



INSTITUTE OF GRADUATE STUDIES

# RE-REGISTRATION AND COURSE SELECTION GUIDE

Academic Year 2024-2025  
Spring Term

**PLEASE NOTE THAT YOU ARE REQUIRED TO COMPLETE THE COURSE SELECTION PROCESS IN ORDER TO BE CONSIDERED RE-REGISTERED FOR THE NEW TERM.**

**Autumn Term Begins  
on 17.02.2025**

**Course Enrolments Begin on  
10.02.2025**

**Course Enrolments End on  
21.02.2025**

- Master's and PhD degree students must select courses each term from their first term until graduation.

Once you have paid your tuition fee, you must select courses on the Student Information System ([www.ois.topkapi.edu.tr](http://www.ois.topkapi.edu.tr)) between the dates of **10.02.2025**

- **and 21.02.2025**
- If you are currently undertaking your thesis or project research,
  - Select Tez Dersi I (Thesis Course) (applies to students enrolled in thesis-based programmes),
  - Select Dönem Projesi (Term Project) course (applies to students enrolled in non-thesis programmes).
  - **If you fail to select these courses, you will not be allowed to defend your thesis or submit your project.**
- According to your curriculum;
  - After selecting your courses, you must submit them for advisor approval. Your courses must be approved by your academic advisor.
  - In the event that your advisor does not approve your selection of courses, you will be considered non-enrolled and your student status will be passivated.
- In case your selection of courses is not approved by your advisor, you must contact him or her via OIS or by other means to obtain approval and fully complete your re-registration.
- If you have applied for being granted exemption from attending courses you have previously taken at another institution and your application has been approved, your exemption status will be displayed on the system once the Graduate School Board makes its decision. So, make sure you can view your exemption request approved on the system before selecting courses.

- If you fail to re-register within the deadline set in the academic calendar for course enrolment and course add/drop, you will not be allowed to attend classes and exams, nor will you be allowed to benefit from your student privileges. The amount of time during which you miss your classes and exams will be counted towards the duration required to complete your studies.
- If you are enrolled in a non-thesis programme, you are allowed a maximum period of three terms to complete your studies and obtain your degree. In the event that you fail to meet the graduation requirements within the specified period, your enrolment in the University will be rescinded, nor will you be allowed to extend the duration of your studies, or delay your graduation.
- If you are enrolled in a thesis-based programme, you are allowed a maximum period of four terms to pass your theoretical courses and seminar courses and to obtain your degree. In the event of failure to fulfil the graduation requirements, you will not be allowed to undertake your thesis and your registration will be terminated. Even if you have passed your theoretical courses and seminar courses by the end of four terms yet failed to defend your thesis, the duration of your study will extend into the fifth and sixth terms. In this case, you will have to re-register to continue to undertake your thesis.
- A non-thesis master's degree curriculum consists of at least 90 ECTS credits, a thesis-based master's degree curriculum consists of at least 120 ECTS credits, and a PhD curriculum consists of at least 240 ECTS credits.
- You can check the curriculum and which courses have been completed or not on the Student Information System's **slots** page.
- In programmes which curriculum was changed, there may be differences in courses that students will take depending on their previous GPA. In slots page, you can check whether the minimum ECTS sum of your curriculum meets the requirements stated above.
- On the OIS' course selection page, you can view the **Courses You Have Not Previously Taken, Courses You Can Repeat, and Courses You Are Required to Repeat**.
- **Courses You Have Not Taken Before** are the courses you need to take during the term.
- **Courses You Are Required to Repeat** are the courses you must retake because you had a CC or FF in them (if you have enrolled before 2022), and CB grade in your doctoral courses. The new grading system has been in use since academic year 2022-2023.
- The letter P you see on your **transcript** means the course you have selected.

## **ADD/DROP WEEK**

Add/drop week will begin on 24.02.2025 - 28.02.2025. You need to go the Student Information System to enrol in courses.

Accordingly;

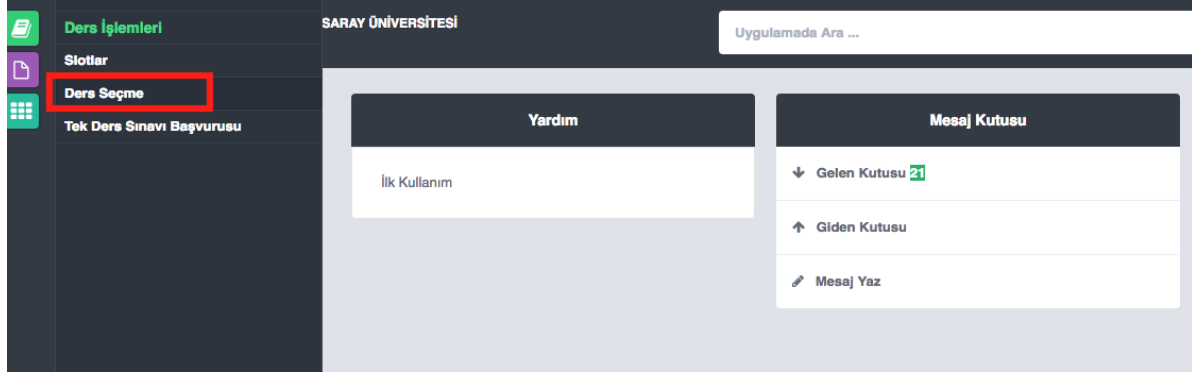
- To add or drop courses, you need to log in to the OIS and submit your choices to advisor approval.
- The courses you will have selected must be approved by your advisor.
- In case your selection is not approved by your advisor, you must meet with him or her in person to obtain approval and fully complete your re-registration.
- Please be reminded that the courses you add or drop and other course enrolments must be approved by you and your advisor before the deadline, otherwise you will lose your student privileges and your status as active student.

## Course Selection Steps on OIS

### How to log in

Go to [www.ois.topkapi.edu.tr](http://www.ois.topkapi.edu.tr) and type your username (your student number) and your password (your Turkish identification number).

1) Go to Ders Seçme (Course Selection) screen on the OIS.



2) After selecting your courses, submit them for advisor approval.

Seçtiğiniz Dersler							Yerine Sayılacak Dersler					
Ders Kodu	Ders Adı	Kredi	AKTS	Slot Dönemi	Grup	Öğretim Türü	Dil	Ders Kodu	Ders Adı	Ders Notu	Ders Alan Öğrenci Sayısı	
OGDG.101	Akademik ve Sosyal Oryantasyon	0	2	1	1	Edexceel					89	Ders Sil
GÖR1005	Sanat ve Tasarım Kuramları	3	5	1	1	Örgün					32	Ders Sil
GITS.103	Fotoğraf Teknikleri	3	5	1	1	Örgün					5	Ders Sil
GITS.105	Tipografi	3	5	1	1	Örgün					4	Ders Sil
GITS.107	Dijital İmaj Tasarımı	3	5	1	1	Örgün					5	Ders Sil
SDG.101	Temel İşletme	3	4	1	1	Uzaktan Eğitim					152	Ders Sil

Kredi Limiti: 40 Aldığınız Kredi: 15 Aldığınız AKTS: 26 Kalan Kredi: 25 Ek Kredi: 0

Tekrar Etmek Zorunda Olduğunuz Dersler					
Ders Kodu	Ders Adı	Kredi	AKTS	Slot Dönemi	Harf Notu

Tekrar Edebileceğiniz Dersler				
Ders Kodu	Ders Adı	Kredi	AKTS	Harf Notu

Daha Önce Almadığınız Dersler				
Ders Kodu	Ders Adı	Kredi	AKTS	Slot Dönemi
GRS.205	Web ve Mobil Arayüz Tasarımı	3	0	3
ISG.201	İş Sağlığı ve Güvenliği	2	0	3
GRS.203	İllüstrasyon	3	0	3
İB.201	İletişim Becerileri	2	0	3
GRS.201	Dijital Medya	3	0	3

## FURTHER INFORMATION

Dear Students,

The table below provides information about which units/offices at the University perform student/study-related actions after registration.

SYSTEM	FUNCTIONS	ACCESS LINK	FOR MORE INFO
<b>STUDENT INFORMATION SYSTEM (OIS)</b>	<ul style="list-style-type: none"> <li>• View your student details</li> <li>• Select courses</li> <li>• View your marks</li> <li>• Request documents</li> <li>• Find out who your advisor is</li> </ul>	<a href="https://ois.topkapi.edu.tr/">https://ois.topkapi.edu.tr/</a>	Registrar's Office <a href="mailto:oi@topkapi.edu.tr">oi@topkapi.edu.tr</a>
<b>STUDENT E-MAIL</b>	<ul style="list-style-type: none"> <li>• Student correspondence and e-mail notifications</li> </ul>	<a href="https://mail.google.com/">https://mail.google.com/</a>	IT Office <a href="mailto:bt@topkapi.edu.tr">bt@topkapi.edu.tr</a>
<b>E-LEARNING</b>	<ul style="list-style-type: none"> <li>• Keep track of your courses</li> <li>• Attend online exams</li> <li>• Submit your assignments online</li> </ul>	<a href="https://topkapi.almcloud.com/">https://topkapi.almcloud.com/</a>	Distance Learning Unit <a href="mailto:uzem@topkapi.edu.tr">uzem@topkapi.edu.tr</a>
<b>ACADEMIC CALENDAR</b>	<ul style="list-style-type: none"> <li>• Academic year start and end dates</li> <li>• Exam dates</li> <li>• Thesis and project submission dates</li> <li>• Important announcements</li> </ul>	<a href="https://www.topkapi.edu.tr/tr-TR/akademik-takvimler/12966">https://www.topkapi.edu.tr/tr-TR/akademik-takvimler/12966</a>	Institute of Graduate Studies <a href="mailto:lisansustuegitim@topkapi.edu.tr">lisansustuegitim@topkapi.edu.tr</a>
<b>e-GOVERNMENT</b>	<ul style="list-style-type: none"> <li>• View your student info</li> <li>• Get an e-signed/barcoded student certificate and transcript</li> <li>• Get an e-signed/barcoded graduation certificate</li> </ul>	<a href="https://www.turkiye.gov.tr/yuksekogretim-kurulu-baskanligi">https://www.turkiye.gov.tr/yuksekogretim-kurulu-baskanligi</a>	e-Government contact <a href="https://www.turkiye.gov.tr/iletisim?genel=Bilgiler">https://www.turkiye.gov.tr/iletisim?genel=Bilgiler</a>
<b>INSTITUTE COUNCIL</b>	<ul style="list-style-type: none"> <li>• Institute Board</li> <li>• Institute Council</li> </ul>	<a href="https://www.topkapi.edu.tr/tr-TR/enstitu/74352">https://www.topkapi.edu.tr/tr-TR/enstitu/74352</a>	Institute of Graduate Studies <a href="mailto:lisansustuegitim@topkapi.edu.tr">lisansustuegitim@topkapi.edu.tr</a>
<b>FACULTY AND DEGREE PROGRAMMES</b>	<ul style="list-style-type: none"> <li>• Visit 'programmes' page</li> <li>• Read programme contents</li> <li>• Access information on faculty members</li> </ul>	<a href="https://lisansustu.topkapi.edu.tr/">https://lisansustu.topkapi.edu.tr/</a>	Institute of Graduate Studies <a href="mailto:lisansustuegitim@topkapi.edu.tr">lisansustuegitim@topkapi.edu.tr</a>

<p><b>COURSE CONTENTS AND CURRICULA</b></p>	<ul style="list-style-type: none"> <li>• Curriculum details</li> <li>• Course Contents</li> </ul>	<p><a href="https://ois.topkapi.edu.tr/bilgipaketi/eobsakts/">https://ois.topkapi.edu.tr/bilgipaketi/eobsakts/</a></p>	<p>Institute of Graduate Studies</p> <p><a href="mailto:lisansustuegitim@topkapi.edu.tr">lisansustuegitim@topkapi.edu.tr</a></p>
<p><b>FORMS, GUIDELINES AND OTHER DOCUMENTS</b></p>	<ul style="list-style-type: none"> <li>• Apply for thesis or project proposal</li> <li>• Request permanent withdrawal from study or suspend your registration</li> <li>• Other request forms</li> </ul>	<p><a href="https://www.topkapi.edu.tr/tr-TR/formlar/73381">https://www.topkapi.edu.tr/tr-TR/formlar/73381</a></p>	<p>Institute of Graduate Studies</p> <p><a href="mailto:lisansustuegitim@topkapi.edu.tr">lisansustuegitim@topkapi.edu.tr</a></p>
<p><b>THESIS AND PROJECT WRITING GUIDELINES</b></p>	<ul style="list-style-type: none"> <li>• Non-thesis master's degree project writing guidelines</li> <li>• Thesis-based master's degree thesis writing guidelines</li> <li>• Doctoral thesis writing guidelines</li> </ul>	<p><a href="https://www.topkapi.edu.tr/tr-TR/ogrenci/73354">https://www.topkapi.edu.tr/tr-TR/ogrenci/73354</a></p>	<p>Institute of Graduate Studies</p> <p><a href="mailto:lisansustuegitim@topkapi.edu.tr">lisansustuegitim@topkapi.edu.tr</a></p>
<p><b>POLICIES AND REGULATIONS</b></p>	<ul style="list-style-type: none"> <li>• Topkapi University Graduate Education Regulation</li> <li>• Topkapi University Postgraduate Study Guidelines</li> <li>• Higher Education Institutions Graduate Education Policy</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="https://www.topkapi.edu.tr/tr-TR/yonetmelikler/55311">https://www.topkapi.edu.tr/tr-TR/yonetmelikler/55311</a></li> <li>• <a href="https://www.topkapi.edu.tr/tr-TR/yonergeler/55312">https://www.topkapi.edu.tr/tr-TR/yonergeler/55312</a></li> <li>• <a href="https://www.mevzuat.gov.tr/mevzuat?MevzuatNo=21510&amp;MevzuatTur=7&amp;MevzuatTertip=5">https://www.mevzuat.gov.tr/mevzuat?MevzuatNo=21510&amp;MevzuatTur=7&amp;MevzuatTertip=5</a></li> </ul>	<p>Institute of Graduate Studies</p> <p><a href="mailto:lisansustuegitim@topkapi.edu.tr">lisansustuegitim@topkapi.edu.tr</a></p>
<p><b>FINANCE OFFICE</b></p>	<ul style="list-style-type: none"> <li>• Financial matters and transactions</li> <li>• New admission, re-registration</li> </ul>	<p><a href="https://ois.topkapi.edu.tr/fi/eodeme">https://ois.topkapi.edu.tr/fi/eodeme</a></p>	<p>Finance and Accounting Office</p> <p><a href="mailto:muhasebe@topkapi.edu.tr">muhasebe@topkapi.edu.tr</a></p>
<p><b>CONTACT US FOR MORE INFORMATION ABOUT</b></p>	<ul style="list-style-type: none"> <li>• All graduate study-related procedures and processes</li> <li>• You will be emailed about your study processes and progress</li> <li>• Contact us with any request, question or complaint.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="https://www.topkapi.edu.tr/tr-TR/iletisim/27827">https://www.topkapi.edu.tr/tr-TR/iletisim/27827</a></li> <li>• <a href="https://www.topkapi.edu.tr/tr-TR/sik-sorulan-sorular/74362">https://www.topkapi.edu.tr/tr-TR/sik-sorulan-sorular/74362</a></li> </ul>	<p>Institute of Graduate Studies</p> <p><a href="mailto:lisansustuegitim@topkapi.edu.tr">lisansustuegitim@topkapi.edu.tr</a></p>