

Welcome to KHAS University.

This guide has been prepared to make your student life easier.

The information presented here is a summary of the Regulations and Guidelines. We would like to inform you that you are responsible for all documents, as all current processes are carried out in accordance with Regulations and Guidelines.

*

Important Dates for the 2025-2026 Academic Year, Spring Semester

Course Enrollment : 26 January 2026 Monday – 28 January 2026 Wednesday

Add-Drop : 09 February 2026 Monday - 13 February 2026 Friday

Withdrawal Period : 16 March 2026 Monday – 10 April 2026 Friday

Registration Freeze Period : 21 January 2026 Wednesday - 10 April 2026 Friday

You may reach the detailed Academic Calendar [here](#).

CONTENTS

You can click any title from below to jump to the relevant sections.

- Accessing the Portals
 - KHAS Email Address
 - SPARKS Student Portal
 - KHAS Learn
 - MyKHAS
- Course Registrations
- Course Selections
- Graduation Requirements
- Processes and Additional Information
 - Tuition Fees
 - Scholarships
 - Thesis and Project Advisor
 - Exchange Programs
 - Freezing Registration
 - Residence Permit
 - Disciplinary Procedures
- University Units
- Useful Links

Accessing the Portals

We kindly request you to email at sgs@khas.edu.tr for any issues you may face with accessing the below listed portals.

KHAS Email Address

An email address has been created for you according to the form filled by yourself during the registration. The KHAS email address is used for any announcement and notifications made by the University. Notifications sent to this address are considered as having been made to the official address, and students are responsible for checking their email accounts.

Login credentials for using the on-campus WIFI are the same as your email address and password. In case you forget your username or password, you can request it via the following address: <https://parola.khas.edu.tr/>

SPARKS Student Portal

Students can access [the SPARKS portal](#) with password created during registration. The following actions can be completed through SPARKS:

- Course registration and displaying open courses,
- Tuition fee payments,
- Tracking the course program and grades,
- Graduation requirements and simulation program,
- Updating your student information,
- Requesting electronically signed transcript and student document.

** For a student document, transcript and such with an original signature, please contact at the following email address: belge@khas.edu.tr*

KHAS LEARN

You can use the KHAS Learn portal (<https://learn.khas.edu.tr/>) to access your course materials in a digital format. Your username is your student number, and the password is the same as your network password.

MyKHAS

You can log in to MyKHAS (<https://my.khas.edu.tr/>) using the email username assigned to you during registration. On MyKHAS, you will find many features such as freeze and withdrawal forms, Psychological Counseling Center, music room or gym

appointments, and current announcements. Your MyKHAS password is the same as your email password.

Course Registrations

Information on how the course registration process will be conducted can be found on the 'SPARKS Processes Guide'.

Contents of SPARKS Processes Guide:

- Registration Renewal
- Fee Calculation & Payment Applications
- Course Registration
- Add-Drop
- Course Withdrawal

Except for the semester when you first enroll at the university, you are required to complete your semester registration renewal by yourself.

We recommend that you check your advisor's information via SPARKS and contact your academic advisor before selecting courses. You can view your current advisor's information under the Advisor List section in SPARKS. The academic advisor is the person who approves your course selections.

You must register for a course each semester. Students with no course registration will be deregistered from the semester and get passive status. Scholarships of students who spend the semester in passive status will be revoked by the end of the semester.

Institute will register the students with a 100% scholarship to the SGS 550 Academic Skills course after the add-drop period, if the student has completed their course registrations.

The Institute conducts course registration for Scientific Preparatory program students; you must contact your academic advisor regarding this matter.

Course Selections

Students at our University are responsible for the curriculum of the semester they are in. You must contact your academic advisor regarding course selections.

You can reach the Master's curriculum [here](#), and PhD curriculum [here](#).

You may find the compulsory courses under Course Plans through the links provided above. There is no requirement for taking the compulsory course in the stated

semester. You should discuss with your academic advisor which semester you should take the mentioned courses and which section you should register for.

Additionally, through SPARKS, you may reach your program's current curriculum under 'Graduation Simulation'. You can see which courses are available by clicking 'All Graduation Requirements' and selecting the respective course pool.

The elective courses pool is displayed each semester due to the system setup. Thus, it is normal to see the 'Unsuccessfully Completed' status in each semester until all courses in this pool are completed. Once all courses are completed, the 'Unsuccessfully Completed' statement will change to 'Successfully Completed'.

Elective Courses

In PhD programs (excluding the Communication Sciences and Gender Studies Doctorate programs), students are required to take at least one course each from at least two different programs, in addition to the courses offered under their own program code.

In the Communication Sciences and Gender Studies Doctorate programs, students must take at least one course from a program with a different code, aside from the courses offered under their own program code.

In master's programs with thesis, students are required to take at least one course from a different program, in addition to the courses offered under their own program code.

In programs where the medium of instruction is Turkish, there is no requirement to take courses from a different program.

Additionally, the following are to be considered.

Students who have successfully completed the required number of courses and credits are not expected to take a replacement course for an elective they have failed or taken in excess.

However, students who take undergraduate-level courses are responsible for completing any missing credit resulting from these course selections.

In graduate studies, a student must receive a minimum semester grade of CC in a course to be considered successful. Students may retake a course they have passed in order to improve their grade, and in such cases, the most recent grade is considered valid. A student who receives a semester-end grade of FF in a course is considered unsuccessful in that course.

Graduation Requirements

You can access information that will help guide you through your academic journey in Thesis Master's, Non-Thesis Master's, PhD, and Integrated PhD programs [here](#). We recommend reviewing the process visuals.

Master's Non-Thesis

To be eligible for graduation from a Non-Thesis Master's program, students must successfully complete 10 courses and a project course within a maximum of 3 semesters.

Master's with Thesis

To be eligible for graduation from a Master's with Thesis program, students must successfully complete 7 courses, a seminar, research methods, and a thesis defense. The coursework must be completed within 4 semesters, and students have a maximum of 6 semesters to complete the entire program.

Before taking the thesis defense exam, students in Master's with Thesis programs are required to provide proof that at least one scientific article has entered the peer-review process of an academic journal, or that a conference paper has been accepted for publication.

PhD

To be eligible for graduation from a PhD Program, students must successfully complete 7 courses, a seminar, research methods, the proficiency exam, the thesis proposal, three successful thesis monitoring evaluations, and the thesis defense. The coursework must be completed within 4 semesters, and the qualifying exam must be taken no later than the 5th semester. Students have a maximum of 12 semesters to complete the program.

To be eligible for graduation from an Integrated (Post-Bachelor) Doctoral Program, students must successfully complete 14 courses, a seminar, research methods, the proficiency exam, the thesis proposal, three successful thesis monitoring evaluations, and the thesis defense. The coursework must be completed within 6 semesters, and the qualifying exam must be taken no later than the 7th semester. Students have a maximum of 14 semesters to complete the program.

In order to successfully complete the PhD program, the student is required to publish a minimum of one scientific article in journals indexed by SCI, SCI-EXP, SSCI, SSCI- AHCI, SCOPUS or ULAKBİM and classified in the Quartile 1 category in the field of research before taking the thesis defense exam. For the law programs, any article published in

any journal scanned by the specified indexes is accepted. It is sufficient to submit the letter confirming that the publication has been accepted.

Students with a 100% Scholarship

Students with a 100% scholarship must register to the SGS550 Academic Skills course each semester and complete the given responsibilities.

The aim of this course is to equip students with the essential skills required for academic life. Students who are continuing their education with a 100% scholarship are expected to fulfill tasks that will help them develop academic skills.

After the add-drop week the Institute will complete registrations to this course and notify the students with their responsibility.

Processes and Additional Information

Tuition Fees

Master's Non-Thesis students must pay their tuition fees during the first two semesters. Students who continue their studies in the third semester do not make any payment.

You can reach information on master's and doctorate program tuition fees [here](#).

Scholarships

For detailed information on scholarship regulations, please refer to the Graduate Scholarships and Support Guidelines.

Scholarships granted to master's with thesis students are valid for 4 semesters. The scholarship period may be extended by 1 semester based on the recommendation of the program coordinator. Any extension beyond this period may be possible in accordance with Article 5/8 of the scholarship guidelines.

Scholarships granted to PhD students are valid for 8 semesters. The scholarship period may be extended by 2 semesters based on the recommendation of the program coordinator. Any extension beyond this period may be possible in accordance with Articles 5/7 and 5/8 of the scholarship guidelines.

Scholarships granted to integrated PhD students are valid for 10 semesters. The scholarship period may be extended by 2 semesters based on the recommendation of the program coordinator. Any extension beyond this period may be possible in accordance with Articles 5/7 and 5/8 of the scholarship guidelines.

The rules you must follow to avoid early termination of your scholarship are stated in Article 6 of the scholarship guidelines.

Thesis and Project Advisor

Master's students are expected to identify and report their project/thesis advisor to the Institute by the end of the first semester at the latest. PhD students must designate their thesis advisor by the end of the second semester at the latest.

For students who do not notify the Institute, advisor assignments will be made by the Institute in August in accordance with the regulations of YÖK.

Exchange Programs

The rules that students must comply with are outlined in Article 13 of the Graduate Education Application Guidelines.

Click [here](#) for detailed information about exchange programs.

Freezing Registration

The rules regarding the registration freeze process are stated in Article 16 of the Graduate Education Application Guidelines.

Students who wish to request a registration freeze can submit their request by filling out the form via the MyKHAS Portal within the dates specified in the academic calendar. A wet signature is not required for this procedure.

Master's with Thesis and PhD Students who wish to freeze their registration must pay one-fourth ($\frac{1}{4}$) of the tuition fee they are obligated to pay for the current semester. Master's degree students without a thesis may request a registration freeze free of charge if they do not owe any debt to the University. Students who owe money to the University:

(1) Students may request a registration suspension free of charge if they pay all of their current debts to the University.

or

(2) Students can request a registration freeze by paying $\frac{1}{8}$ of the part of the programme fee that exceeds the scholarship and discount amount as 'Registration Freeze Fee'. Payment of the registration freeze fee does not reduce the main debt.

If the payment is not made within 5 business days from the date the registration freeze decision is communicated to the student, the decision will be retroactively cancelled.

If you freeze your registration, you will resume from the same semester in the following academic term. This rule also applies to your scholarship. For example, if Fall 2025–2026 is your second semester and you freeze your registration, then Spring 2025–2026 will also count as your second semester.

It is not mandatory to renew your semester registration in order to apply for a registration freeze within the dates specified in the academic calendar.

Once your registration freeze is approved, the courses you are registered for will be dropped by the Institute.

After freezing your registration, you must renew your registration and select courses for the following semester.

Residence Permit

All international students must get a residence permit and submit a copy of it to the Institute.

For details, please check [International Office Visa and Residence Permit website](#).

Disciplinary Procedures

If a disciplinary investigation is initiated against you, the process will be carried out in accordance with the provisions of Law No. 2547.

In cases where there is suspicion or evidence of an ethical violation in a thesis or doctoral study, the situation is assessed by a commission formed by the relevant department/major field of study upon the recommendation of the program coordinator. The commission's observations are then submitted to the Institute Administrative Board for a final decision.

University Units

Information Center (KHAS Library)

You can reach the Information Center through <https://bilgimerkezi.khas.edu.tr/> and start your registration process with your @stu.khas.edu.tr email address and password.

Health Services

Polyclinic services are provided on weekdays, please check in with them for current hours. The Health Unit operates in Room 115 of Block D.

The Kadir Has Psychological Counseling and Guidance Center aims to provide voluntary, confidential, and safe psychological support. You can request an appointment for the Kadir Has Psychological Counseling and Guidance Center via the MyKHAS Portal.

Student Clubs

Student clubs operating at our university organize conferences and panels, publish newsletters, and host concerts, theatre performances, book signings, and sports events each year. You can access the list of student clubs via the following link: <https://kyo.khas.edu.tr/ogrenci-kulupleri>

Career Office

The Career Office supports our students and graduates in areas such as career planning and creating opportunities to meet professionals from the business world and various industries.

For more information, please visit: <https://kariyer.khas.edu.tr/>

R&D Resources Directorate

The Project Development Office (PGO), iNEO Technology Transfer Office (TTO), and Project Management Office (PYO), all operating under the Directorate of R&D Resources at Kadir Has University, provide support to researchers throughout the entire process—from the development of research ideas to the commercialization of research outputs.

- You can access the Directorate of R&D Resources at <https://www.khas.edu.tr/birimler/arge>
- You can access the iNEO Technology Transfer Office at <https://arge.khas.edu.tr/ineo-tto/>
- You can access the Creative Industries Platform at <https://yep.khas.edu.tr/>

Alumni Office

The Alumni Office hosts various events that bring together our graduates, including regular Rector-Alumni Meetings, Dean-Alumni Meetings, seminars, talks, and other events.

In collaboration with HASMED, the Alumni Association, the office works on various initiatives to contribute to the development of our university and students with the support of our alumni.

Rezan Has Museum

The Rezan Has Museum is a cultural space brought to life through the Ottoman architectural remains and a Byzantine cistern located on the lower floor of our university's historic building, which was awarded the 2003 Europa Nostra Award.

Opened to visitors in 2007, the Rezan Has Museum houses a collection of archaeological artifacts spanning from the Neolithic Period to the Seljuk Era.

The museum also features historical documents and objects from the Cibali Tobacco Factory, which has been transformed into the university's main building.

You can access the Rezan Has Museum at <https://www.rhm.org.tr/>



Useful Links

- Institute Website: <https://sgs.khas.edu.tr/>
- SPARKS Student Portal: <https://sparks.khas.edu.tr/>
- Academic Calendar: <https://akademiktakvim.khas.edu.tr/>
- Thesis and Project Writing Guidelines: <https://sgs.khas.edu.tr/tez-ve-proje-yazim-kilavuzu/>
- Forms: <https://sgs.khas.edu.tr/formlar/>

