#  T.C.

ISTANBUL MEDIPOL UNIVERSITY

 SCIENTIFIC RESEARCH PROJECTS (BAP) COMMISSION

 GRADUATE INCENTIVE SCHOLARSHIP PROGRAMME

INSTRUCTIONS\*

Aim

**ARTICLE 1**- (1) The aim of this instruction is to explain the basic principles and processes regarding the granting of incentive scholarships/additional support to help students who want to study for a Masters/PhD with thesis to meet their tuition fees within the framework of the execution rules and principles of the relevant programme.

# Scope

**ARTICLE 2** – (1) This instruction covers the necessary works and procedures to partially or completely support the financial obligations of the students who have been accepted to the master's and doctorate programmes and who are studying postgraduate education, the students whose education our university undertakes following the bilateral agreements, and the researchers working in the research centre.

# Base

**ARTICLE 3 -** (1) This instruction has been prepared based on the Rules and Principles of the Scientific Research Projects (BAP) Commission of Istanbul Medipol University and the instruction on Duties, Authorities and Responsibilities. .

# Definitions

**ARTICLE 4 –** The definitions in this instruction refer to**;**

1. Scientific Research Projects Commission (BAP Commission): The unit that has the responsibilities of accepting, evaluating, supporting, monitoring and finalizing the academic activities submitted to the Istanbul Medipol University Scientific Research Projects (BAP) Commission,
2. Technology Transfer Office (TTO): The unit within Medipol, which is responsible for the coordination of research projects, technology transfer, management of intellectual property, and coordinating the cooperation between university, public and industry,
3. Graduate Incentive Scholarship Programme: Incentive scholarship is given to help meet the education fees of the academic and administrative staff of Istanbul Medipol University who want or are studying for a Master's/PhD with thesis at our university,
4. Scholarship: Persons who are decided to benefit from the postgraduate incentive programme by the BAP commission of the university and approved by the Commission Presidency,
5. Medipol Information Education System (MEBIS): It is the automation system used by Istanbul Medipol University students.

# SECOND SECTION Responsibilities

ARTICLE 5 -

* 1. Candidates who want to apply for the BAP Graduate Incentive Scholarship must first choose their courses for the relevant semester through MEBIS. After the candidate makes the course selection, the advisor and the head of the department are responsible for making the necessary evaluation. ).
	2. The principles and processes in this instruction are supervised and executed by the BAP Commission, covering the graduate incentive scholarship application, evaluation and announcement stages.
	3. Those who provide misleading or untrue information during the application will be held legally responsible.
	4. A candidate has to apply separately for each semester.

# Terms of Application;

**ARTICLE 6** – In order to benefit from the graduate incentive programme, it is necessary to have been accepted to graduate education at Istanbul Medipol University or to be receiving this education.

People who can apply:

* + 1. Academic staff working within the university who receives Master's/PhD education
		2. Those who carry out their studies on a full-time basis during their master's/ doctorate education with thesis
		3. Within the scope of bilateral agreements signed by our Rectorate, those who are entitled to receive master's and doctorate education with/without thesis with scholarship
		4. Specialist masters or doctoral students with thesis, who are invited to benefit from their R&D experience and skills as researchers who do not meet the requirement of being a principal student.

People who cannot apply:

* + - 1. Those who are in the undergraduate and scientific preparation period, those who have postgraduate education in clinical sciences (*Clinical Psychology, Clinical Pharmacy, Cognitive Rehabilitation, etc.)*, Medicine, Dentistry and Pharmacy residency students (*TUS, DUS, Orthodontics, Oral and Maxillofacial Surgery, Prosthetic Dentistry)*
			2. Students who have failed in more than one previous course
			3. Academic staff who teach at the university parallel with article 31 of the Higher Education Law No. 2547.

# Application Periods

**ARTICLE 7**- (1) Applications are made in the weeks specified as Fall Semester Course Selection and Spring Semester Course Selection, which belong to the programme applied for, in the academic year academic calendar published on the university's website.

# THIRD SECTION

METHOD

The Manner of Application and the Evaluation Process

**ARTICLE 8**

1. Students apply through the MEBIS BAP Application tab after choosing the courses of the relevant semester in the Master's/PhD with the thesis programme they are accepted too.
2. After the Student Application is sent, the Advisor and the Head of the Department, Faculty members are expected to evaluate with the automatic e-mail sent. Those who are not Assist. Prof. Assoc. Prof. or even a Professor cannot make an evaluation.
3. The application list is prepared by the TTO Officer by calculating the average of the evaluation scores of the Advisor and the Head of the Department faculty members and sent to the BAP Commission.
4. The scholarship holder is determined by the BAP Commission among the applications that meet the conditions and becomes final with the approval of the Presidency. If the BAP Committee deems it necessary, it can re-apply for the opinion of the student's advisor and the head of the department or the thesis jury in evaluating the applications.
5. BAP Commission may decide to give support at different rates for accepted applications.

# Announcement of Scholars

**ARTICLE 9** – (1) Students whose applications are found eligible are notified by e-mail within 15 working days following the course selection period. Bap Commission will not be held responsible for communication problems caused by incorrect or incomplete writing of the e-mail address.

# FOURTH SECTION

 Enforcement and Execution

**ARTICLE 10** – (1) This instruction enters into force from the date it is accepted by the Istanbul Medipol University Senate.

**ARTICLE 11** – (1) The provisions of this instruction are executed by the Rector of Istanbul Medipol University.

\* Accepted by the University Senate's decision dated 16/01/2019 and numbered 2019/01-10