses

Course Code	Section	Course Name	
ECON 103	3	Principles of Economics	Moodle course is not available
ENG 102	88	English and Composition II	Go to Moodle Page

You do not need to enter your SRS username or password again, since Moodle will open in your web browser without asking for them.

If your instructor permits it, you can access Moodle for courses you previously took.

Important Information

Academics

Students are strongly encouraged to complete all required coursework during the first two semesters of their enrollment. As part of the implementation of QME (Quality Management in Education) for graduate programs, courses coded XXX599 and XXX699 are now evaluated through a grading system. In accordance with QME requirements, grades are assigned for Master's and Ph.D. thesis/dissertation defense examinations, Ph.D. qualifying examinations, and Thesis Monitoring Committee (TIK) meetings.

Bilkent University's File Transfer Service allows students to securely send and receive large files that cannot be shared as email attachments. Students can access the service using their Bilkent account credentials [via transfer.bilkent.edu.tr](https://transfer.bilkent.edu.tr).

Non-Credit Course Requirements

The program requires three additional, non-credit courses:

GE 500 Research Methods and Academic Publication Ethics

All graduate students enrolled at Bilkent are required to complete GE 500/600 with an S (Satisfactory) grade during their first year of enrollment. **Make sure to register for GE 500/600 in your first semester. GE 500 is a zero-credit course that supports graduate students' career preparation. Graduate students register for GE 500 in the first semester of the program in which they are enrolled, and they need to pass the course with an S (Satisfactory) grade within two semesters. Otherwise, they need to re-take the course (all modules).** The course is organized into five independent modules and is designed to prepare students for both academic work and future careers outside academia.

Each graduate student is required to participate in all six modules offered in the course (see the link:

<https://w3.bilkent.edu.tr/bilkent/ge-500-research-methods-and-academic-publication-ethics/>.

Exemption from a module is only possible under reasonable circumstances. It is granted upon the students' request to the Graduate Program Chair, the written approval of the Supervisor/Graduate Program Chair, and the Director of the related Graduate Institute.

Follow the steps below to register for each GE500/600 module.

Assessment & Grading

Graduate students MUST maintain a cumulative grade point average (CGPA) of 3.0 or higher to remain enrolled in the program.

For MA programs, students must get a minimum grade of C in each course. Whereas, for PhD students, each course must be passed with at least a B grade.

In the courses, grades are categorized into three ranges: A, B, and C. Achieving an 'F' grade results in failing the course."

Other Letter Grades

I = Incomplete

Incomplete indicates that the student has met the basic requirements for course assessment (e.g., regular attendance and submission of some assignments). Still, substantial assignments have not been submitted due to illness or some other valid reason as discussed in advance with the course instructor.

All Incomplete grades must be resolved within two weeks of the grade submission deadline, during which the missing work must be submitted to the instructor and graded. The instructor must then file a Letter Grade Correction form to change the I to a regular letter grade.

Failure to submit missing work (on the part of the student) and/or file the necessary paperwork (on the part of the course instructor) within these two weeks will automatically change the grade on the transcript from I to F.

P = In-Progress

Indicates satisfactory performance in a course that requires registration for multiple terms, such as COMD 599. After the thesis is successfully defended, the P grade earned in the last registration term will be converted to S.

S = Satisfactory performance

This grade indicates either 1) that all requirements have been met in a single-term, non-credit course, or 2) that a multi-semester course has been completed successfully.

U = Unsatisfactory progress

Failure to meet the minimum requirements for non-credit courses will result in a U grade. This is considered a failing grade, and its consequences are the same as an F grade earned in a credit-bearing course.

For more about grading policies, including how to calculate CGPA, please consult the Bilkent University catalog.

<https://catalog.bilkent.edu.tr/current/general/grading.html#GRADES>

Academic Advising/Finding an Advisor

One of the best parts of grad school is directly learning from and working with others. So, the relationship between you and your advisor is essential. Not only will you learn the intricacies of your field from them, but you will also conduct your research under the supervision of your supervisor throughout your time in Bilkent. Depending on your department's requirements, you may be assigned to an academic advisor before or after getting admitted to your program. In the former, you pick your field of study and the faculty members to work with during grad school applications. If you submit this kind of application, you'll know who your advisor is getting into the program right away. If your department requires you to be paired with an advisor after getting admitted, they will initially assign you to a random one whom you'll have the chance to change as you become more familiar with the faculty in your department.

Co-advising

Co-advising between two or more members of the department graduate faculty, or between a faculty member from one department and a faculty member from another department at Bilkent, may be pursued if the thesis topic demonstrates interdisciplinary relevance. In formal co-advising, two faculty members share equal responsibility for overseeing the project. However, the second advisor does not have the right to vote on thesis progress report forms and on the defense committee, so a fourth member must then be recruited to sign off on the defense.

Faculty outside of Your Department

Non-advising or co-advising (with the department faculty) thesis committee members may be recruited from departments at Bilkent other than your department. Faculty members outside your program/major cannot serve as the sole supervisor for a thesis in ESBE. The department reserves

the right to oversee the composition of any candidate's thesis committee. One member of the thesis defense committee MUST hold a current affiliation from a university other than

Bilkent. It is the thesis advisor's job to recruit someone for this role, but the student's suggestions should be welcome.

Advisor absence / Changing advisors

During the course of thesis research, if the primary advisor leaves the department temporarily (e.g., medical or sabbatical leave) or permanently (e.g., takes a new position elsewhere) and therefore can no longer fulfill their duties, then the advisor role will revert to the Graduate Director unless or until the student proposes an alternative. If a student wishes to change their advisor for reasons other than the advisor's foreseeable absence, the change must be proposed in writing and discussed with the Graduate Director before taking effect. No change in advisor will be approved if fewer than three months remain before the anticipated date of defense AND the original advisor can assure their presence on campus at that time.

Transferring Graduate Credits from Other Universities

According to Bilkent University regulations, current graduate students may apply to transfer credits from another university towards the course requirements of the Bilkent graduate program they are enrolled in. These credits must have been earned in graduate-level courses taken within the last three years. Credits for up to two courses taken outside Bilkent can be applied toward graduate program requirements as unrestricted electives. The courses counted towards your program are transferred with a T grade on the Bilkent University transcript, and the original letter grades of those courses are not included in calculating grade point averages. Transferred courses must be approved by the student's thesis advisor and the chair of the relevant department. Applications deemed appropriate by the Institute Board of Directors are decided.

Transferring Graduate Credits from other programs within Bilkent

Courses taken at Bilkent University during a completed bachelor's or master's program may be retaken as additional courses in the Ph.D. program. If a mandatory course in the Ph.D. curriculum has already been completed during a bachelor's or Thesis Master's program at Bilkent University, the Institute Board of Directors may decide to add one elective or mandatory course to the student's curriculum. If the grade received in the course during the bachelor's or master's program is below B, the student is required to retake this course as part of the Ph.D. program; if the grade is B or

higher, the student is exempt from this course. Students who cannot find courses to fulfill the elective course requirements in the Ph.D. curriculum because they have already taken all the courses in the relevant elective course set at Bilkent University can complete these requirements by taking courses not included in the elective set, with the recommendation of the chair of the relevant department and the decision of the Institute Board of Directors. All applications for credit transfers are finalized by EYK (the board of the related institute) by the end of the second semester of the program.

Qualification (Comprehensive) Exam

Students enrolled in the PhD programs must take the doctoral qualification (comprehensive) exam within the first five semesters. Meanwhile, students enrolled in the post-bachelor's Doctorate programs must take the comprehensive exam within their first seven semesters. Semesters with approved leave or without course registration are also counted toward the duration. Students who do not take the qualification exam within the specified period are considered to have failed. To be eligible to take the doctoral qualification exam, students must have completed their credit-bearing courses and seminar courses. The comprehensive exams are organized and conducted by a five-member Doctoral Qualification Committee appointed by the relevant department chair and approved by the Institute Administrative Board. The committee consists of six faculty members, including at least two from outside Bilkent University. The thesis advisor does not have voting rights. Additionally, a second thesis advisor may be present on the jury without voting rights. The qualification jury collectively evaluates the student's performance on the written and oral exams and decides by a simple majority whether the student is successful or unsuccessful. For unsuccessful candidates, the jury also determines whether the student will be examined only in the written or oral part, or in both, in the next exam. The qualification jury may impose additional course requirements on students who pass the doctoral qualification exam; these courses cannot exceed one-third of the total credits in the program curriculum. These additional courses are added to the students' curriculum, and their grades are included in all GPA calculations. These additional courses must be completed within a maximum of two semesters; failure to do so or achieving a weighted GPA below 3.00 for curriculum courses results in termination of the student's relationship with the university. The jury's decision is communicated to the Institute by the relevant department or main branch chair within three days. The following semester, students who fail the qualification exam are re-examined with the same jury. Students who fail the second qualification exam have their relationship with the university terminated.

Thesis Monitoring Committee Meetings

Students who successfully pass the qualifying examination must form a Thesis Monitoring Committee. (TMC), consisting of three faculty members, is appointed within one month on the recommendation of the relevant department or main branch chair and the decision of the Institute Board of Directors. The committee includes the student's thesis advisor, a faculty member from the same department or main branch, and a faculty member outside the department or main branch. If there is a second thesis advisor, **the second advisor may attend TMC meetings without voting rights**. Changes to the members of the TMC can be made on the recommendation of the relevant department or the main branch chair, and with the decision of the Institute Board of Directors.

For students whose thesis proposals have been accepted, thesis progress is monitored through biannual TMC meetings that are held twice a year – once between January and June and once between July and December. **The first TMC meeting is held no earlier than three months, and no later than six months after the thesis proposal is accepted.** Subsequent TMC meetings are held at least every four months. Students whose thesis proposals have been accepted must have at least three successful TMC meetings before entering the doctoral thesis defense.

At least one month before the meeting date, the student must submit a written report to the committee members. This report summarizes the work completed to date and outlines the plan for the next period. The committee determines whether the student's thesis work is successful or unsuccessful. Following successful TMC meetings, the thesis advisor's progress report is submitted to the institute within three days, along with the TMC report form. If a student is deemed unsuccessful by the TMC two consecutive times or three intermittent times, their affiliation with the university is terminated.

For Graduate School Regulations see: <https://w3.bilkent.edu.tr/www/lisansustu-egitim-ogretim-yonetmeligi/>

Regulations on Program Completion

YÖK regulation stipulates that all requirements for an M.A. program with a thesis component must be completed within six semesters* from the date of initial enrollment to graduate. Yet, all course credits **MUST** be earned by the end of the fourth semester. This time to completion includes a successful thesis defense. Failure to successfully defend a thesis by the end of the sixth enrolled semester will result in dismissal from the program.

For PhD Students with a master's degree, the normal program duration is 8 semesters*, and the maximum is 12 semesters; the comprehensive exam must be taken no later than the 5th semester. The normal duration to complete coursework is 3 semesters, with a maximum of 4 semesters.

*Students may apply for a leave of absence under certain extenuating circumstances. Still, any semester(s) spent on leave will be counted toward the program's six-term maximum duration and will incur tuition fees that must be paid out of pocket or waived with department approval.

Funding

Many programs at Bilkent offer scholarships, but not all provide financial support. Please get in touch with your department to learn more about scholarship and financial support options.

Some departments may offer full or partial tuition waivers. They may also provide a full tuition waiver plus additional funding. Financial support for any graduate student is provided with the understanding that the student will study full-time and actively contribute to Bilkent University's academic activities beyond the requirements of their coursework. Full-time employment outside the academic program is considered incompatible with this goal. Therefore, students who work outside of the academic programs are expected to inform their departments.

Tuition and financial aid packages offered during initial registration are time-limited and intended to cover ONLY the standard four-semester timeline. No department funding can be guaranteed beyond four semesters for MA and eight semesters for PhD*; this includes partial and complete tuition waivers.

*In integrated PhD programs, funding is typically extended to 10 semesters

External Scholarship and Funding Opportunities

TÜBİTAK Scholarships and Fundings

The Scientific and Technological Research Council of Türkiye (TÜBİTAK) provides various funding and scholarship opportunities for graduate students. Some of these programs are listed as:

2210 - MSc/MA Scholarship Programs

To contribute to the improvement of human resources in line with Türkiye's research priorities, master's students seeking to pursue a graduate degree in Türkiye in the fields of Natural Sciences, Engineering and Technological Sciences, Medical Sciences, Agricultural Sciences, Social Sciences, and Humanities are granted a monthly scholarship to continue and complete their education. For a detailed list of scholarships and further information about them, please visit:

<https://tubitak.gov.tr/en/scholarships/postgraduate/research-scholarship-programs/2210-mscma-scholarship-programs>

2211 - National PhD Scholarship Programs

To contribute to the improvement of human resources in line with Türkiye's research priorities, PhD students seeking to pursue a graduate degree in Türkiye in the fields of Natural Sciences, Engineering and Technological Sciences, Medical Sciences, Agricultural Sciences, Social Sciences, and Humanities are awarded a monthly scholarship to continue and complete their education.

For a detailed list of scholarships and further information about them, please visit: <https://tubitak.gov.tr/en/scholarships/postgraduate/research-scholarship-programs/2211-national-phd-scholarship-programs>

2214-A - International Research Fellowship Program for Turkish PhD Students

PhD students registered in PhD programs in Natural Sciences, Medical Sciences, Social Sciences and Humanities, and Engineering and Technological Sciences at universities or research centers in Türkiye are supported in conducting research abroad when it cannot be performed within Türkiye's existing infrastructure. The Scientific and Technological Research Council of Türkiye grants fellowships for scientists/researchers planning to do research abroad in the areas of Natural Sciences, Medical Sciences, Social Sciences and Humanities, and Engineering and Technological Sciences. The maximum duration of the fellowship is 12 months. Fellows are required to utilize their fellowships within 12 months of receiving notification of the fellowship.

For further information, please visit: <https://tubitak.gov.tr/en/scholarships/postgraduate/research-scholarship-programs/2214-international-research-fellowship-program-phd-students>

2250 - Performance-Based Scholarships Program for PhD and Post-Doc Scholars

Within the scope of the Performance-Based Scholarships Program for PhD and Post-Doc Scholars, a performance-based scholarship is provided for doctoral students and postdoctoral researchers who take part in TÜBİTAK-supported projects as scholars. The aim is to encourage scholars to conduct research, ensure project ownership, enhance their performance and motivation, and strengthen the research ecosystem.

There are two scholarship periods, covering February to July and August to January. Applications are received in August for the February-July scholarship period and in

February for the August-January scholarship period. PhD and Postdoctoral scholars in TÜBİTAK-supported projects can apply to the program every six months and receive a monthly grant based on their total performance score. Scholarship payments are made in six-month increments. The monthly scholarship amount varies according to the performance score. For further information, please visit: <https://tubitak.gov.tr/en/scholarships/postgraduate/research-scholarship-programs/2250-performance-based-scholarships-programme-phd-and-post-doc-scholars>

1002 - B Emergency Support Module

Within the scope of the 1002-B Emergency Support Module, research projects requiring urgent support to deliver data immediately after unexpected natural or human-induced events (geological, climatic, biological, social, technological, etc.) will be supported. Projects proposed within the scope of PhD and master's theses, as well as those serving as complementary/continuation studies, and those proposed for the support of device failure, maintenance/repair expenses, have been excluded from the scope of this Module. Similarly, foreseeable time constraints, calendar delays or interruptions, urgent situations due to personal reasons, and periodic events will not be considered urgent. Project duration can be up to 6 months. For the upper limits for scholarships and further information, please visit: <https://tubitak.gov.tr/en/funds/academic/national-support-programs/1002-b-emergency-support-module>.

For **Postgraduate scholarship** options, please visit:

<https://tubitak.gov.tr/en/scholarships/postgraduate>.

You can consult Bilkent TTO for your TUBITAK applications

<http://web2.bilkent.edu.tr/ttoweb/>

How Do Semesters Work? – Curriculum Requirements



Timeline and Requirements for Completing Graduate Studies

According to YÖK (Council of Higher Education) regulations, the normal period for successfully completing credit courses and seminar courses is three semesters for MA programs and PhD programs entered after an MS/MA degree, with a maximum of four semesters. For PhD programs entered after a bachelor's degree, the normal period for completing credit and seminar courses is 5 semesters, with a maximum of 6 semesters. Semesters during which leave is taken, or course registration is not completed, also count toward the maximum timeframe for completing courses. Students who fail to complete all credit curriculum courses and seminar courses by the end of the maximum timeframe, or who have a weighted grade point average (CGPA)

below 3.00 in curriculum courses, will be dismissed from the university.

Upon completion, you'll be expected to focus on your thesis. To deliver your thesis on time and ensure a smooth graduation, you need to be familiar with the official requirements and deadlines. Make sure you don't miss any of them. Don't forget to check the link and the visual given below for more information.

<https://w3.bilkent.edu.tr/www/lisansustu-egitim-ogretim-yonetmeligi/>

Academic Preparation

Students who hold a bachelor's degree in a field different from their intended graduate program are considered non-major students. They may be required to complete an Academic Preparation Program (APP), which consists of additional courses before beginning their graduate coursework.

This period generally takes one or two semesters. You might be asked to finish your AP before starting your grad studies, or you may be required to complete the AP simultaneously with your grad courses. This decision will be up to your department. Do not hesitate to contact them.

For the postgraduate education regulations of Bilkent, please visit:

<https://w3.bilkent.edu.tr/www/lisansustu-egitim-ogretim-yonetmeligi/>

Retake a Course

According to Bilkent University regulations, clause 3.4, students are required to retake compulsory courses they have failed. However, if it is not possible to repeat a failed compulsory course within two semesters, the failed course may be replaced with another. That is deemed equivalent in content and level, upon the recommendation of the relevant department or main branch chair and the decision of the Institute Board. Only the grade of the last taken compulsory course is included in the overall GPA.

If a student fails an elective course, they may retake it; in this case, only the grade from the most recent attempt is included in the overall GPA. However, a failed elective course may be considered an additional course taken outside the curriculum, upon the advisor's application and the Institute director's approval. In this case, it is not necessary to retake the course.

Graduate students who wish to do so may repeat courses they have previously taken and passed within the same program, upon the recommendation of their academic advisor and approval of the relevant department or main branch chair. In this case, only the grade of the last taken course is included in the overall GPA.

For the postgraduate education regulations of Bilkent, please visit:

<https://w3.bilkent.edu.tr/www/lisansustu-egitim-ogretim-yonetmeligi/>

Procedure for Leaving the Program and Necessary Steps

If you consider leaving the program before graduation, here are the steps you need to follow:

You must fill out the termination of enrollment form.

In the “Other” section of the termination of enrollment form, you need to specify the reason for leaving the program.

You should submit this form to your department with a petition.

Thesis Formatting & Procedures

Thesis Guidelines

To prepare your thesis, you need to use the ESBE format. For the description and example of the format, please visit <https://esbe.bilkent.edu.tr/en/index.php/thesis-guidelines/>

Through the link above, you can also access detailed information about thesis preparation, cover pages, the Turnitin procedure, and the thesis submission procedure. So, highly recommend checking!

Please do not forget to email your thesis/dissertation to ESBE for the format check and get ESBE's approval before printing your thesis/dissertation. Once your thesis is finalized and approved by the ESBE, you need to enter your thesis information into the YÖK Database. Do not forget to fill out, print, and submit YÖK Tez Veri Giriş Formu (See below) to ESBE.

a. Citations

Several beneficial citation-formatting programs can be integrated into Word, with Zotero and Mendeley among the most common. We recommend exploring and familiarizing yourself with these tools to enhance your efficiency. Additionally, Zotero is compatible with Google Docs files, while Mendeley does not currently support integration with Google Docs.

b. Academic Integrity & Plagiarism

Academic integrity is central to the mission of the Bilkent University Graduate School. All students enrolled in these programs are held to the highest possible standards of academic integrity in coursework and in thesis work.

Any submitted work found to violate these standards due to plagiarism, falsified data, or cheating may be grounds for loss of scholarship funding and/or disciplinary action, including dismissal from the program.

For detailed university policies about academic integrity and plagiarism:

<http://w3.bilkent.edu.tr/bilkent/policy-on-conflicts-of-interest-and-commitment-academic-integrity/>

If you would like to check the plagiarism status of a text you have written in advance, you can use intihal.net, a service provided through Bilkent University Library. For more detailed information, you may contact library@bilkent.edu.tr or consult the staff at the Circulation Desk located on the entrance floor of the Bilkent Library.

c. Turn-it-in

The Graduate School requires that a pre-defense draft of the thesis be submitted to Turnitin no later than one week before the scheduled defense date.

The candidate must provide the files promptly, but it is the thesis advisor's responsibility to submit the draft, in both .docx and .pdf formats, to plagiarism@bilkent.edu.tr for processing.

The Turnitin report may then be sent to the committee for further consideration. If the similarity percentage is considered too high, ESBE may request revisions before the defense and/or initiate disciplinary action. Note that citation errors may increase the Turnitin similarity score. Therefore, students should carefully check their citations before submitting the thesis for pre-defense screening. The revised post-defense version must also be submitted to Turnitin for approval (see below). As this process may take several days, the advisor and the candidate should allow up to one week to receive approval before proceeding with binding and other ESBE submission procedures.

Graduate instructors may require Turnitin submission for coursework at their discretion.

For more detailed information about Turnitin, please visit the following link:

<https://library.bilkent.edu.tr/research-guides/subjects/guide.php?subject=turnitin>.

d. Publication Criteria for PhD students

To be eligible to defend a doctoral thesis, PhD candidates must have at least one publication related to their thesis. Publication can be done either alone or in collaboration with other researchers. Manuscripts can be published or accepted for publication in a journal approved by the provost.

Conditions for satisfying the publication requirements are as follows:

- The research article must be related to the thesis in question
- For journals that do not have a mandatory APC, the journal must be indexed and be ranked in the top three quartiles (Q1, Q2, Q3)
- For journals that have a mandatory APC, the journal must be indexed and be ranked in the top two quartiles (Q1, Q2)
- The journal must not be on any predatory journal blacklist

For PhD publication requirements, quartiles that are based on Journal Impact Factor (JIF – Web of Science), CiteScore (Scopus), and SCImago Journal Rank (SJR) will be considered. If the quartile of a journal differs depending on which metric or which subject category is chosen, the best quartile will be taken.

For further information, please visit: https://esbe.bilkent.edu.tr/en/index.php/degree_programs/

e. ESBE (Graduate School of Economics and Social Sciences) regulations

For general formatting & preparation guide for graduate theses, thesis cover pages (advisor & committee signatures) with sample formatting, **please visit:**

<https://esbe.bilkent.edu.tr/en/index.php/thesis-guidelines/>

For thesis preparation guidelines, please visit: <https://esbe.bilkent.edu.tr/en/index.php/preparation/>

Unless you see a specific thesis guideline * for your department, you are required to use General Thesis Guidelines

*Law, Turkish Literature, and History students should use their department's specific guidelines/

For Turnitin procedures, please visit: <https://esbe.bilkent.edu.tr/en/index.php/turnit-in-procedure/>

For thesis cover page format, please visit: <https://esbe.bilkent.edu.tr/en/index.php/other-forms/>. The cover page sample can be found under the "for students" thesis guidelines section in PDF and Word format.

For thesis defenses and thesis progress committee meeting procedures, deadlines, and requirements, please visit: <https://esbe.bilkent.edu.tr/en/index.php/phd-progress-guidelines/>

For guidelines for defending and thesis submission to the institute, please visit: <https://esbe.bilkent.edu.tr/en/index.php/thesis-defense-and-submission-guidelines/>

For forms such as thesis defense, Ph.D. qualifying exam, dissertation proposal defense, dissertation monitoring committee evaluation, request for termination of enrollment, student and visiting student application, thesis database acceptance, and permission forms, please visit: <https://esbe.bilkent.edu.tr/en/index.php/other-forms/>

For Thesis guidelines (preparation, cover page format, Turnitin procedures, and thesis submission procedures) please visit: <https://esbe.bilkent.edu.tr/en/index.php/thesis-guidelines/>

For publication criteria details, please see:

https://esbe.bilkent.edu.tr/en/index.php/degree_programs/

Students who continue their PhD studies in the same department immediately after their MA program do not need to submit this form to the institute. FOR THE REQUEST FOR TERMINATION OF ENROLLMENT, please visit: <https://esbe.bilkent.edu.tr/en/index.php/other-forms/>

If you need to conduct an experiment or research that includes human participants, you need to get the ethics committee's approval. Applications for Ethics Committee Approval for research projects involving human participants are submitted by the advisors from **ECAHS**.

For the ethics forms, rules of operation, FAQ, and your further questions on ethics committee approval forms and applications, please visit: <https://w3.bilkent.edu.tr/bilkent/application-for-an-ethics-committee-approval-for-a-research-project-which-will-use-human-participants/>

Important Note:

1-Blue-inked pen must be used for signing all formal documents.

2-Institute must be informed of any changes in the title of the dissertation through the faculty. If your dissertation title changes during any of your thesis progress committee meetings, you are asked to inform your department. Your department's administrative assistant will inform the institute through EBYS.

3- After thesis progress committee meetings, the student should obtain at least three signed copies of the dissertation monitoring committee evaluation report. Two copies must be submitted to the department, and the student must retain one copy for her own records. These reports should be signed by all committee members with a blue pen and submitted to the institute via the student department's administrative assistant within 3 business days after the progress committee meeting.

f. Artificial Intelligence (AI) Use

As graduate students, you are responsible for utilizing Generative Artificial Intelligence (GenAI) tools to enhance your academic pursuits. **You should begin by thoroughly reviewing course syllabi to determine whether GenAI tools are permitted in your coursework.** If permission is granted, engaging in open dialogue with your professors, including thesis advisors and course instructors, is essential for seeking guidance on the appropriate integration of GenAI into your academic work. This proactive approach ensures that any uncertainties or ethical concerns are addressed, facilitating informed decision-making.

Students are advised to:

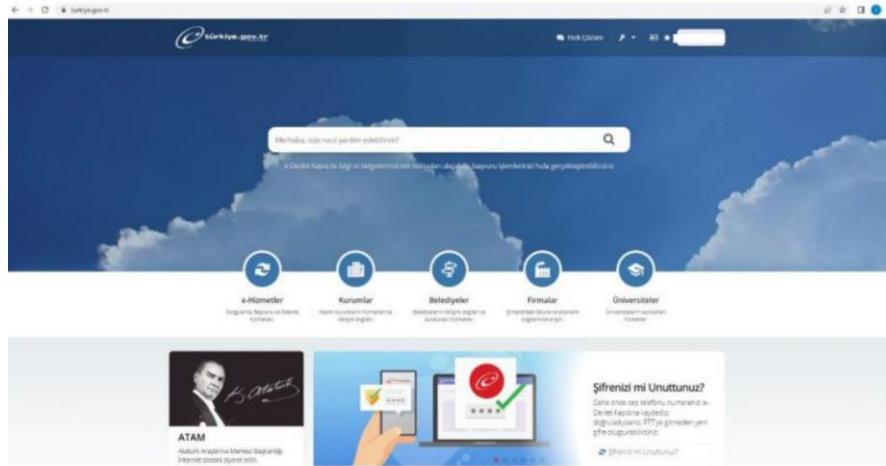
- Carefully review the syllabi of all their courses to determine the policy on using GenAI.
- Consult with their professors, including thesis advisors or course instructors, to discuss the appropriateness of utilizing GenAI in their academic work.
- Properly cite and acknowledge AI-generated content, ensuring transparency in their academic endeavors.
- Maintain detailed records of the methodology and rationale behind using AI tools.
- Verify the factual accuracy of AI-generated information by consulting additional sources.
- Approach GenAI tools critically, recognizing their potential limitations and biases.

- Exercise caution to avoid sharing personal, confidential, or sensitive information when utilizing GenAI.
- Develop an understanding of the biases and limitations inherent in GenAI technologies.
- Stay informed about advancements in the field of GenAI to ensure responsible and up-to-date usage.

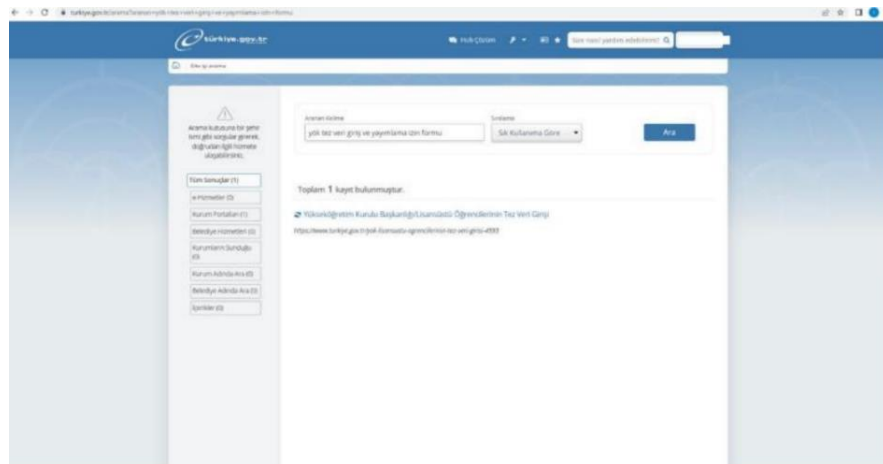
Steps for Submitting Your Thesis to the YÖK Database System

In Türkiye, you are required to submit your thesis or dissertation to the YÖK Database.

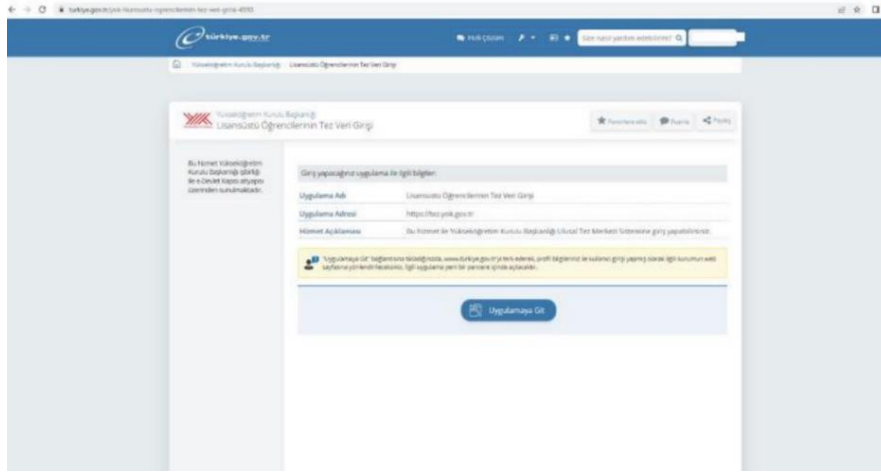
1-Enter the E-devlet website.



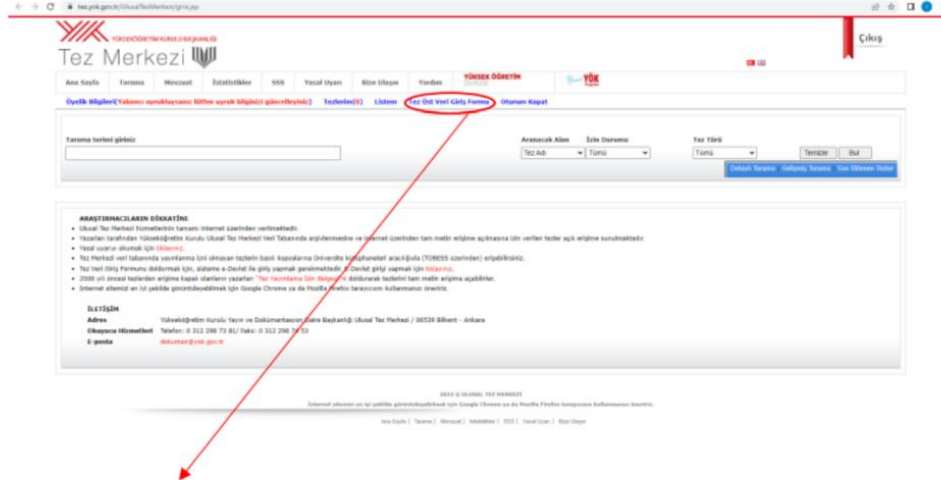
2- Write “yök tez veri girişi ve yayımlama izin formu” in the search bar; you will see this page.



3-Click the link, and you will find this page.

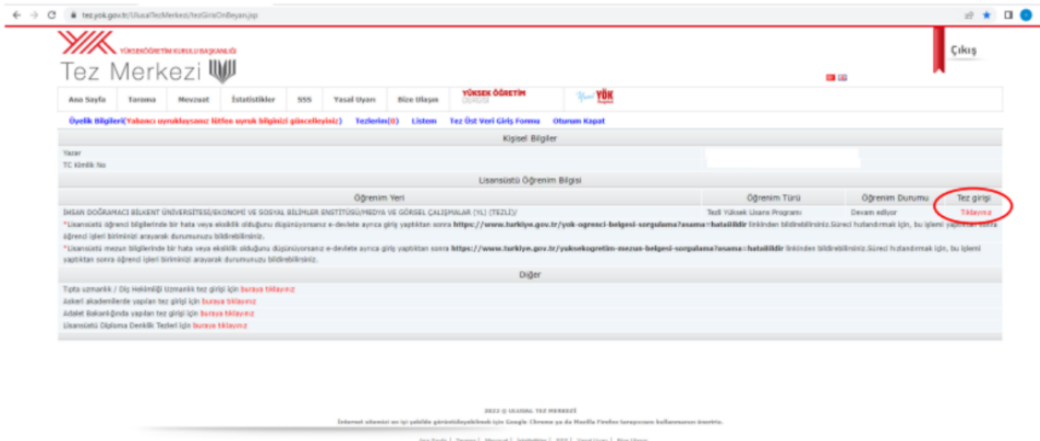


4-Click on “Uygulamaya git”; this will take you to the YÖK Thesis Center.



5. Click here

5-When you find this page, click on “tez girişi”.



6-Fill the “Tez Üst Veri Giriş Formu”

When you finish writing your thesis and print it out, you are only required to submit a hard copy of your thesis to the library. We generally print it for ourselves and our advisor as well, but it is up to you and your advisor’s request.

Before you leave, complete the Termination of Enrollment Form and obtain signatures from the relevant departments. To access the form, please visit:

<https://esbe.bilkent.edu.tr/en/index.php/other-forms/>.

Please note that even if you are not staying in dormitories or apartments at Bilkent, you still need to obtain signatures from these departments.

Guidelines For Defending and Thesis Submission to The Institute

Before M.A or PhD Thesis Defense:

1. Share the thesis title, abstract, advisor(s), and the jury names 15 days before the defense date with ESBE.
2. Ensure that your program has informed ESBE about your defense date.
3. Candidates must be enrolled to defend.
4. Before PhD defenses, the publication requirement should be satisfied. Requirements and journals in departmental lists available on the ESBE web page are eligible.

IMPORTANT:

For each semester, the last day to defend is as follows:

- a. For the fall semester, the last day to defend is the last day of classes.
- b. For the spring semester, the last day to defend is a week before the first day of course registrations for the following fall semester.

“Last day to defend” is the last date ESBE will schedule a defense in each semester. Defending on or by that date is not a right; departments and advisors may require earlier (but not later) defense dates. Please check with your department.

5. There should be no thesis defenses between the last day to defend and the end of the add-drop period of the following semester.

Please visit: <https://esbe.bilkent.edu.tr/en/index.php/submission-procedure/>

During M.A or PhD Thesis Defense:

1. Bring a copy of the Thesis Defense Report (Tez Savunma Tutanağı) to your defense.
2. After the jury makes its decision about your thesis defense, ensure they sign the Thesis Defense Report.
3. Submit the signed Thesis Defense Report to the department within 3 days.
4. The document should include details about your thesis and the jury's decision (pass unanimously, with revisions, or failure).

After M.A or PhD Thesis Defense:

Submission and Approval Workflow:

- 1. Student Submission via SRS:** The student submits the final version of the thesis and the required documents (see below) through SRS.
- 2. Advisor Approval:** After thesis submission, an automated email is sent to the advisor. The advisor reviews the submission and either approves it or declines it with an explanatory note.
- 3. Library Approval:** After advisor approval, an automated email is sent to the student instructing them to submit the required documents (see below) to the Bilkent University Library for approval. The Library reviews the thesis submission and the related documents, and either approves the submission or declines it with an explanatory note.
- 4. Graduate School Approval:** After Library approval, an automated email is sent to the student instructing them to submit the required documents (see below) to the Graduate School for final approval. The Graduate School reviews the thesis submission and the related documents, and either approves the submission or declines it with an explanatory note.
- 5. Revisions, If Required:** If the submission is declined by the advisor, the Library, or the Graduate School, it is returned to the student for revision. The student is notified through an automated email.

6. Completion of Submission: After Graduate School approval, the thesis submission process is completed. The student is notified through an automated email. **Note:** For interim graduation certificate or more, contact the Registrar's Office: oim@bilkent.edu.tr

Documents/Information to be Submitted via SRS

Within one month after the thesis defense presentation, the student must submit the final version of their thesis. The required documents and information are listed below (see the submission portal in SRS for further details):

1. ORCID number, which can be obtained at <https://orcid.org/>

2. Final version of the thesis in PDF format:

- The jury names must match the correct official names. See the following link:

<https://akademik.yok.gov.tr/AkademikArama/>

- The student's name must match their name in STARS

3. Scanned version of the thesis signature page, with all signatures obtained as wet signatures, signed by a blue-inked pen.

4. Scanned version of the “YÖK Veri Giriş Formu” / YÖK Thesis Entry Form, signed by the student. Log in via e-devlet at <https://tez.yok.gov.tr/UlusalTezMerkezi/> and select “Tez Üst Veri Giriş Formu” (Thesis Entry Form) under the user account. See the

Following link for further details: <https://tez.yok.gov.tr/UlusalTezMerkezi/tezTeslimKilavuz.jsp>

5. Scanned version of the signed embargo request form, if online access postponement is requested for the thesis. This form should be obtained through the thesis submission portal in SRS and signed by the advisor and the Graduate School Director.

Documents Required for Library Approval

After advisor approval, the student submits the following documents to the Bilkent University Library for inspection:

1. One signed hardcopy of the thesis, with all signatures obtained as wet signatures

2. “Form for Termination of Enrolment,” available on the Graduate School website, signed by the advisor

Documents Required for Graduate School Approval

After Library approval, the student submits the following documents to the Graduate School Director:

1. “YÖK Veri Giriş Formu” / YÖK Thesis Entry Form, signed by the student
2. Embargo request form signed by the advisor, if online access postponement was requested for the thesis
3. “Form for Termination of Enrolment,” signed by all relevant units except the Graduate School Director

Things to consider:

1. After the jury’s decision, you have 30 days to submit your thesis and graduate. Plan your timeline accordingly. However, if the jury prescribes formal revisions, consult with your advisor about the specifics.
2. If it's a pass, consult with the jury members about collecting their signatures. Typically, you bring them a bound thesis for this purpose. Plan for the possibility that any jury members might be out of town or unavailable.
3. After the defense [thesis defense outcome forms](#) should please be conveyed to ESBE quickly, in no case more than three days after the defense itself. ([Same for TİK outcome forms](#).) Theses should be carefully copyedited, free of formatting errors and typos, and have consistent referencing and bibliographies. **Bound and signed theses must be submitted to ESBE within 30 days of a successful defense.**
4. These should be bound before being signed. At least one and at most three copies of these will be signed, and one signed copy will be submitted to the Bilkent Library. External members of thesis defense committees may choose to sign loose approval pages, but Bilkent-affiliated members, beginning with advisors, should check and sign bound copies. The ESBE director provides the last signature.
5. Bound theses must be accompanied by a completed [termination of enrollment form](#) *at the time of submission to ESBE ([ilişik kesme formu](#))**

* Enrollment Termination Request Form:

Please visit the following link to access the Enrollment Termination Request Form: ESBE Forms. You can also find it below:

<https://esbe.bilkent.edu.tr/en/index.php/other-forms/>

After all the required signatures are obtained from the Administrative Units and the Department/Division Chair, the form must be submitted to ESBE.

Signature Collection:

Print out the form and begin collecting signatures.

Dormitory and Bilkent Housing Signatures:

- Even if you haven't stayed in the dorm or Bilkent housing, you'll need two signatures.
- Visit the Dormitory Office for one signature and the Bilkent Housing Office for the other.
- Note: These offices are located in different parts of the campus.

Budget and Financial Affairs, Human Resources, and Rector's Office:

- These offices are situated in the same building where the Rector's office is located.
- Ensure you collect the required signatures from the Budget and Financial Affairs and Human Resources offices.

Security Office:

- The Security Office is in the block next to the Registrar's office building.
- Obtain the necessary signature from the Security Office.

Library and Department Signatures:

- Collect signatures from the library and your department.
- To secure the library's signature, you need to finalize both the thesis submission and thesis binding procedures. Read on for detailed information on these crucial steps.

****ESBE Submission:**

Once you have all the required signatures, bring the completed termination form to ESBE.

ESBE will submit the form to the Registrar's office for final signature.

By following these steps, you'll efficiently complete the enrollment termination process and officially finish your graduate program at Bilkent. If you have any questions or need further

assistance, feel free to reach out to the relevant offices on campus. Best of luck in your future endeavors!

***Do not forget to register for an ORCID NUMBER! You need to have a valid ORCID ID before uploading your thesis and/or dissertation to **YÖK Thesis Database**. To register your ORCID ID, please visit: <https://support.orcid.org/hc/en-us/articles/360006897454-How-do-I-register-for-an-ORCID-ID>

For the thesis format check, please email ESBE (esbe@bilkent.edu.tr) before printing your thesis

For the **Thesis Submission Procedures**, please check:

<https://esbe.bilkent.edu.tr/en/index.php/submission-procedure/>

Library

Setting a Library Account

You need to log in to your library account to renew your items, check out dates, or place a hold on library items. Please visit or call the library information (circulation) desk to set up your library account.



Material Request

The Bilkent University community can suggest new sources for the library's collection. Requests should be submitted using the Material Request Form. Before submitting the form, please make sure that the title is not already available in the library collection, either in print or electronic format. Please note that the final decision rests with the collection development team and/or the library director. All suggestions are considered in accordance with the library's collection development policy. The status of requests can be tracked by the "My Account" feature on the library website.

For the Material Request Form, please visit:

https://libraryforms.bilkent.edu.tr/uhtbin/cgiirsi/x/0/0/57/63/451/X/BLASTOFF?user_id=WEB_SERVER

Off-Campus Access to Bilkent University Library's Electronic Resources:

Bilkent provides free online resources and services to its students and staff. Bilkent members can use Bilkent wifi and campus computers to access these resources; however, users should use Bilkent VPN for off-campus access.

For more information, please visit: <https://library.bilkent.edu.tr/off-campus-access/>



Nestled within Bilkent University, the Bilkent Library is a hub of knowledge and discovery. With its vast collection and modern facilities, the library serves as a vital resource for students, faculty, and researchers. From its tranquil ambiance to its extensive digital resources, the Bilkent Library is central to academic excellence at Bilkent University.

Library Basics

Bilkent has two libraries, one on the main campus and one on the East campus. The main campus library holds a wider variety and quantity of collections. Whereas BUSEL, Tourism Hotel Management, and CTIS-related resources are mainly located in the East Campus Library. For the Bilkent Library main page, please visit: <https://library.bilkent.edu.tr/>

If you have overdue material, a daily overdue fee will be applied to your account.

For library payments, overdue fees, and deposits, please visit: <https://library.bilkent.edu.tr/library-fees/>

Consuming any kind of food or beverage is forbidden in the library. Yet there are two cafes in the main campus library: one at the entrance of block A and the other on the top floor of block B. You can enjoy your meals and beverages inside these cafes. Also, there is a copy center in the main campus library located on the second floor of B-block.

Bilkent University Library Art Gallery

You can enjoy mini-concerts and art exhibitions in the main campus library gallery in the A block basement. For the upcoming events, please check your Bilkent Mail regularly.



Library Services

Interlibrary Loan and Document Supply Service (ILL)

Students enrolled in graduate programs of Bilkent University are entitled to use the library's ILL service. Requests for materials needed for specific research or for urgent book and article requests should be submitted via ILL Request Forms available in the drop-down list under the "Forms" tab on the library website.

For more information, please visit: <https://library.bilkent.edu.tr/interlibrary-loan-document-supply-services/>



Faculty Librarianship

Each faculty at Bilkent University has its own dedicated librarian responsible for supporting the teaching, learning, and research needs of students and academic staff. Any questions concerning Library resources or services can be addressed to the relevant faculty librarian.

For more information, please visit: <https://library.bilkent.edu.tr/faculty-librarianship/>

Access To Useful Services

Bilkent Library provides free access to multiple services, databases, and newspapers, such as The Financial Times, The Economist, and Grammarly.

To see the complete list of complimentary newspapers, please visit:

<https://library.bilkent.edu.tr/research-guides/subjects/databases.php?letter=bytype&type=Newspapers>

To set up your free Grammarly Pro account, please visit: <https://library.bilkent.edu.tr/grammarly/>

Special Collections

To benefit from Special Collections resources, please contact a librarian.

Ask Librarian

You can contact the library and ask your librarian questions by filling out the ask librarian form.

Please visit:

https://libraryforms.bilkent.edu.tr/uhtbin/cgiirsi/x/0/0/57/63/493/X/BLASTOFF?user_id=WEB_SERVER

Reserve Desk

You can find reserved items and some course materials at the reserve desk. You are not allowed to take the reserve desk material out of the library, but you can submit your Bilkent ID to the reserve desk librarian and use the materials for a certain time.





SOCIAL LIFE AS A GRADUATE STUDENT

Life in Bilkent

Health Services and Support Centers

Bilkent Health Center

Here is some information about the Bilkent Health Center that may be useful if you become ill or need to see a healthcare professional. Emergency services are available 24 hours a day, 7 days a week. For clinic visits, patients are accepted during regular service hours, from 08:30 to 17:30 on weekdays.

Regular Service Hours and Location of Health Center Facilities

Main Campus Health Center

Monday through Friday

08:30-11:30 and 12:30-17:30

Tel: Extension 1666 or 0312 290 1666

East Campus Health Center

Monday through Friday

08:30-12:10 and 13:10-17:30

Tel: Extension 5057 or 0312 290 5057

Email: bilheal@bilkent.edu.tr

BOTH HEALTH CENTERS PROVIDE 24-HOUR EMERGENCY SERVICES, 7 DAYS A WEEK.

In cases of emergency, university ambulances, accompanied by Health Center doctors and nurses, are available 24 hours a day, every day, to transport patients to nearby hospitals.

Psychological Counseling and Development Center

The path of a grad student is filled with hard work. Yet, this path can also be stressful and challenging. Here is some information about Bilkent Psychological Counseling and Development Center (PDGM). If you need support for your mental well-being, all PDGM services are free of charge for Bilkent students. You can reach out to the PDGM by phone, fax, or e-mail for further inquiries or to schedule an appointment.

Phone: (312) 290 1785 – 1786

Faks: (312) 266 4694

E-mail: pdgm@bilkent.edu.tr

Working Hours: 08:30 – 17:30

For more information about the services offered by Psychological Counseling and Development Center, please check <https://www.bilkent.edu/bilkent/health-center/psychological-counseling-and-development-center/>

Health Insurance and Coverage

Private Health Coverage

Grad students in Bilkent are enrolled in a special health insurance program that covers most of their health care, with the cost being absorbed by the university. Full-time graduate students who request private health insurance will be enrolled in the Bilkent group plan at no cost to them. This is available to all full-time graduate students who are not employed elsewhere/are not in the SGK system. Private insurance is for the students themselves and does not extend to their families. You can access the Private Group Health Insurance application link and compensation claim forms from the "Grup Sağlık Sigortası" (Group Health Insurance) tab on the Human Resources Department web page (<https://w3.bilkent.edu.tr/www/insan-kaynaklari-mudurlugu/>). There are instructions in Turkish and English. The private insurance is for the students themselves and does not extend to their families. Please send an electronic copy of the form or a screenshot to saglik@bilsigorta.com.tr after completing your registration.

General Health Insurance for Graduate Students

As per the General Health Insurance (GSS) law enacted on January 1, 2012, students over the age of 25 are not considered dependent on their parents and therefore fall under the purview of GSS due to their lack of social security. However, female students over 25 can retain coverage under their parents' health insurance if they are single. Other students over the age of 25 must undergo an income assessment by the Social Security Institution (SGK) and pay health insurance premiums accordingly. Those already insured or possessing optimal insurance need not take any action for GSS. Master's and doctoral students who pay GSS premiums and receive regular university scholarships through the GREASE system at Bilkent University, as well as graduate students with TUBITAK scholarships, are eligible for reimbursement based on their GSS premium payments. If they submit a receipt to the University showing payment of the GSS premium, they are entitled to

a maximum monthly reimbursement of 3% of the Gross Minimum Wage, calculated based on the amount they have paid. Students seeking GSS support should apply to their affiliated Institute along with the receipt for the first payment. The Institute will forward the application to İMİRY via EBYS for approval, with payments managed by the Financial Affairs Directorate (MİM). Payments will continue through the end of the academic year without the need for monthly receipt submissions, unless the student's scholarship status changes. Students continuing their education in the new academic year can ensure continuous payments throughout the year by submitting their latest premium payment receipt to MİM by the announced deadline. GSS support is limited to the duration of the student's program. For further information, please contact esbe@bilkent.edu.tr

SGK Documentation Requirements

All non-working graduate students must upload their SGK documents at the beginning of each semester into the SRS system to be able to benefit from Bilkent's health insurance, stipend, and housing.

There is a copy center in the main campus library located on the first floor of B-block. Bilkent members can use that copy center to purchase stationery and photocopies or printouts.

You can use the non-quiet working areas on the main campus, such as the library block B, second floor, for group studies.

Living on Campus

Living on campus at Bilkent University offers students a convenient and vibrant lifestyle. Accommodation options are close to academic buildings and offer modern amenities such as furnished rooms and internet access. The on-campus environment fosters community and provides access to dining, sports facilities, and support services, enriching the university experience.

Accommodation

Dorm Rooms

Grad Student Dorms

- Dorm 75–Single Room (Female and Male Students)

<http://yurtlar.bilkent.edu.tr/en/75-single-female-male-students/>

Some information about dorm life

- Common areas in dorms are cleaned on a daily basis. Dorm rooms are cleaned weekly. Bed sheets are changed every two weeks.
- If you don't want the cleaning services, don't forget to inform your dorm manager or cleaning staff on your floor.
- There is an info desk at the entrance of each dormitory.
- Here is the emergency number to call outside of working hours and during holidays: (0312) 290 4006.
- Full-time PhD students get a 50% discount on the housing fees. However, utility bills and other housing expenses are not subject to this.
- Monthly dorm payments will be deducted from your monthly stipend automatically.



Grad Student Apartments

Another option for grad students wishing to live in Bilkent is the grad student apartments. There are two main types of grad student apartments: shared and single. In shared apartments, you can rent from a range of small, medium, and large rooms. There are also options for married students.

For further information, please visit <https://w3.bilkent.edu.tr/bilkent/international-center/housing/>

- If you are staying in any type of apartment, you need to take care of the cleaning by yourself

Sports Facilities

Numerous studies show that exercise supports cognitive functions and reduces stress. Do not forget to visit Bilkent Sport Center whenever you feel the need to get moving!

Main Sports Hall

- Badminton Courts
- Basketball, Volleyball Courts
- Fitness/Conditioning Room
- Group Exercises Studio
- Multi-Purpose Program Studio
- Table Tennis Room
- Swimming Pool

Open-Air Sports Facilities

- Indoor Tennis Courts
- Mini Football Fields
- Open-Air Basketball/Volleyball Fields
- Outdoor Tennis Courts
- Regulation (Olympic) size Grass Football Field
- Scate Park

To use any sports facility or participate in a sports course, you are required to have your Bilkent University ID card with you every time you enter the facility.

You can make reservations for all sports facilities by phone or in person at the reception desk in the Physical Education and Sports Center.

***Please check your e-mails regularly during national holidays, as the sport facilities' working hours may change.**

For reservations, please check <https://w3.bilkent.edu.tr/bilkent/physical-education-and-sports-center/sports-facilities/> for more information.

Every semester, the Physical Education and Sports Center offers a variety of group exercise and sports courses. We highly recommend you utilize them for your mental and physical well-being! 😊 (Alumni can also join them!) For further information, please visit: <https://w3.bilkent.edu.tr/bilkent/physical-education-and-sports-center/sports-courses/>

Grocery Stores

◆ On Campus ◇ Outside of Campus

- ◆ Meteksan Grocery Store (Bilmarket)
- ◆ Meteksan Bookstore (University Bookstore)
- ◆ Bilkent Store
- ◇ Bilkent Center
- ◇ Ankuva Shopping Mall
- ◇ Migros (@ Bilkent Center)
- ◆ Bilkent Ömür Pharmacy (@ T Building)
- ◇ Ankuva Pharmacy I (@ Ankuva)
- ◇ Ankuva Pharmacy II (@Ankuva)

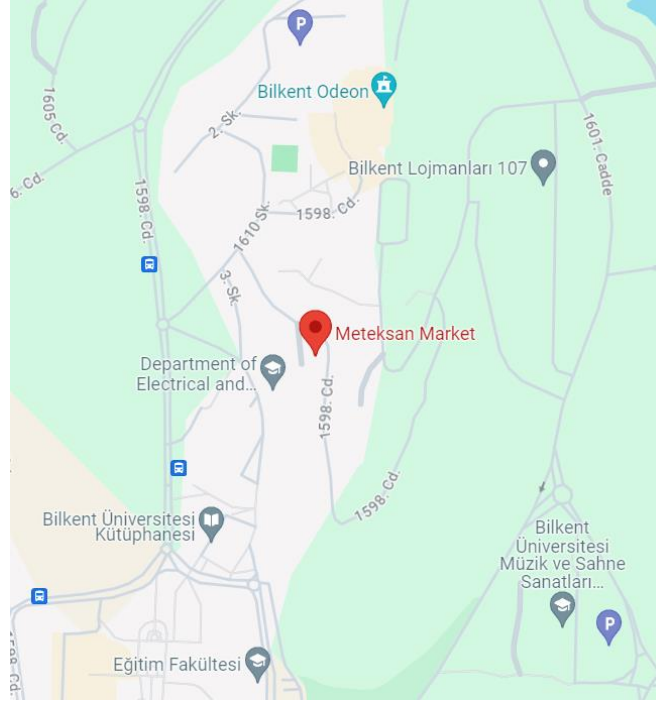
Shopping & Coffee Shops & Restaurants



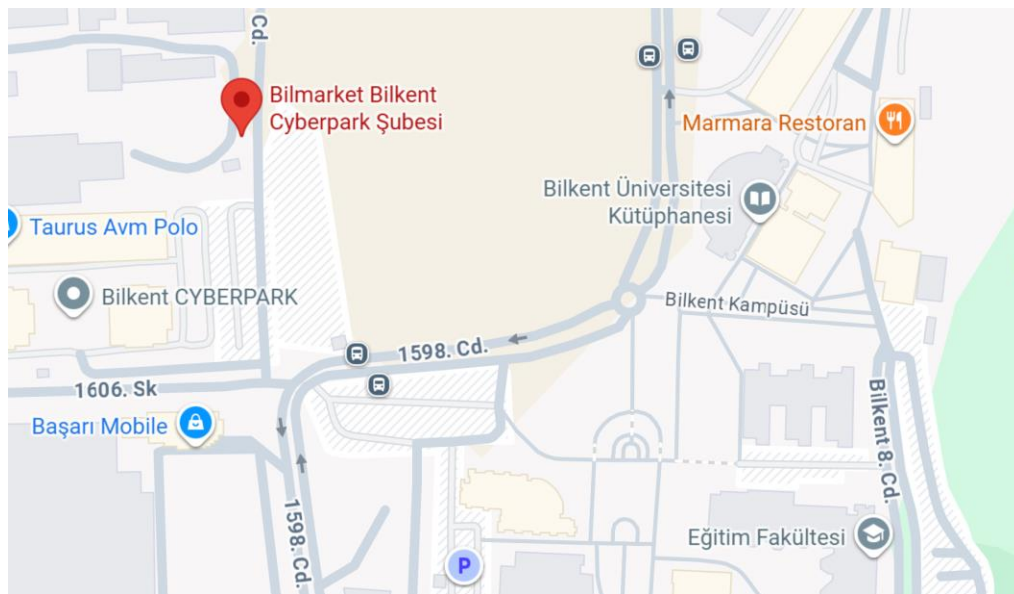
Shopping

Sure, here are paraphrased descriptions of the shopping locations mentioned:

1. **Meteksan Super Market (also known as BilMarket Kampus Şubesi):** Found behind the Student Council and EE building on Main Campus, Meteksan Super Market offers a diverse range of groceries, including international foods and fresh produce, alongside daily essentials like newspapers, cleaning supplies, and stationery. Note that they don't sell alcohol or tobacco. Operating hours are from 8:30 a.m. to 11:30 p.m. daily, including weekends. See the map below for the location of Meteksan Super Market.



2. **BilMarket:** Located in Cyperpark on Main Campus, Meteksan Market offers a diverse range of groceries, including fresh-baked pastries, international and local snacks, fruits, vegetables, and packaged protein sources like chicken, dried beef, etc. You can also purchase Bilkent merchandise daily essentials like newspapers, cleaning supplies, and stationery. They accept Multinet and various types of meal tickets as payment methods. Note that they sell alcohol or tobacco, but you can't use meal tickets to purchase them. See the map below for the location of BilMarket.



3. **University Bookstore (Meteksan Bookstore):** Situated near the Main Campus Sports Hall, Meteksan Bookstore provides Bilkent-branded items, textbooks, school supplies, reading materials, and basic snacks. Fax and photocopiers are also available on-site.
4. **Bilkent Store:** Located across from the Rectorate Building, Bilkent Store offers a variety of university-themed merchandise and gift items.
5. **Bilkent Station:** Positioned just outside the campus's main entrance, Bilkent Station features a large supermarket, department stores, specialty shops, eateries, a bank, ATMs, a movie theater, cafes, restaurants, and a food court.
6. **Ankuva Shopping Center:** Adjacent to Bilkent Station, Ankuva houses several restaurants, shops, and service providers, including a bookstore, a bank, hair salons, pharmacies, and recreational facilities like a bowling alley and billiards room on the basement level.

For further details, please check: <https://www.bilkent.edu/bilkent/international-center/shopping/>

Restaurants



The photo above shows the Main Campus Cafeteria (Table D'hôte Cafeteria), the main dining hall on campus, located across from the Rectorate/Engineering Building and just below the library.

For Table D'hôte meal plans and general information about campus cafeterias, please visit the [Bilkent University Cafeterias Management](#) webpage.

The schedules and service hours for the Main Campus Cafeteria and other on-campus dining locations are provided below.

Please check [the Bilkent University Cafeterias](#) webpage for any updates or changes to the schedules.

**Working days and hours of the cafeterias may vary.*

- [Main Campus Cafeterias](#)
- [East Campus Cafeterias](#)
- [Middle Campus Cafeterias](#)
- [Kiosks](#)

Main Campus Cafeterias

Arabica Kitchen Fit

Phone: 0312 290 2080

Weekdays

08:00 – 19:30

Weekends

08:00 – 19:30 (Saturdays)

Closed on Sundays.

Bilka – 76. Dormitory Canteen

Phone: 0312 290 4111 – 4191 – 4297

Weekdays

07:00 – 23:00

Weekends

07:00 – 23:00 (Saturdays)

Closed on Sundays.

Coffee Break (FEASS)

Phone: 0312 290 2267

Weekdays

08:00 – 17:50

Weekends

08:00 – 16:30 (Saturdays)

Closed on Sundays.

Coffee Break (Library Building – Ground Floor)

Phone: 0312 290 3028

Weekdays

08:00 – 22:50

Weekends

08:00 – 22:50

Coffee Break (Library Building – Top Floor)

Phone: 0312 290 2901

Weekdays

11:00 – 22:00

Weekends

11:00 – 22:00

Coffee Break (SAL Building)

Phone: 0312 290 2553

Weekdays

08:00 – 17:30

Weekends

Closed

Coffee Break (V Building)

Phone: 0312 290 3089

Weekdays

08:00 – 17:00

Weekends

Closed

Çatı Café

Phone: 0312 266 7624

Weekdays

08:00 – 20:45

Weekends

08:00 – 20:45

Express Café (FADA)

Phone: 0312 290 1958

Weekdays

08:00 – 19:00

Weekends

Closed

Express Café (G Building)

Phone: 0312 290 1125

Weekdays

08:00 – 17:30

Weekends

Closed

Fiero Café, G Building

Phone: 0312 290 5517

Weekdays

08:00 – 18:00

Weekends

Closed

Fiero Café, FEASS

Phone: 0312 290 2824

Weekdays

08:00 – 18:00

Weekends

Closed

JOY-Z

Phone: 0312 290 8288

Weekdays

08:00 – 18:00

Weekends

Closed

Kıraç

Phone: 0312 290 1650

Weekdays

07:30 – 20:30

Weekends

09:00 – 14:30 (Saturdays)

Closed on Sundays.

Mozart Café (B Building)

Phone: 0312 290 3151

Weekdays

08:00 – 18:00

Weekends

Closed

Mozart Café (EE Building)

Phone: 0312 290 3021

Weekdays

08:00 – 17:30

Weekends

Closed

Sofa Café & Restaurant

Phone: 0312 290 4014

Weekdays

10:30 – 20:30

Weekends

10:30 – 19:30 (Saturdays)

10:30 – 20:30 (Sundays)

Sözeri Pide Hut

Phone: 0312 290 1693

Weekdays

11:00 – 20:00

Weekends

11:00 – 20:00 (Saturdays)

Closed on Sundays

Starbucks (FADA)

Phone: 0312 266 1055

Weekdays

07:00 – 18:15

Weekends

10:00 – 18:00 (Saturdays)

Closed on Sundays

Starbucks (FBA Building)

Phone: 0312 266 3329

Weekdays

07:00 – 20:30

Weekends

10:00 – 17:45

Table D’hote Cafeteria

Phone: 0312 290 1428

Weekdays

08:00 – 10:30

11:30 – 14:00

17:00 – 20:00

Weekends

08:00 – 10:30

11:30 – 14:00

17:00 – 20:00

East Campus Cafeterias

Coffee Break (SATM)

Phone: 0312 290 5051

Weekdays

08:00 – 17:15

Weekends

Closed.

JOY-Z | Dormitory 90 Cafeteria

Phone: 0312 336 4100

Weekdays

09:00 – 23:00

Weekends

10:00 – 22:00

Mozart Café (Buildings C – D – N)

Phone: 0312 290 5393 / 290 5274 / 290 8997

Weekdays

07:30 – 16:00

Weekends

Closed

Table D'hote Cafeteria

Phone: 0312 266 4219

Weekdays

08:00 – 10:30

11:30 – 14:00

17:00 – 20:00

Weekends

08:00 – 10:30

11:30 – 14:00

17:00 – 20:00

Middle Campus Cafeterias

Café Mozart (FMPA Building)

Phone: 0312 290 1368

Weekdays

08:00 – 18:00

Weekends

08:00 – 20:00 (Saturdays)

07:00 – 18:00 (Sundays)

Table D’hote Cafeteria

Phone: 0312 266 4944

Weekdays

11:30 – 14:00

Weekends

Closed

Locations of Kiosks**Main Campus****Meteksan Store**

Weekdays

07:30 – 23:30

Weekends

07:30 – 23:30

Bus Stop Kiosk: 07:00 – 17:00 (Closed on weekends)

East Campus**Housing Kiosk**

Weekdays

09:30 – 20:00

Weekends

Closed

Le Piment Rouge, located in East Campus, offers a variety of cuisines from different countries and cultures. The menu of Le Piment Rouge changes every week. You need to make a reservation in advance <http://thm.bilkent.edu.tr/practice/>

For restaurants in Bilkent Center and Bilkent Station, please visit:

<https://www.bilkentcenter.com.tr/restoranlar> <https://www.bilkentcenter.com.tr/bilkent-station>

Life in Ankara

Life in Ankara, Türkiye's lively capital, offers an enchanting blend of history, culture, and modernity. Walking through its streets, you're greeted by a fascinating mix of old and new, from the iconic Anıtkabir to sleek contemporary buildings. The city is alive with diverse energy, reflecting the people who call it home. Tunalı Hilmi Avenue is perfect for strolls, with its cozy cafes and boutiques. At night, Bestekar Street lights up with Ankara's vibrant nightlife. If you're seeking breathtaking views, Atakule Tower is the spot to be. And for peaceful weekends, Eymir

Lake offers a serene retreat into nature. Whether exploring museums, sampling local cuisine, or simply soaking up the city's ambiance, life in Ankara is a captivating journey where tradition and modernity blend harmoniously.

Ankara's Essential Attractions

Here's a curated list for an enriching journey through Ankara's rich tapestry of history, culture, and modernity.

1. Anıtkabir (Mausoleum of Mustafa Kemal Atatürk): The final resting place of Mustafa Kemal Atatürk, the founder of modern Türkiye, featuring impressive architecture and historical significance.
2. Ankara Citadel (Ankara Kalesi) and the old city. A medieval fortress offering panoramic views of the city and housing mosques, museums, and ancient ruins. Recommendation: grab a çay or Turkish Coffee on the top floor of Taş Bebek Cafe, if the weather is good. You can also taste a traditional filled flatbread called *gözleme* or enjoy some ice cream. It has a magnificent panoramic view. But if you are scared of dolls, this place may not be suitable for you, since they use hundreds of dolls in each kind as internal decorations
3. Kocatepe Mosque: A prominent mosque known for its Ottoman-inspired architecture and grandeur.
4. Museum of Anatolian Civilizations***: A museum displaying artifacts showcasing Anatolia's rich history and civilizations, from prehistoric times to the Ottoman era.
5. Atakule Tower: An iconic tower offering panoramic views of Ankara from its observation deck and revolving restaurant. To visit the observation deck and enjoy the panoramic city view, visitors must purchase a ticket. However, if you make a reservation at any of the tower restaurants, they will send you a QR code that you can use for free admission to the observation deck. For further information, please visit: <https://atakule.com.tr/en/>
6. Gençlik Parkı: A large park in the city center featuring recreational facilities, amusement rides, and a serene lake.
7. Ethnography Museum of Ankara: A museum exhibiting Turkish culture and traditions through its collection of ethnographic artifacts.
8. Roman Bath (Roma Hamamı): Remnants of an ancient Roman bath complex, providing insight into Ankara's Roman past.
9. Ankara Opera House: A cultural venue hosting various performances, including opera, ballet, and theater, with a striking modernist design.
10. Hacı Bayram Mosque: A historic mosque dedicated to Hacı Bayram-ı Veli, a revered Turkish Sufi saint, known for its tranquil atmosphere and architectural beauty.
11. Ankara Castle: A historical landmark offering views of the city, with parts dating back to the Byzantine era.
12. War of Independence Museum: A museum commemorating Türkiye's struggle for independence, featuring exhibits and artifacts related to the War of Independence.

13. Pink Pavilion (Pembe Köşk): A historic pavilion built during the Ottoman period, known for its pink color and architectural beauty.
14. Göksu Park: A picturesque park along the Ankara River, offering walking paths, green spaces, and recreational facilities.
15. Ankara Aviation Museum: A museum showcasing Türkiye's aviation history, featuring aircraft and exhibits related to aviation technology.
16. Ankara State Art and Sculpture Museum: A museum exhibiting Turkish art and sculpture, with a diverse collection of paintings, sculptures, and ceramics.
17. Erimtan Archaeology and Arts Museum: A museum focusing on Anatolian archaeology and arts, featuring artifacts and exhibits from various historical periods.
18. Botanik Park: A botanical garden featuring a diverse collection of plant species and green spaces for relaxation.
19. Gençlik Square: A central square in Ankara, surrounded by shops, cafes, and cultural venues.
20. Ankara 75th Year Peace Park: A park commemorating the 75th anniversary of the Republic of Türkiye, featuring monuments and green spaces for relaxation.
21. Kurtuluş Park: A park in the city center featuring green spaces, walking paths, and recreational facilities.
22. Etnografya Müzesi: A museum showcasing Turkish ethnography and cultural heritage, with exhibits on traditional crafts, costumes, and daily life.
23. Tunalı Hilmi Street: A bustling street lined with shops, cafes, and restaurants, offering a vibrant atmosphere for shopping and dining.
24. Lake: A serene lake on the outskirts of Ankara, popular for picnics, walking, boating, and biking.

*** We recommend that all international students obtain a MUSEUM CARD as soon as they receive their residence permit cards. As of 2025, student museum cards cost 50 TL, and adult cards cost 100 TL. With the Museum Card, you can visit more than 350 museums and archaeological sites affiliated with the Republic of Türkiye's Ministry of Culture and Tourism, National Palaces, and the Çanakkale Area Presidency, all accessible with the Digital MüzeKart. Museum Cards cannot be used in private museums unless they are affiliated with the Republic of Türkiye's Ministry of Culture and Tourism. Museum Cards are valid for a year. Student or academic museum card holders can enter museums, archaeological sites, national palaces, and the Çanakkale Area Presidency twice with their cards. Regular museum cardholders can visit these places more than twice a year for free. If you'd like to purchase souvenirs, beverages, or food in the museum shops, be sure to show your Museum Card to the cashier to receive your discount. Museum card holders enjoy discounts on a variety of items!

To learn more about Museum Card benefits and how to set up your account, please visit:

<https://muze.gov.tr/urun-detay?CatalogNo=KRT-MBL01-08-008>

*** Archeology students can visit museums and archaeological sites affiliated with the Republic of Türkiye's Ministry of Culture and Tourism, National Palaces, and the Çanakkale Area Presidency for free with their student ID cards.

Dining & Food

1. **Boğaziçi Lokantası (Ulus):** A popular spot in Ulus known for its traditional Turkish cuisine.
2. **Göksu Lokantası (Nenehatun & Kızılay):** Famous for its delicious soufflé and Turkish specialties, Göksu offers a cozy atmosphere.
3. **Cici Piknik (Kızılay):** A small fast-food joint in Kızılay, known for its tasty döner sandwiches and quick service. While seating may be limited, it's the perfect spot for a quick, tasty meal on the go.
4. **Aspava Restaurants (Esat):** Renowned for its succulent kebabs and grilled meats, Aspava in Esat offers a warm ambiance for dining with friends and family.
5. **Mezzaluna Restaurants:** Serving Italian and Mediterranean cuisine, Mezzaluna promises a good dining experience with its authentic flavors.
6. **Çankaya Lokantası (Hoşdere/Çankaya):** Specializing in döner and Turkish dishes, Çankaya Lokantası in Hoşdere/Çankaya offers casual dining with a focus on traditional flavors.
7. **Double Zero (GOP):** Known for delicious pizzas and lasagnas, Double Zero Pizza in GOP is a favorite among Italian cuisine lovers in Ankara.

Graduation Ceremony

If you finish your thesis in the summer semester or in the late spring semester, you can join the graduation ceremony that will be held at the end of the next academic year.

Guideline for Graduation Ceremony

Graduation Day

The Bilkent University Graduation Ceremony is held at the Odeon in multiple sessions and is streamed live on our YouTube channel (<https://www.youtube.com/user/bilkentuniversitesi/live>) for remote viewing. All attending graduates must log into the Student Registration System (SRS) to select their cap and gown size and reserve seats for guests by the specified deadline. Gown size measurements are available on the SRS gown selection screen, and a deposit fee for the cap and gown must be paid online. On the day of the ceremony, graduates will find their cap and gown at their assigned seat in the Odeon, labeled with their name. After the ceremony, caps and gowns can be returned at designated stands outside the Odeon or later on campus.



Becoming a Bilkent Alumnus

Alumni Center

The primary purpose of the Alumni Center is to facilitate communication among Bilkent graduates and strengthen their ties with the university. Therefore, the Alumni Center regularly updates Bilkent alumni information, helps our graduates connect, and organizes events such as the Alumni Homecoming Fair and the Graduation Ball. The Alumni Center also informs Bilkent graduates about career opportunities in cooperation with the Bilkent Career Center. Upon students' graduation, the system deletes their Bilkent email accounts. However, Bilkent graduates can apply for a Bilkent alumni email account. To request a Bilkent Alumni email, access other alumni's information, and receive career news, you must set up an Alumni account.

For Bilkent Alumni Center contact information, please visit: <https://www.bilkent.edu.tr/bilkent-tr/admin-unit/mezun/iletisim.html>

For the BILMED (Bilkent Graduates Association) web page, please visit:

<https://www.bilmed.org.tr/>

Bilkent Alumni Account

To set up a Bilkent Alumni Account, please visit:

<https://stars.bilkent.edu.tr/alumni/index.php?do=login>

For the Alumni Office benefits and activities, please visit:

<https://w3.bilkent.edu.tr/bilkent/alumni/>

Alumni Card

Bilkent grads can apply for the Bilkent Alumni Card, which will allow them to use certain Bilkent facilities, including the Bilkent transportation system. Alumni cards allow Bilkent graduates to purchase Mayfest concert tickets and alumni car vehicles. Also, the Bilkent Alumni Card provides discounts in certain places.

Please note that this card will not provide unlimited access to Bilkent facilities. For more information on the Bilkent Alumni Card and monthly usage quotas, please visit: <https://www.bilkent.edu.tr/bilkent-tr/admin-unit/mezun/card.html>.

Bilkent Magazine

Alumni Center also publishes a biannual alumni magazine called Bilkent Magazine; to access previous publications and receive the free-of-charge magazine, please visit:

<https://w3.bilkent.edu.tr/bilkent/bilkent-magazine/>

If you'd like to support both current and future Bilkenters, you can donate through this link!

<https://stars.bilkent.edu.tr/bagis/>

Daha ileriye... En iyiye
İhsan Doğramacı

