

INSTITUTE OF GRADUATE STUDIES

SINGLE COURSE EXAM

GUIDELINES

2024-2025

Please be informed that, pursuant to the Paragraph 2 of Article 20 of Istanbul Topkapı University Postgraduate Education Policy, a Single Course exam will be held by the end of Spring term 2023-2024.

Institute of Graduate Studies Spring Term 2024-2025 Single Course Exam Schedule	
Application Dates	Exam Date
10.02.2025 - 14.02.2025	21.02.2025

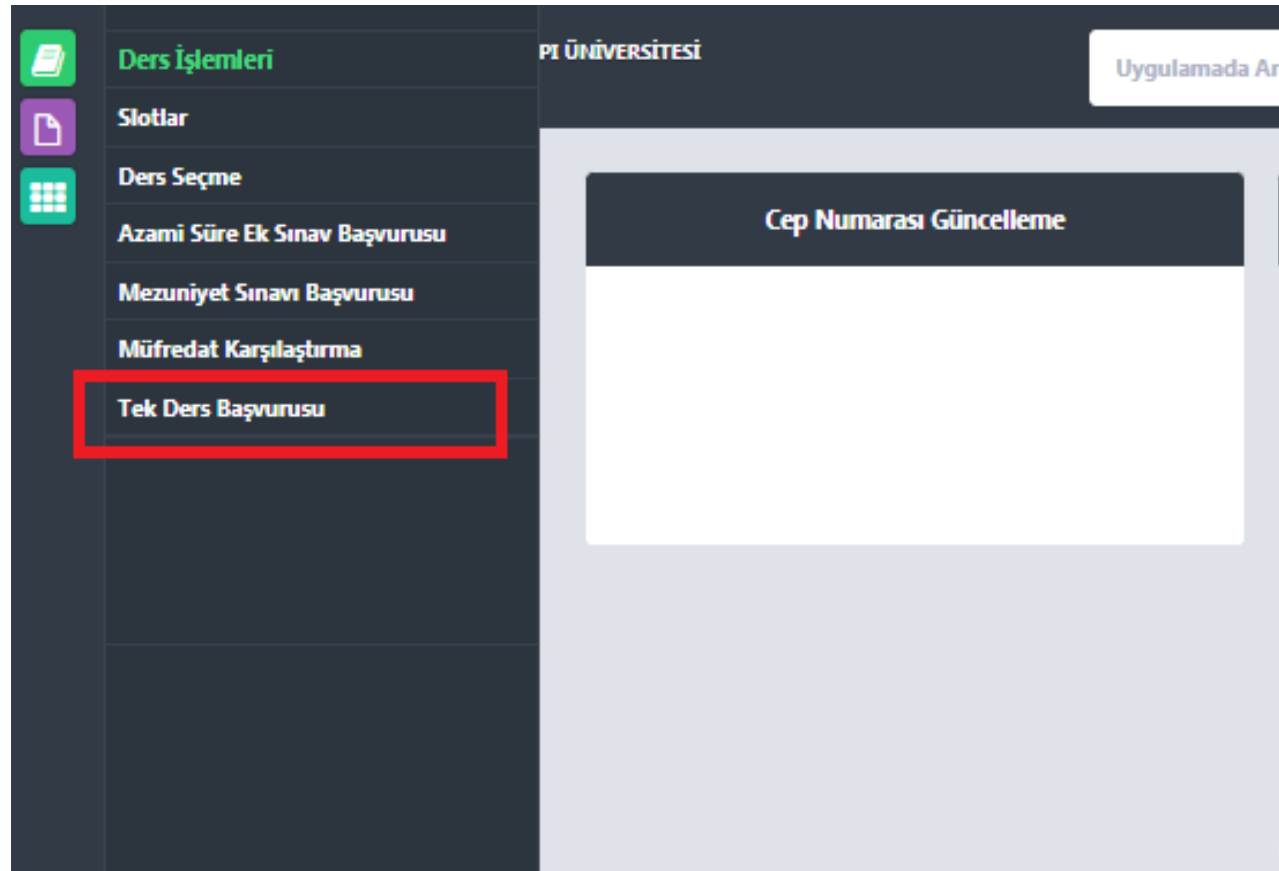
PLEASE BE REMINDED THAT

- You may request to sit a maximum of 1 (one) exam, except for Thesis, Project and Seminar courses.
- You **may not request** to sit a Single Course exam for courses that you have not taken before.
- You **may not request** to sit a Single Course exam for a course you have failed due to non-attendance.

How to Apply

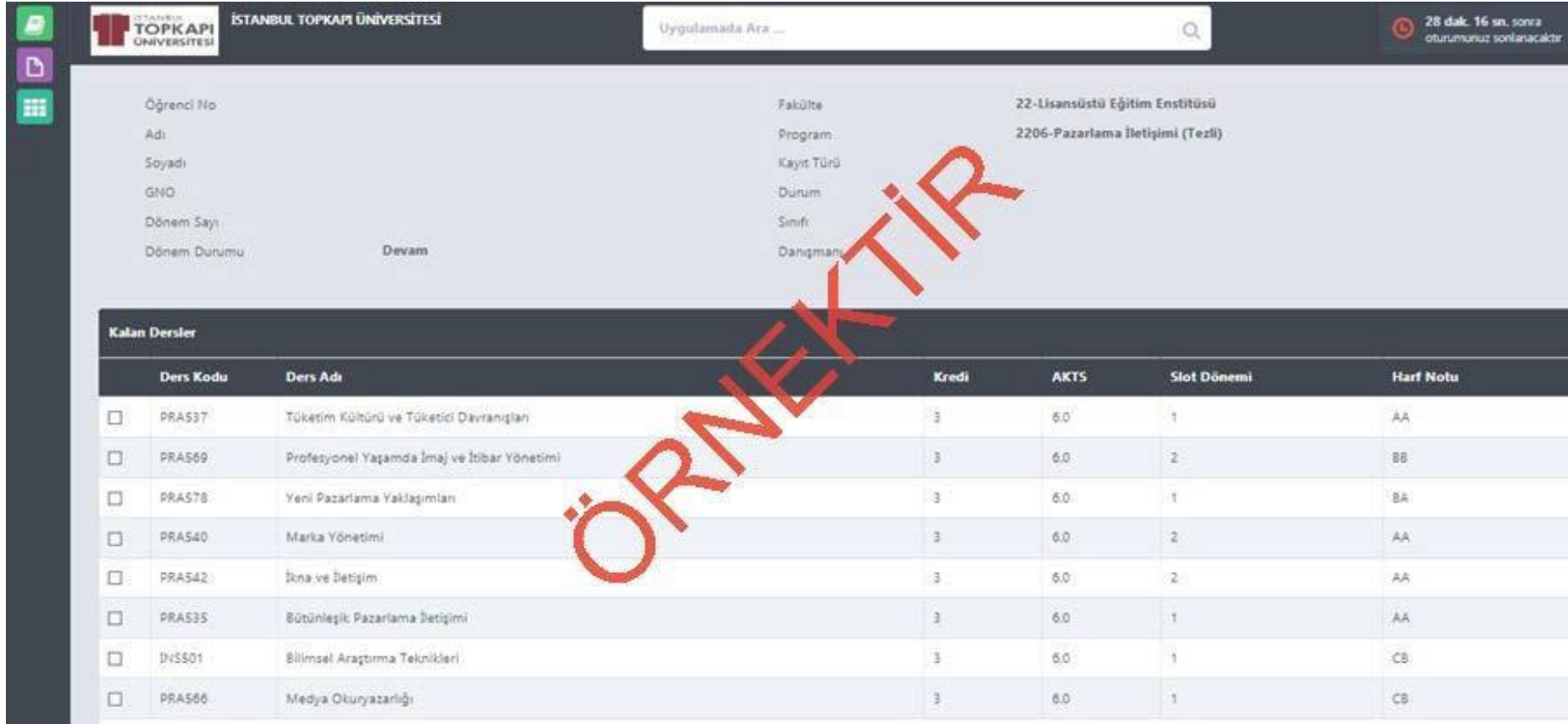
You may apply for Single Course exam on <https://ois.topkapi.edu.tr>.

Once you have logged in, go to Ders İşlemleri (Course and Exam Requests) → “Tek Ders Başvurusu” (Apply for single course exam)
Here, you will see the option to request to sit a single course exam.



On the 'Application Screen' (Başvuru Ekranı) you will see the fees for sitting an exam for a course you have failed with FF, FD, DC in thesis-based and non-thesis master's degree programmes and with FF, FD, DC, CC in doctoral degree programmes.

Select the course(s) for which you wish to sit an exam and click the Save (Kaydet) button.



The screenshot displays the application screen for Istanbul Topkapi University. The header includes the university logo, name, and a search bar. A notification in the top right corner indicates a 28-minute session remaining. The student's personal information is shown on the left, and their academic details are on the right. Below this, a table titled 'Kalan Dersler' (Remaining Courses) lists various courses with their codes, names, credits, AKTS values, slot periods, and grades.

Ders Kodu	Ders Adı	Kredi	AKTS	Slot Dönemi	Harf Notu	
<input type="checkbox"/>	PRAS37	Tüketim Kültürü ve Tüketici Davranışları	3	6.0	1	AA
<input type="checkbox"/>	PRAS69	Profesyonel Yaşamda İmaj ve İtibar Yönetimi	3	6.0	2	BB
<input type="checkbox"/>	PRAS78	Yeni Pazarlama Yaklaşımları	3	6.0	1	BA
<input type="checkbox"/>	PRAS40	Marka Yönetimi	3	6.0	2	AA
<input type="checkbox"/>	PRAS42	İtina ve İletişim	3	6.0	2	AA
<input type="checkbox"/>	PRAS35	Bütünlük Pazarlama İletişimi	3	6.0	1	AA
<input type="checkbox"/>	INSS01	Bilimsel Araştırma Teknikleri	3	6.0	1	CB
<input type="checkbox"/>	PRAS66	Medya Okuryazarlığı	3	6.0	1	CB

PAYMENT PROCEDURE

The exam fees for Academic Year 2024-2025 Fall Term are as follows:

- Master's degree courses: TRY 16.184
- Doctoral degree courses: TRY 20.230

The amount you are required to pay for the course/courses you have selected will be available on the OIS.

- If you wish to pay by bank transfer, you may transfer the amount to the bank accounts listed below. Please remember that you need to provide the Student Accounting Office with a bank receipt showing that the payment has been made.
 - Albaraka Türk - TR 80 0020 3000 0369 3384 0000 01
 - Yapı Kredi - TR 83 0006 7010 0000 0052 5707 61
- When transferring the money, make sure that the name of your recipient is İSTABUL TOPKAPI ÜNİVERSİTESİ, and in transfer details, state your first and last name, and your student number. Payment by ATM is not accepted.
- If you wish to pay by credit card, please log in to <https://ois.topkapi.edu.tr/fi/eodeme> using your Turkish identification number or passport number. Click on the payment by credit card option and make your payment online either in full or you may choose an instalment plan with up to 5 instalments, including carrying charges.