![İstanbul Bilgi University logo]

2023-2024 ACADEMIC YEAR SPRING SEMESTER

IMPORTANT DATES FOR GRADUATE PROGRAMS AND THINGS TO CONSIDER

COURSE REGISTRATION PERIOD

- You can make your course registration between February 12 - 16, 2024 between 15:00-09:00. When your registration is complete, it will be automatically sent to your advisor for approval. When you receive the approval message, check your program on your SIS page. For our students who were not able to register for their courses by February 16, 2024, the course registration system will be open during add-drop period (February 26-28, 2024).

- You can make changes in your program through add-drop page, which will be open between February 26 - 28, 2024. When the system is closed, you will not be able to make any changes. Make sure to check your program on your SIS page when your changes are approved by your advisor.

- If you would like to take a non-departmental course, you should apply for registration with a petition. You can send your petition as approved by the instructor of the course and program coordinator to the Graduate Student Affairs by February 28, 2024 and check the result of your petition from SIS.

- The courses will begin on February 19, 2024.

COURSE PERIOD AFTER REGISTRATION

- If you think you cannot continue the semester due to particular reasons, you can request leave of absence until April 5, 2024 with the official documents demonstrating these reasons.

- If you think you cannot attend a class due to a particular reason, you can withdraw from the course until May 3, 2024. We would like to inform you that you cannot withdraw from a course that you repeat and you should receive the approval of your advisor for your withdrawal request. Unless you receive approval for your request, your withdrawal request is not valid. In order to withdraw from a non-departmental course that you take with a petition, you should again provide a petition. Please check your SIS page in order to make sure that the course is withdrawn.

- Course notes, assignments, live courses of distance education programs and the recording of these courses are available on BİLGİ Learn platform. You should use this platform when you need to upload assignments, projects etc. You can access BİLGİ Learn when your course registration is approved.

- The deadline for the submission of your thesis/project to your advisors is May 31, 2024. You are required to present your thesis to the jury within one (1) month starting from this date.

END OF SEMESTER

- Final exams will be held between June 2 - 14, 2024. You will have the right to take a resit examination in case you cannot take the final exam or you fail the exam. The resit exam is given only for written exams. You can contact the instructor of the course regarding course evaluations such as assignments and presentations.

- Resit exams will be held between July 2 - 7, 2024. You can take a resit exam only for the courses for which you receive F.

- Final grades will be announced on June 24, 2024 and resit exam grades will be announced on July 9, 2024 in the course grades section of your SIS pages.

GRADUATION

- For all the graduate students who will graduate during the academic year, the graduation ceremonies will be held in summer at a specified date. The details regarding the graduation ceremonies will be announced on the webpage of our University. Graduate Student Affairs will also inform the students about the graduation ceremonies via email.