Department of History Regulations (May 2016)

(This is the first attempt to put Departmental Regulations on the website. If you spot any inaccuracies, mistakes, omissions, inconsistencies or incompatibilities with the UAK or ESBE regulations, please let us know, so they can be corrected promptly.)

Underlying the departmental regulations are the following:

Üniversitelerarası Kurul Başkanlığı (essentially YÖK) regulations: http://www.uak.gov.tr/?q=node/12

ESBE (Graduate School of Economics and Social Sciences) regulations: http://www.bilkent.edu.tr/bilkent-tr/admin-unit/hukukm/lisansustu_yonetmelik.html

Our regulations have to comply with both of these (unfortunately both only available in Turkish). For the precise detail of the regulations that follow concerning the programs, you must consult especially the ESBE regulations.

Our Regulations can be found below under the following headings:

Registration
Programs
Juries and Committees
PhD Comprehensive/Yeterlilik Exam Tuition Waivers
Stipends and Service Payments Dormitories and Accommodation

Registration

All graduate students must be registered every semester until their program (Preparatory Year, MA or PhD) is finished or obtain approval from the department and university administration for Leave of Absence (for medical or other good reason). For Leave of Absence there is a special form to be submitted. The form is available on the SRS system.

Programs

The Requirements to finish the Minor Program:
Complete the courses required: see http://history.bilkent.edu.tr/index_files/MinorProgram.html
The minimum grade for satisfactory completion of a course is C.
The Requirements to finish a Preparatory Year Program

The student must complete the courses required: see

http://history.bilkent.edu.tr/index_files/CurriculumPrepYear.htm

The student must satisfactorily complete the Preparatory Year Courses in two semesters.

To succeed in the program the student’s CGPA must be 3.00 or over at the end of the program.

The minimum grade for satisfactory completion of a course is C. Failure to achieve a satisfactory grade in a course, or the student’s CGPA falling below 3.00, will lead to the student having to leave the program.

The Requirements to finish the MA Program:
The student must complete the courses and language proficiencies required: see http://history.bilkent.edu.tr/index_files/CurriculumMasters.htm

The minimum grade for satisfactory completion of a course is C.

If a lesser grade is obtained for a course, the student must retake that course or a course that is counted as equivalent by the department, unless it is a course outside of the curriculum slots on the SRS system.

To succeed in the program the student’s CGPA must be 3.00 or over at the end of the program. The final CGPA for graduation purposes is calculated only from the courses in the curriculum slots on the SRS system.

If a student’s CGPA falls below 3.00 during the program, the student, in accordance with the decision of the department, may have their tuition waiver withdrawn, or their stipend withdrawn, or be put on probation.

Any Withdrawal from a course requires the approval of the Institute. This may not be easy to obtain.

The student must complete a satisfactory MA Thesis

The Requirements to finish the PhD Program:

The student must complete the courses required within four semester (apart from semesters where Leave of Absence has been granted): see http://history.bilkent.edu.tr/index_files/CurriculumPhD.htm
The minimum grade for satisfactory completion of a course is B.

If a lesser grade is obtained for a course, the student must retake that course or a course that is counted as equivalent by the department, unless it is course outside of the curriculum slots on the SRS system.

To succeed in the program the student’s CGPA must be 3.00 or over at the end of the program. The final CGPA for graduation purposes is calculated only from the courses in the curriculum slots on the SRS system.

If a student’s CGPA falls below 3.00 during the program, the student, in accordance with the decision of the department, may have their tuition waiver withdrawn or their stipend withdrawn or be put on probation.

Any Withdrawal from a course requires the approval of the Institute. This approval may not be easy to obtain.

The student should pass the Comprehensive/Yeterlilik Exam by the end of the fourth semester of the Program. Exceptionally, if permission is granted, an extension may be granted to before the beginning of the fifth semester.

The student must pass the jury for a Thesis Proposal within six months of passing the Comprehensive/Yeterlilik Exam.

After the Thesis Proposal the student must be judged to be making satisfactory progress in six-monthly Thesis Supervision Committee meetings (one in the period Jan – Jun; one in the period Jul – Dec), or at least not be judged unsuccessful twice consecutively or unsuccessful three times in total.

The student must complete a satisfactory PhD thesis.

The student must receive an acceptance for publication of an academic article in a journal indexed on the Web of Science or on the additional list of journals agreed by the department. For the latter, see http://history.bilkent.edu.tr/index_files/AcceptedNonIndexedJournals.htm

The student must pass a Final Jury (which can only take place after the article acceptance).
Juries and Committees

The MA Jury will consist of three academic staff (assistant professor or above), including the student’s supervisor and at least one academic from another university.

The Jury for the Comprehensive/Yeterlilik exam will consist of five academic staff (assistant professor or above), including the student’s supervisor and at least two academics from another university or universities.

The PhD Thesis Supervision Committee will consist of three academic staff (assistant professor or above), including the student’s supervisor and at least one academic from another department or another university.

The PhD Thesis Proposal Jury will consist of the Thesis Supervision Committee as above.

The PhD Final Jury will consist of the Thesis Supervision Committee plus two academic staff (assistant professor or above), from another university or universities, though if one of the Thesis Supervision Committee members is from another university, the two non-committee members may be one from another university and one from another department of this university. Two reserve jurors must also be specified, at least one of which should be from another university.

PhD Comprehensive/Yeterlilik Exam

From the Spring Semester 2016 onwards, the nature of the Comprehensive/Yeterlilik Exam will change, in the interest of favouring an ‘active learning’ approach.

This should take place before the end of the fourth semester of PhD studies (that is, between 15 May and 15 June in the doctoral student’s second year of PhD studies, or between 15 December and 15 January in the case of irregular students).

There are two parts: written and oral.
The written part will test the student’s knowledge and ability in the basics of the discipline of history and in the particular field the student is working in. It will consist of one of two kinds of written work:

- a substantial conference paper suitable for a presentation of at least 40 minutes at an international conference;
- a journal article suitable for publication in an international refereed journal.

(It would be advisable for the student, in consultation with the adviser, to decide on the topic and nature of the written part at least one semester in advance.)

The oral part allows the jurors to test the depth of the student’s knowledge and analysis concerning the subject of the piece presented in the written part, the ability of the student to engage in oral academic disputation, and to examine the student on any other areas of the field and discipline they think appropriate.

**Tuition Waivers**

Tuition waivers are normally granted for six semesters for the MA Program (excluding the Preparatory Year for which a separate 2-semester tuition waiver is granted).

After an MA student’s tuition waiver has finished, and if the student still wishes to continue, the student must register each semester and tuition payments will be demanded (normally at half the normal tuition fee, if only the thesis course remains to be completed).

Tuition waivers are normally granted for twelve semesters for the PhD Program (excluding any Preparatory Year for which a separate 2-semester tuition waiver is granted). At the end of the twelve semesters, students who are supported by their supervisor and the department may request an extension of the tuition waiver for a small number of semesters (applying each semester). This request may be accepted or rejected by the university administration.
After a PhD student’s tuition waiver has finished, and if the student wishes still to continue, the student must register each semester and tuition payments will be demanded (normally at half the full tuition fee).

**Stipends and Service Payments**

Normally, as long as students maintain satisfactory performance, they will receive some financial support from the department for a period (see below), unless they are in full-time employment or in receipt of a bursary from institutions like the Türk Tarih Kurumu or Tübitak (in the case of their long-term bursaries that require the students not to receive money from elsewhere).

Financial support consists of two elements: a monthly stipend and monthly service payments (payment for services to the department).

**Stipends**

(Note: amounts are not given here because they can change. Ask the departmental administrative assistant for the current figure for a particular class of stipend.)

E — the rate at which all Preparatory Year (for MA or Phd) students start,

D — if, at the end of the first semester, a Preparatory Year student has achieved a CGPA of 3.80 or more, the higher D stipend will be paid from then on and subsequently during the MA Program proper. For students in the MA Program proper, if at the end of any semester, they have achieved a CGPA of 3.80, the stipend will rise from E to D. All students in the second year of the MA program proper will receive the D stipend as long as their CGPA is 3.00 or more.

C — the rate for students in the first year of the PhD Program proper.

C+ — the rate for students in the second year of the PhD Program proper

B — the rate for PhD students who have passed the Comprehensive/Yeterlilik Exams

Stipend payments will normally be for the two-semester duration of any Preparatory Year

Stipend payments to students in the MA Program proper (excluding the Preparatory Year) will normally be paid for 4 semesters (not including any
semesters of Leave of Absence where stipends have not been paid). Only in exceptional cases will stipends be paid for up to 6 semesters.

Stipend payments to students in the PhD Program proper (excluding any Preparatory Year) for 8 semesters (not including any semesters of Leave of Absence where stipends have not been paid). In the case of students who have had scholarships paid by Tübitak or Türk Tarih Kurumu (and therefore have not received stipends from the department), the department will consider paying up to two a maximum of two additional semesters of stipend.

No stipends can be paid to any student beyond the normal maximum duration of the tuition waiver (see above).

Service Payments

All students who are receiving a stipend (and sometimes, if they are not) will also get the Basic Service Payment. This is intended to compensate students for small, obligatory tasks that the Departmental Administrative Assistant may assign to them, from time to time.

Students who undertake service duties involving more, and more regular, work, such as assistantships, will receive higher Service Payments.

Dormitories and Accommodation

RULES CONCERNING ACCOMMODATION (issued June 2015, to come into effect September 2015)

Rules Concerning Dormitory Rooms

1. Two categories of students will normally have an entitlement to a shared dormitory room provided that: they can demonstrate that their official residence is outside of Ankara; they are not working in paid employment other than teaching for the university; they are not ‘frozen’ or ‘on leave’, and they are not living outside of Ankara during their studies. This entitlement is subject to the approval of the Department of History Bursary Committee. The two categories are:

   a) PhD students who are doing a Preparatory Year for the PhD. [For other PhD students, see the separate section of regulations at the end.]
b) MA students in the Preparatory Year, or in the first two years of their MA studies proper.

2. For students entitled to a shared dormitory room as above, there is a monetary alternative if they choose not to take up their shared dormitory accommodation and to live off campus. Until further notice this will be up to 250 TL per month.

3. Students in receipt of TTK, Tübitak or similar bursaries (long-term bursaries, not grants for short-term research trips) may be required by the Department of History Bursary Committee to take the monetary alternative in place of a shared dormitory room, depending on the total availability of dormitory rooms.

4. If there is dormitory capacity available, Third-Year MA students (not counting their Preparatory Year) may be allotted a shared dormitory room, or may receive up to 250 TL per month in place of that. However, the grant of a shared dormitory room (or the money alternative) will cease, at the latest, 3 years after the beginning of their MA study (not including their Preparatory Year) irrespective of ‘leave’ taken or ‘freezing’.

5. Priority on limited capacity for dormitory rooms will always be given to students at an earlier stage in their studies and to those who are not in receipt of TTK, Tübitak or similar bursaries.

6. Because there are set maxima for the bursary and service payments for both Preparatory Year Students and MA students, it may be that, because of other payments made to students, it may not always be possible to pay entitled students the full monetary alternative to a shared dormitory room.

7. All decisions on the allotment of dormitory rooms or the monetary alternative will be taken on the above bases by the Department of History Bursary Committee.

Rules Concerning Accommodation Help for PhD Students
1. Although PhD students (after any Preparatory Year) are not entitled to Dormitory Accommodation, subject to approval by the Department of History Bursary Committee they may apply for Lojman Accommodation, provided that: they are not working in paid employment other than teaching for the university; they are not ‘frozen’ or ‘on leave’, and they are not living outside of Ankara during their studies.

2. If Lojman Accommodation is granted, the Department of History Bursary Committee may approve the grant of up to 250 TL towards the charges for the Lojman Accommodation. This will be paid to the student through the Student Bursary and Service Budgets, not through the Dormitory Budget.

8. If PhD students are living off campus, the Department of History Bursary Committee may authorize a monthly payment of up to 250 TL to help with the cost of such accommodation.

9. Because there are set maxima for the bursary payments of PhD students, because of other payments made to students it may not always be possible to pay the full 250 TL in accommodation assistance.