

# Student Guide



## **STUDENT GUIDE**

COGNITIVE SCIENCE M.A. PROGRAM

Prepared for students registered in the  
Bogazici University Master of Arts Program  
in Cognitive Science.

Last edited: Fall 2023

# General Information

This guide was last updated during the fall semester of 2023. There may be some changes to the rules and regulations later. Please check the "Official Regulations Governing Graduate Study at Boğaziçi University" for up-to-date information (Boğaziçi Üniversitesi Lisansüstü Yönetmeliği).

After you are registered to the university as a Cognitive Science student, you will be invited to the CogSciBoun Google Group. It is a mailing list used by Boğaziçi University Cognitive Science students and professors, mostly to announce meetings and events.

There is another Google Group that we recommend you to join. It is [cogsci-news-tr](https://groups.google.com/join/cogsci-news-tr). News and announcements related to cognitive science will be posted here by professors and students in Turkey.

## Key Contacts

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For your questions regarding departmental issues and/or procedures not outlined in this document (or for further information), please contact the CogSci teaching assistant.

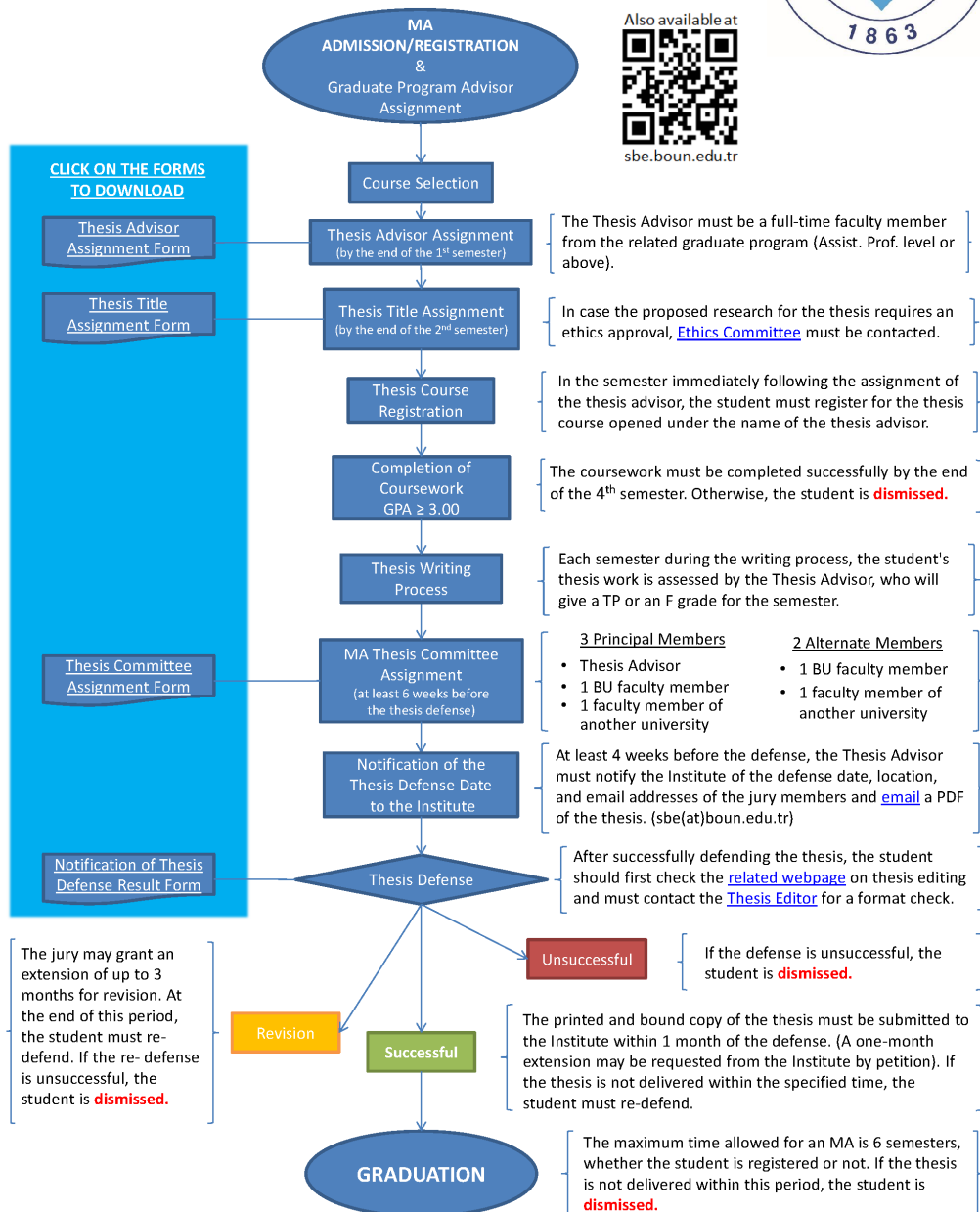
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# 1. Official Forms

You will be able to find all forms you will need at the website of the Institute for Graduate Studies in Social Sciences ([Forms](#)). *Make sure that you study the [SBE M.A. Program Procedures Flowchart](#) for forms and procedures (below)!*

## BOĞAZIÇI UNIVERSITY Institute for Graduate Studies in Social Sciences Flowchart for MA with Thesis



**Note:** The result of all assessments must be reported (with relevant forms) to the Institute within 3 days of the event.

## 2. Course registration system

### 2.1 Registration website and schedule

The course registration website is <https://registration.boun.edu.tr/>.

You can check the offered courses (schedule) by following: "General Services - Schedule - (Select the semester) - Go"(<https://registration.boun.edu.tr/BUIS/General/schedule.aspx>).

You can see the courses offered by each department by clicking on department names.

When you click on "**Desc[ription]**", you will see the syllabus of the course if it is already uploaded. In the "**Days**" column, you will see the days of the class. For example, if the stated days are "MMWW", it means that there will be four hours of class a week. The first two hours will be on (M)onday, and the remaining on (W)ednesday.

In the "**Hours**" column, you will see the class hours for each day. For example, "5656" means that the classes will be on the 5th and 6th slots on Monday and Wednesday. On the upper side of the page, you will see the corresponding time for each slot (with slot 1 starting at 9:00 and each slot number incrementing the beginning time by 1 hour - slot 2 is 10:00 and so on).

In a similar fashion, you will see the "**Rooms**" where the classes will take place. If you click on the room, you will see the location of the building in the campus.

In the "**Required for Dept.**" column, you will see the departments of students who are expected to take that course/section as a required course.

You can refer to the "Online Registration System Guide" for any questions you may have ([Online Registration System Guide Website](#), or the quick guide document: [Registration Quick Guide Document](#)). If you are not familiar with the system, please visit the website to learn how the system works. If you have any questions, you may consult your advisor, teaching assistant or other students.

### 2.2 Course List Preparation

### 2.3 Online Registration Period and Add/Drop Period

**2023 Fall Registration Dates** (Subject to change, check the [Academic Calendar](#) for up-to-date information and for future terms)

**Online Registration Period:** 21-25 September 2023

**Add/Drop Period:** 4-6 October 2023

## 2.4 Selecting Your Courses

Throughout your Master's education, your courses will not be pre-selected for you. You will need to manually add the courses you intend to take using the registration system.

In your remedial year, you will be able to add most courses directly to your course list. However, adding some courses (both during the remedial and course year) may require the consent of the instructor before you can take them. In that case, you should send a consent request to the course's instructor using the "Course List Preparation" page in the registration system.

In order to be registered to a given academic term, you are expected to keep track of the registration dates and use the "Course List Preparation" page in the registration system to send your schedule to your advisor for their approval before the registration system closes. If you can't prepare your schedule in time or if your advisor does not approve your courses, you can make changes to your schedule during the add/drop period.

If you miss the add/drop period for some reason, you may drop or add courses with an e-petition that needs to be approved by your advisor, program chair and the executive board of the Institute for Graduate Studies in Social Sciences.

# 3. Years and Terms

## 3.1 Remedial Year

**During the remedial year, you can't withdraw from a course**

**During the remedial year, you can't repeat courses. If you fail a course (including non-credit courses), you will be dismissed from the university.**

**At the end of the remedial year, if your GPA is lower than 2.50, you will be dismissed from the university**

When you are admitted to the program, your remedial course list will be prepared and sent to you. It will be a curriculum specially prepared for you, based on your interests and the courses you previously took. Most of the time, there will be some required and some elective courses. If there is anything you would like to change in your remedial course list, you need to contact the program chair before the course registration week.

During course registrations, when you first log in to the system, make sure to check your semester type. If it is not "Remedial", you may change it by clicking on your semester type, and selecting "Remedial" from the dropdown menu. If this option is not available, you should contact your advisor.

You can always consult your supervisor, advisor, teaching assistant or other Cognitive Science students about prospective elective courses. We suggest you to always check out the course offerings ahead of the term to make informed course selections.

## 3.2 First Year (Course Year)

During your first year, you need to take the following courses:

- Three courses from Area 1
- Three courses from Area 2
- 2 unrestricted electives
- COGS 579 Graduate Seminar (second semester only)
- COGS 690 Thesis (second semester only)

If you have chosen Linguistics as one of your main areas, you need to take **LING 501 Aspects of Phonology** or **LING 541 Syntactic Theory** as one of your three area courses. Your **unrestricted electives** can be from any cognitive science department including your main areas, or you can take cognitive science related courses offered by other departments, such as Biomedical Engineering or Foreign Language Education. If you are planning to take an elective from a non-Cognitive Science department, please consult your advisor about the appropriateness of the course you are planning to take (and discuss whether the course can be counted as an Area course - see below).

Sometimes **a course from a non-Cognitive Science department can be counted as an Area** course if the content is closely related to an area. For example, BM 538 Computational Neuroscience can be counted as a computer engineering area course, or BM 594 Sel. Top. Learning and Memory as a psychology area course. Before taking such courses as area electives, you need the approval of the program advisor.

During your masters years, **you may take up-to two undergraduate courses with 4XX code** (e.g., LING 440 Advanced Syntax, PSY 48R Sel.Top.:Music Cognition I). Reading and Research courses offered by the Psychology department can also be taken in this way, but keep in mind that Readings and Research courses are Pass/Fail. All these 400-level courses can be counted as an area course or as an unrestricted elective. You cannot retake a course that you have already taken during your undergraduate studies.

### 3.2.1 *First semester*

When you log in to the course registration system, make sure that your semester type is “Normal”. If it is not, you may change it by clicking on your semester type, and selecting “Normal” from the dropdown menu.

Until the end of your first semester, you need to decide on your thesis advisor and submit your “**MA Thesis Advisor Assignment Form**” to the Institute for Graduate Studies in Social Sciences.

Make sure that your main thesis advisor has a COGS 690 Thesis section (you can check ahead of the term in the registration system). If such a section is not available in the schedule, a new section for him/her should be opened until the following term's registration period.

### **3.2.2 *Second semester***

Apart from your regular courses, you need to take COGS 579 Graduate Seminar and a thesis course (COGS 690). You need to enroll in the section of your main thesis advisor.

Until the end of your second semester, you need to decide on your thesis title and submit your “**MA Thesis Title Assignment Form**” to the Institute for Graduate Studies in Social Sciences.

Since you will need to submit your MA Thesis Title at the end of your second semester, it is always a good idea to communicate with your supervisors early on (preferably long before the second semester) about your research plans.

## **3.3 Second Year (Thesis Year)**

**During your thesis year, your thesis advisor will evaluate your progress and give you a grade depending on that: F or TP. In case you get two Fs consecutively or three Fs intermittently, you will be dismissed from the university.**

During your thesis year, you are allowed to take other courses apart from COGS 690 (credit or non-credit).

### **3.3.1 *Third semester***

When you log in to the course registration system, make sure that your semester type is “Thesis”. If it is not, you may change it by clicking on your semester type, and selecting “Thesis” from the dropdown menu.

You need to enroll in your main advisor's a thesis course section (COGS 690).

### **3.3.2 *Fourth semester***

**Until the end of your fourth semester, you need to successfully complete all courses in your curriculum with a minimum GPA of 3.00. If not, you will be dismissed from the university.**

You need to enroll in your main advisor's a thesis course section (COGS 690). You should keep taking the thesis course every term until you graduate (possibly in the fifth and sixth semesters as well).

The maximum education period for master's students is 6 semesters (3 years), excluding the remedial year.



## 4. Scholarships and Funding

Below, you can find a non-exhaustive list of scholarship and funding options you may want to explore during your studies. If you are the recipient of a scholarship from another source, please share it with us so we can add it to the list.

For project based (TUBITAK, BAP, etc.) scholarship opportunities, please contact your supervisor.

### 4.1 Scholarships

#### **Boğaziçi "Burs Ofisi": MSc/MA Scholarships**

For information: [visit the scholarship website](#)

#### **TUBITAK National MSc/MA Scholarship Program**

This program supports successful students attending a thesis based Master's program in Turkey. TUBITAK selects scholars based on their undergraduate GPA, ALES scores, and university entrance exam scores. For further information: [visit the scholarship website](#)

#### **TEV National MSc/MA Scholarship Program**

This program supports successful students attending a thesis based Master's program at state universities in Turkey. The student's academic perspective, future plan, what they want to contribute to the graduate field and language skills are an important part of the evaluation in the scholarship. For further information: [visit the scholarship website](#)

### 4.2 Travel Funds

#### **TUBITAK International Scientific Meetings Travel Fund:**

Students, the work of whom has been accepted for presentation in international conferences abroad may apply for a travel fund by Tübitak. For further information: [visit the funding website](#)

#### **TUBITAK National Scientific Meetings Travel Fund:**

Students, the work of whom has been accepted for presentation in national conferences in Turkey may apply for a travel fund by Tübitak. For further information: [visit the funding website](#)

**SBE International Scientific Meetings Travel Fund:** Unfortunately, currently suspended. Used to fund 4-6 students per year to present their work in international conferences. You might want to check with SBE in the future to learn the current status of the funding program.

## 5. Grades and other symbols

AA:	4,00
BA:	3,50
BB:	3,00
CB:	2,50
CC:	2,00
F:	Fail 0,00
P:	Pass
I:	Incomplete
NC:	Non-credit
R:	Repeat
L:	On leave (of absence)
TP:	Thesis in progress
W:	Withdrawn from the course
RM:	Remedial course
PP:	Thesis completed, working on other requirements for degree
X:	On exchange program

## 6. Withdrawal

You may withdraw from a course during Withdrawal period (Please check the academic calendar for the dates), unless it is your thesis course. You should receive your advisor's approval to withdraw from a course.

You cannot withdraw from a course during your remedial year (thus, make informed choices during course registration).

## 7. Repeat

**During the remedial year, you can't repeat courses. If you fail a course (including non-credit courses), you will be dismissed from the university.**

If you get an F from a required course after the remedial year (during your course or thesis years), you will need to repeat it immediately when the course is offered again. However, in exceptional cases with the permission of the advisor and the executive board of the institute, other options may be offered to the student (See "[Boğaziçi Üniversitesi Lisansüstü Yönetmeliği/Official Regulations Governing Graduate Study at Boğaziçi University](#)" for more details, you can refer to this document whenever you have questions about official rules and regulations).

If you fail an elective course, you need to either repeat it immediately when the course is offered again, or replace it with another course (You need to select "Repeat with" while adding the replacement course during course list preparation).

All credit and graded courses can only be repeated with credit and graded ones. With your advisor's permission, you may repeat graduate courses with CC and CB grades and undergraduate courses with DD, DC, CC and CB grades.

## 8. Leave of Absence

You may apply for a leave of absence by submitting an e-petition.

You may take a leave of absence for personal or health-related reasons. You may also take a leave of absence to study or conduct research at another higher education institute.

Under normal circumstances, you may take a leave of absence for a maximum of two semesters (Please check the academic calendar for the deadline). Depending on your reason, the duration of your leave may or may not be counted towards your maximum education period (See "İzinli Ayrılma" section in the ["Boğaziçi Üniversitesi Lisansüstü Yönetmeliği/Official Regulations Governing Graduate Study at Boğaziçi University"](#) for details).

## 9. Non-credit courses

During your graduate education (including the remedial year), you may take any course offered by the university as non-credit (e.g., foreign language, physical education or fine arts courses). Your grade in these courses will appear on your transcript, but they will not be taken into account when your GPA is calculated. They will be treated as Pass/-Fail courses.

As a graduate student, you may also take undergraduate courses (4XX) as non-credit.

## 10. Graduation

**At least one month prior to your thesis defense**, you need to decide on your thesis committee and submit your "MA Thesis Committee Assignment Form".

Your thesis committee should have **5 members** and **2 alternate members**.

5 Members	2 Alternate Members
Your main advisor	1 internal member
Your co-advisor	1 external member from another university
1 internal member	
2 internal members	
1 external member from another university	

After you send in your thesis to your committee members, you and your committee members need to decide on your defense date, which should be within a month.

**At least 15 days prior to your thesis defense**, your thesis advisor should send your thesis draft (pdf version) to the Institute for Graduate Studies in Social Sciences together with the information on the date and room of the defense, and names and e-mail addresses of your thesis committee members.

Before your defense, your “Approval page” should be checked by the Editor. For other thesis-related editorial issues, please refer to the guides below which were prepared by the Institute for Graduate Studies in Social Sciences:

[”Formatting your thesis approval page”](#)

[”Your editorial journey: What you need to do, and when”](#)

[”Editorial support, a road map”](#)

Make sure to prepare sufficient copies of the Approval page, taking into account that you will need to make multiple printed and bound copies of your thesis. After you defend your thesis, you need to submit your “[MA Thesis Defense Report Form](#)” to the Institute for Graduate Studies in Social Sciences **within 3 days**.

If your defense is successful, you need to contact the thesis editor for final corrections before printing. Please see [style guidelines at the website of the Institute for Graduate Studies in Social Sciences](#). You need to submit the printed and bound version to the institute **within one month** from your defense date (You may extend it with a petition). If you fail to submit it within time, you will need to defend it again.

If your thesis defense is unsuccessful, you will be dismissed from the university.

If the committee decides that you need to do some corrections and gives you extra time (max. 3 months), at the end of the extra time you need to defend it again. This time, if it is unsuccessful, you will be dismissed from the university.

During your graduate education, the Institute for Graduate Studies in Social Sciences must be notified about the results of all assessments with relevant forms **within 3 days**.

## 10.1 Graduation Checklist

**Graduation Checklist** ([click for up-to-date information in the SBE website](#)):

Students should submit the following documents to the Institute Secretariat:

- One copy of the thesis in hard cover, signed.
- Two CDs, each containing the thesis as PDF, identical to the version submitted in hard cover.
- Two signed copies of the Thesis Data Entry Form from the Council of Higher

Education (YÖK). To enter data, visit the Council of Higher Education's Thesis Center (YÖK Tez Merkezi). See also YÖK guidelines for graduate thesis submissions (in Turkish).

In addition, the students should make sure that their department has sent the following documents to the Institute:

- The post-defense thesis committee report (jüri raporu), duly signed by all committee members.
- A letter from the Program Chair confirming successful completion of graduation requirements (mezuniyet yazısı).

## 11. Ethical Issues

Please **DO** consult your supervisor and co-supervisor for an application to any scientific event including conferences, symposia, summer schools, internships etc.

**DO NOT** forget to put the name of your supervisor(s) and collaborators for any scientific material derived from your theses and student projects.

Plagiarism and cheating are regarded as severe violations and **ARE NOT** tolerated. It is under your responsibility to know what plagiarism is and take cautions in order to avoid it. Please study the "[Psychology Department Academic Dishonesty and Plagiarism Policy](#)" as a guide.

For your empirical work, before conducting any experiments, please **DO** consult your supervisor(s) to make an ethical approval application to **The Ethics Committee for Master and PhD Theses in Social Sciences and Humanities** (Sosyal ve Beşeri Bilimler Yüksek Lisans ve Doktora Tezleri Etik İnceleme Komisyonu - SOBETİK). For more details, check out the [SOBETİK/INAREK website](#).