



# POSTGRADUATE GUIDELINES





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## **INFORMATION CENTER (LIBRARY)**

### **About**

Ibn Haldun University Library is designed according to international standards to facilitate the access of students to sources they need during their studies. An ideal study environment with individual study rooms and group study rooms is prepared for students in the library.

You can find detailed information on library's website and do your research.

Library website: <http://library.ihu.edu.tr>

### **Working Hours**

24 hours on weekdays

Saturday until 17:30

Reading room 7/24

Information for external users: Everyone can use the library. Guest users can benefit from our resources within the framework of user rights.

### **Off Campus Access**

Students, academics and administrative staff of Ibn Haldun University can benefit from Off Campus Access service 7/24.

To benefit from accessing to electronic sources (e-journal, e-book etc.) out of the campus, you have to write your Ibn Haldun University e-mail "user name" (e.g. sonmez.celik) and "password" into the areas below and approve it.

You can send your questions, opinions and suggestions about Off Campus Access to [library@ihu.edu.tr](mailto:library@ihu.edu.tr) .

Access Address: <http://ibnhaldun.edu.tr/en/library/research/databases/>

### **General Reading Room**

All users can freely benefit from this area. There are lamps and sockets in each desk.

### **24 Hour Open Reading Room**

This area is ergonomically designed. You can unlimitedly study here even in the festivals and on official holidays.

### **e-Library**

You can watch movies and documentaries, listen to music and freely work on your research projects in e-Library.

### **Rest Area**

You can have a rest in comfortable chairs and can read books, newspapers and magazines.

### **Individual Study Room**

There are three individual study rooms, each with a desk, a chair, two sockets on the tables and internet access. Rooms can only be used by booking.

### **Group Study Room**

This area is designed for group study. It can be used by reservation.

### **Education Room**

This room is for 10 people. Trainings are provided here for researchers and students about the use of library and information resources. Usage priority belongs to the library. Permission should be obtained from the library to benefit from this room.

### **Deep Silent Room**

There is a deep silent room for 15 people. The tables are separated with sockets on each desk.

### **Education Programmes**

Library will organize education programmes about the usage of e-sources, research methods, information literacy, editorship, corporate archive reading, article writing techniques, bibliography writing techniques and reference management systems.



## **How to Benefit From Library**

Members of the university are also a member of the library. Ibn Haldun University e-mail username and password is enough for all services provided in electronic media. For the rules and the rights of users of library, please visit <http://library.ihu.edu.tr>

## **Library Catalog**

Library Catalog is designed to meet the research with the sources in the university.

Books in library are catalogued according to Anglo American Cataloging Rules and to the first level charecterization. Library of Congress Classification System is used for the classification of the sources.

Catalog includes the classification and detailed bibliographic data of the books and other publishings in library. Thus it enables researchers the access to library for their researches from any part of the world.

Access Address: <http://catalog.ihu.edu.tr/>

## **Rules**

Rules to be followed by users while using library services are listed below:

- Ask for help for resources you cannot find on the shelves.
- Show the resources you take with you when leaving the library.
- When you are leaving the library, your bag can be checked by the employee on demand.
- The resources at the library are electronically protected. If the alarm bell rings, the person's bag can be checked.
- Users who take resources unauthorized from the library or impair the resources, will be taken to the discipline committee for legal action.
- Those who leave or graduate are obliged to obtain a document showing that they are not related to the library any more.
- Users who do not return the borrowed item/s will be suspended if he/she fails to respond to a warning e-mail from the library administration.
- Photocopies of the library resources must be copyrighted and the responsibility belongs to the user.
- Do not place books on shelves after you use them.
- Do not make phone calls in the library and keep your phone mute.
- Water can only be brought to the library in a bottle.
- You may only consume food and other drinks outdoors or at a designated area shown by the staff.
- It is prohibited to smoke cigarettes and e-cigarettes at the library.
- You must not speak loudly or make noise in the library.

- If the borrowed item is lost or damaged, you may purchase a new one, or you will have to pay the price of the item to the library.
- In addition, for the resources that are lost or renewed, the information source registration fee determined every year by the library will be added to the price of the item.

## **Borrowing**

Members of Ibn Haldun University can borrow books and similar resources and audio-visual materials or use them in the library. If a book in the main collection is not requested by another user, it's borrowing duration may be extended 9 times.

The resources in the reservation list are indicated in the electronic catalog as "Reserved". "Reserved" resources can be borrowed for 3 hours. The last issues of newspapers and journals and their reference sources cannot be borrowed.

Books and other library resources can be borrowed for different periods depending on the type of users. Ibn Haldun University Library has various types of users. The number of sources and the duration of borrowing for each type of user are given below:

### **Library Users:**

- Academic Staff: 10 books for 30 days
- Ph.D. Student: 7 books for 30 days
- Graduate Student: 5 books for 15 days
- Undergraduate Student: 3 books for 15 days
- Administrative Staff: 2 books for 15 days

### **Borrowing Between Libraries (ILL):**

- 10 Books for 15 days (Istanbul)
- 10 Books for 21 days (Outside Istanbul)

### **Renewal:**

- Borrowed books and other sources of information are extended for a period of time in accordance with the user's right to borrow and the source.

Return Delay:

- For the resources registered in the main collection, a penalty of 1₺ is charged per day.
- For the resources registered to the reservation collection, a penalty of 1₺ is charged per hour.
- For the resources registered in the audiovisual collection, a penalty of 1₺ is charged per day.

Payment Delay:

- The delayed fee has to be paid to the accounting manager.
- The payment receipt has to be handed over to the library.

Warnings:

- The user is obliged to show the university identity card during

borrowing procedure.

- The borrowed information source should be returned on the day.
- Users can extend the borrowing period over the Internet.
- There is no extension by phone.

Recommendations:

- The Library expects all kinds of recommendations. You can submit your comments and suggestions at the suggestions page at [library@ihu.edu.tr](mailto:library@ihu.edu.tr) or drop it in the box at the entrance of the library.

## Reservation System

**Access Address:** <http://reservation.ibnhaldun.edu.tr>

Different types of work-spaces have been created in the library to meet the needs of users. The work areas and features that can be used by reservation are as follows:

**Individual Study Room:** There are three individual study rooms, each with a desk, a chair, two sockets on the tables and internet access. Rooms can be used only during the booked period.

**Silent Room:** Silent room is for 10 people. This room can also be used for group work. There are sockets on the tables, lamps and internet access in the room.

**Deep Silent Room:** There is a deep silent room for 15 people. The tables are separated with sockets on each desk.

**Education Room:** This room is for 10 people. Trainings are provided here for researchers and students about the use of library and information resources. Usage priority belongs to the library. Permission should be obtained from the library to benefit from this room.

## Conference System

**Access address:** <http://meeting.ibnhaldun.edu.tr/>

Ibn Haldun University uses Open Conference Systems (OCS) software for all academic activities such as conferences, symposiums, congresses. All the academic contents produced by Ibn Haldun University can be accessed through this system that increases the visibility of existing publications and authors.

## Journal System

Open Journal Systems (OJS) is used in the management and publishing processes of journals published by Ibn Haldun University.

All the journals and contexts published by Ibn Haldun University can be accessed through this system.

Access Address: <http://journal.ibnhaldun.edu.tr/>

### **Institutional Repository**

In the Institutional Repository of Ibn Haldun University, all academic work carried out by university members during their time at university which are supported directly or indirectly by Ibn Haldun University is archived. The content of the Institutional Repository of Ibn Haldun

University consists of the following materials:

- Articles published in scientific journals
- Articles in publishing process
- Master and doctoral theses
- Paper and presentations
- Seminar texts
- Technical notes
- Project works
- Books
- Book chapters
- Award winning works
- Patent documents
- Reports
- Open course materials
- Banner, video recording, etc.

### **Ordering Publication:**

Library collection is created by the demands of Ibn Haldun University members and by the selection of expert staff. You can demand the publications which you need for your research. Access to publication is determined by Library Management within the policy of collection development.

How can I get books in the library?

It is possible to get the books directly with the "Open Shelf" and "LC Classification" systems used in our library. You need to check with the library catalog whether the publications you are looking for are in the library. You can get the publications after you have found out the number from the library catalog. You can ask for help with books you can not find.

How can I benefit from periodicals?

Periodicals are arranged in alphabetic order on shelves. You can search through the Periodical Publications link to find out whether the periodicals you are looking for are in the library with the available issue. Using the databases you can access any kind of information about the periodicals and the issues in the library.

What can I borrow from the library?

You can borrow all source of information except encyclopedias, manuals, atlases, dictionaries, periodicals, non-printed theses, and rare books..

### **How and for how long can I borrow it?**

- Academician: 15 units for 30 days
- P.hD: 10 units for 30 days
- Master: 7 units for 15 days
- Undergraduate: 5 units for 15 days
- Administrative Staff: 5 units for 20 days

### **How can I manage publications I borrowed?**

You can view and extend the time period after you login to the system using "My Library" link.

### **The book I'm looking for is borrowed, what should I do?**

If the book you are looking for is borrowed, you can make a reservation. For this you need to log in to the system using the "My Library" link. After you have logged in click on the "Reserve" link and provide the information details of the source that you have searched through the system. When the book is returned, you will receive an email and the reserved resource will be held for 2 days in the lending section of the library.

### **Can I cancel a reserved book?**

Yes. You can cancel the book you have reserved. For this click on the red icon to the left of the source under the heading "Reserved" by logging into the system via "My Library" link.

### **Can I photocopy?**

Yes. You can make photocopies of copyrighted materials from library sources.

### **What can I do if I lose a publication I borrowed from the library?**

If you cannot find the publication you borrowed, please notify the library without delay. In this case you are obliged to buy the new edition of the publication or to pay the price determined by the library.

### **Can I make a suggestion of a publication to be bought?**

Universities and departments may contribute to the development of the collection by asking them to provide the publications they believe is needed in the library. After signing in through the " My Library" for ordering, you can fill out the "Publication Order Form" and request the purchase.

**What is the reserve section?**

- A collection of textbooks and auxiliary resources.
- Resources that can be used in the library for 3 hours.
- Please refer to the Lending Desk for the books you want to use.

## **STUDENT AFFAIRS**

### **Scholarships**

Scholarships and discounts are determined by the admissions committee, on the basis of the results of written exams and / or interviews related to the program you are applying for and the documents submitted during the application.

Scholarships or discounts you qualify for during admission are valid during the normal course of study. It is 4 semesters in graduate programs with thesis.

Scholarship statuses may be reduced or converted into a fee, if the semester grade point average is less than 2.00 / 4.00 for two consecutive semesters or the grade point average falls below 2.50 / 4.00 in any semester after the first semester of registration.

Students who complete the period of total scholarship will continue their education as paid students.

### **Student certificate**

An official document showing that the student is registered at Ibn Haldun University and the Department of Student Affairs prepares it by the student's application. Prepared documents are only delivered to the student himself.

### **Student Passport Exempt from Fee**

A document is prepared by Ibn Haldun University to students who declare and prove that they will go abroad for educational purposes or to participate in scientific events.

Students who want to have a passport exempted from fee to go abroad, need to deliver this document prepared by the Department of Student Affairs to the Police Department after they get approval from the Tax Office. The prepared documents are only delivered to the student himself.

## **Updating Student Information**

In order to update the information and the documents, students need to apply to the Department of Student Affairs.



## INFORMATION TECHNOLOGIES

Our university allocates an e-mail account for all registered students. Students can access the wireless network and all other systems (student information system, library databases etc.) as well as their e-mails with their accounts. The user name and password of the e-mail accounts, can be used in all other systems in the University. E-mail account is created in the format of name.surname@ibnhaldun.edu.tr. The student's username is 'name.surname' just like pre-account information of the e-mail address. The student's default temporary password is the Foreigner ID number.

### **Example for single name accounts:**

Name and Surname: Abdul KURTSEVIC

E-mail address: abdul.kurtsevic@ibnhaldun.edu.tr

User Name: abdul.kurtsevic

Password: YU (Foreigner ID) Number

**Student with more than one name and/or surname can contact to the Information Technologies Department to determine their username and password.**

Our university provides e-mail service through Gmail. You can reach your e-mails at <http://mail.ibnhaldun.edu.tr>. For more information you can use the link <http://ibnhaldun.edu.tr/it/e-posta-kullanimi/> You can also access detailed information at <http://ibnhaldun.edu.tr/it/outlook-tanimlamasi/> if you wish to use any of the e-mail based tools like Outlook, etc.

### **Changing Password**

The default password identified as the Foreign ID number is a temporary password. To active the account, the temporary password should be changed by the user. Students can change their passwords using the link <http://pass.ihu.edu.tr>. After the password is changed all services like e-mail will be activated. The password that is changed will be valid in all services with the username

## **HONOURS PROGRAM**

Honours program is a program which provides undergraduate students and graduate researchers with outstanding success, the possibility to develop their academic understanding in addition to their curriculum. Furthermore, these programs support their participants both financially and culturally.

What is the Ibn Haldun University Honours Program?

The Honours Program at Ibn Haldun University is a privileged unit designed and run by long-term programs and periodic projects, alongside the faculty curricula, so that successful undergraduate students and graduate researchers can improve themselves academically, socially and become more equipped.

### **What are the privileges of the Ibn Haldun University Honours Program?**

In the Ibn Haldun University Honours Program, undergraduate students and postgraduate researchers will be evaluated in separate departments and will have many academic, financial and social privileges, considering their needs, demands and levels:

#### **Seminars**

- Classical Sciences Seminars
- Social Sciences Seminars
- Language Sciences Seminars
- Personal Development Seminars

#### **Workshops**

- Multidisciplinary Science Workshops
- Art and Music Workshops
- Reading Groups (Classical and Contemporary)

#### **Guidance and Consultancy Service**

- Academic counseling individually and in groups.
- Getting in contact with people of knowledge, culture and art inside

and outside the university easily.

- Sincere guidance based on the principle of fraternity and solidarity.
- Social Responsibility Projects
- Contributing to the solution of social problems and gathering experience directly through participating in the field.
  - Participation in periodical projects to be carried out in consultation with advisors, preparation of papers and reports to enlighten the public.

### **City and civilization tours**

### **Meetings with masters and scholars of science and culture**

### **Gaining presentation experience at symposiums, panels and workshops**

### **Gaining a broad perspective through learning and producing in coexistence of students from different faculties and departments**

### **Graduation with the Ibn Haldun University Honours Program certificate in addition to diploma**

### **Being a member of the Ibn Haldun Honours Society after graduation**

### **Why does the Ibn Haldun University Honours Program consider the classical sciences important?**

Ibn Haldun University is a social science university that emphasizes reading and comprehending the tradition, applying it on daily basis and carrying it into future by enriching it. The realization of this principle is to know the language, the content and the perception of science in the classical works, which are the mirrors of our civilization. To understand the works of scholars like Ibn Haldun, to be able to solve the problems of today and to give direction to the future, will only be possible by learning the classical sciences. To fulfill this purpose, the Ibn Haldun University Honours Program underlines the understanding of classical sciences in a planned unity and classical manner and takes its fundamentals from Ottoman practice.

### **Which classical Islamic sciences will be read at the Ibn Haldun University Honours Program?**

Instrumental Sciences: Sarf, Nahw, Mantiq, Wad', Adab al-Bahth wa-al-munazara, Balaghah

Basic Sciences: Qur'anic Sciences, Tafsir, Fiqh, Usul al-fiqh, Hadith, Usul al-hadith, Aqaid, Kalam, Philosophy, Tasawwuf

## **HEALTH CULTURE AND SPORTS**

### **Health**

There is a doctor and an infirmary in İbn Haldun University in case of any urgent health problem that may arise.

### **Medico Social Center**

Our university students are provided with outpatient care and their medical records are kept by our physicians.

### **Hospitals**

Hospitals near İbn Haldun University:

Kayaşehir 15th District Health Center

Address: Kayabaşı Mahallesi, Toki Kayabaşı Houses No: 11, 34494

Başakşehir / İstanbul

Phone: (0212) 777 46 41

Başakşehir State Hospital

Address: Başak Mah., 4th Stage 1st Section / Yunus Emre Road, 34306

Başakşehir / İstanbul

Phone: (0212) 488 01 70

Başakşehir Medical Center

Address: Başakşehir mah., Hürriyet Bulvarı, Emiroğlu Sok No: 1, 34480

Başakşehir / İstanbul

Phone: (0212) 485 57 80

Başakşehir Oral and Dental Health Polyclinic

Address: Başakşehir Mah. Şair Erdem Beyazıt Road, Onurkent Health Complex, Başakşehir / İstanbul

Phone: (0212) 488 6977

## **Cultural Activities**

Many cultural and artistic activities organized by Ibn Haldun University during the academic year are as follows:

- City and country visits
- Panels
- Seminars
- Workshop studies
- Films and documentary projections
- Books and art exhibitions
- Music shows

## **Student Clubs**

By participating in club activities at Ibn Haldun University, you can contribute effectively to the academic, cultural and social environment of the University. You can get detailed information about the club building process from the Health Culture and Sports department.

## **Sports**

Ibn Haldun University students can benefit from all sports centers belonging to Başakşehir Municipality.

You can contact Health, Culture and Sport Coordinatorship to benefit from the opportunities available in Başakşehir Municipality.

## **FAQ (FREQUENTLY ASKED QUESTIONS)**

### **How many courses can I take in one semester?**

The number of courses which you can take is not limited by directive. You can decide on the number of courses you want to take with the suggestion and approval of your academic advisor.

### **Can I take scientific preparation courses?**

If your degree belongs to another area, you can be accepted to scientific preparation courses, providing that it doesn't exceed one academic year. Requirements for scientific preparation is informed in your acceptance letter. If you cannot complete scientific preparation in one year, your studentship will be ended.

### **Is it obligatory to take seminar course?**

Seminar course is an obligatory course for masters and doctorate students. They are responsible for attending this course.

### **How can I get student certificate and transcript?**

You should apply Student Affairs Office for these documents.

### **I am applying for a university outside Turkey. Where can I get a document stating that Ibn Haldun University is recognized by High Education Board of Turkey?**

You can apply High Education Board of Turkey (Turkish: YÖK Eğitim-Öğretim Daire Başkanlığı) with a written petition. In return, you will receive a recognition document.

### **What should I do if I change my address and phone number?**

You should inform Student Affairs Office about any changes.

### **Which GPA score is required for postgraduate programs?**

Required GPA for graduation is 3.00

### **I couldn't fulfill GPA requirement. Is there an opportunity to extend my education period?**

Duration of a non-thesis program is 3 terms and duration of a thesis program is 4 terms. You must fulfill GPA requirement until the end of these periods to complete your graduate program. If not, you will be broken off.

### **How can I join excuse examination for final exams?**

Excuse for final exam should be presented to Institute with a written petition in the days declared in the academic calendar, proving the document which proves your excuse. This petition is evaluated in Institute Management Board within the scope of the concerned directive. If it is accepted, student will be given the right to enter excuse exam.

### **I couldn't join final exam? What should I do?**

You should apply to Social Sciences Institute with the document which states your excuse in 5 days after the exam date. Excuse petitions for final exams are evaluated by Institute Management Board and determined.

### **Should I make course registration each term?**

Yes. You have to make your course registration each term. Period for course registration is stated in academic calendar. You should register for compulsory and elective courses or the thesis course which are listed in each term's program.

### **How can I make re-registration?**

Students must complete course enrollment and renew term registration between the dates declared in academic calendar. If re-registration is not completed, students cannot join courses and exams and they will not benefit from student rights.

### **Where should I submit my thesis?**

You should submit your thesis to Social Sciences Institute.

### **Can I transfer from a thesis program to a non-thesis program or vice versa?**

If Institute Management Board approves your request, you can transfer. You should write a petition to the institute about your request.

**I am a student of a non thesis program. Can I apply to a PhD program?**

Graduates of non-thesis programs can apply to PhD programs. Their applications are evaluated with their GPAs.

**My thesis defence was rejected. Will you extend my master period?**

If student's thesis defence fails, his/her studentship is ended. If the student is given the correction opportunity, he/she must finish the correction in 3 months and must defend the thesis in front of the same thesis jury. If the student fails again, he/she is broken off.

**I couldn't finish my thesis on time. Will you give me an extra period?**

Studentship of students, who do not finish thesis in 3 academic years, will be ended.

**My thesis was rejected. Can I get a non-thesis program diploma?**

If the student fulfills the requirements (course credits, project writing etc.) for completing non-thesis program, she/he is given non-thesis graduate program diploma.



## **TRANSPORTATION**

### **Transportation to Ibn Haldun University**

Address: Ulubatlı Hasan Cd. No: 2 34494 Başakşehir / İstanbul

There are regular services to Olympic Metro Station and Yenibosna. In addition, graduate students can use the personnel shuttles if they have a place.

You can see İETT lines on the last page.

### **Transportation to Aliya Izzetbegovic Male Student Dormitory**

Bus lines crossing the 14th region stop at 50 meters from the dormitory are as follows:

78F BAŞAKŞEHİR 4.ETAP - FENERTEPE  
MK22 TAŞOLUK PERONLAR / FENERTEPE - BAŞAKŞEHİR METROKENT  
79F YENİBOSNA METRO - KAYAŞEHİR  
79M MECİDİYEKÖY - KAYAŞEHİR  
79KM MECİDİYEKÖY - KAYAŞEHİR

### **Transportation to Turgev Katibe Atmaca Higher Education Female Dormitory**

There is a Basak Konutları subway station at a distance of about 700 meters to the dormitory. Moreover, the bus lines passing through Cahit Zarifoğlu station 500 meters away from the dormitory are as follows:

79E KAYABAŞI KIPTAŞ/KAYAŞEHİR - EMİNÖNÜ  
89C BAŞAKŞEHİR 4.ETAP - TAKSİM  
98 BAŞAKŞEHİR 4.ETAP - BAKIRKÖY  
MK31 K.S.S. HASTANESİ/HALKALI - BAŞAKŞEHİR METROKENT  
146B BAŞAKŞEHİR 4.ETAP - EMİNÖNÜ  
146E BAŞAKŞEHİR 4.ETAP - MECİDİYEKÖY  
146M BAŞAKŞEHİR 4.ETAP - MECİDİYEKÖY  
78A OYAKKENT - AKSARAY  
78E BAŞAKŞEHİR 4.ETAP - KAYABAŞI KIPTAŞ  
78F BAŞAKŞEHİR 4.ETAP - FENERTEPE  
78ZB BAŞAKŞEHİR 4.ETAP - ZEYTİNBURNU METRO







Our Students can call  
**0 538 394 99 13**  
for all other inquiries 7/24



*Intellectual Independence*

[www.ibnhaldun.edu.tr/en](http://www.ibnhaldun.edu.tr/en)  
[info@ihu.edu.tr](mailto:info@ihu.edu.tr)