

If you have received this email, you must complete the semester renewal and course registration.

2025-2026 Academic Year, Spring Semester Registration Renewal and Course Registrations

Important Dates

Registration Renewal	: 21 January 2026 Wednesday - 13 February 2026 Friday
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

Note: After completing your registration renewal, you can proceed with course selection once the course registration period begins.

You can access the detailed academic calendar [here](#).

Steps You Need to Follow

1. You must complete the registration renewal process.
2. All students should check the "Fee Calculation & Payment Applications" screen. If there is a tuition fee for the semester, it must be paid.
3. After completing these steps, you must proceed with course selection.

Instructions on how to complete these procedures via SPARKS can be found in the "SPARKS Process Guide."

Contents of SPARKS Processes Guide:

- Registration Renewal
- Tuition Calculation and Payment Applications
- Course Enrollment
- Add-Drop
- Course Withdrawals

Accessing the System

In case forgotten, you may request your username and password through <https://parola.khas.edu.tr/>.

If your personal email address is not listed in the system, we recommend updating it.

Registration Renewal and Course Enrollment

Except for your first semester of enrollment at the University, you are required to renew your registration yourself for each term.

We recommend that you check your advisor's information on SPARKS and contact your academic advisor before selecting your courses. You can find your current advisor under the Advisor List section in SPARKS. Your academic advisor is the person who must approve your course selections.

You are required to register for courses each semester. Exceptions to this rule include:

- Thesis-based Master's and Ph.D. students who have successfully passed their thesis defense and are in the process of submitting their thesis,
- Or those who have received an extension after their first thesis defense and will proceed to a second defense,
- Non-thesis Master's students who were enrolled in the Project Course in the previous semester have successfully completed it and are only required to submit their project.

Students who fail to complete their course registration will have their semester registration canceled (if already done) and will be placed in inactive status. Students who spend the semester as inactive will lose their scholarships at the end of the term.

For students with a 100% scholarship who have completed their course registration, enrollment in SGS550 Academic Skills will be carried out by the Institute after the add-drop period.

Course registration for Scientific Preparation (remedial) students is handled by the Institute. These students must contact their academic advisor for guidance.

Rules to Follow During Course Registration

You are required to consult with your academic advisor regarding course selection.

You can access the Master's curricula [here](#) and the Ph.D. curricula [here](#).

The required courses you need to take are listed under the "Curriculum" section on the page you access through the above links. There is no obligation to take the required courses in the specific semester indicated. We kindly ask that you consult with your advisor about which semester you should take these courses and which section you should enroll in for that semester.

For Ph.D. students, the compulsory courses Ph.D. Seminar and Research Proposal Development are offered in a single joint section.

Additionally, you can view the updated curriculum for your program by clicking the "Graduation Simulation" section on SPARKS. After clicking on your graduation requirements, you can explore the course pools and check the recommended courses available to you.

Due to system-related reasons, elective course pools are shown for every semester. Therefore, seeing the label "Unsuccessfully Completed" for each semester's pool until all required elective courses are completed is normal. Once your elective course pool is fully completed, the label will be updated to "Successfully Completed" in the relevant semester.

If a student completes the required number and credits of elective courses, they are not expected to take another course in place of an unsuccessfully completed elective.

However, students who take undergraduate-level courses must ensure that they meet the required credit amount. If the credit requirement is not met due to such course selections, it is the student's responsibility to complete the missing credits.

Non-thesis master's students must be enrolled in the Project Course in order to submit their project.

Thesis master's and Ph.D. students must enroll in the Thesis Course each semester, starting from their second semester until their first thesis defense.

Additionally, Ph.D. students who have completed their coursework must enroll in both the Ph.D. Thesis and Ph.D. Qualifying Exam courses. Students who pass the Ph.D. Qualifying Exam must continue enrolling in the Ph.D. Thesis course each term.

Registration Freeze

The regulations regarding the registration freeze process are outlined in Article 16 of the Graduate Education Implementation Directive.

Students who wish to freeze their term may submit their requests by filling out the relevant form via the MyKHAS Portal within the dates specified in the academic calendar. A wet signature is not required for this procedure.

Thesis-based Master's and Ph.D. students who wish to freeze their registration must pay one-fourth ($\frac{1}{4}$) of the tuition fee for the current semester.

Non-thesis Master's students may request a registration freeze free of charge, if they have no outstanding debt to the University.

Non-thesis Master's students with outstanding debt may:

- (1) Request a registration freeze free of charge if they pay all outstanding debt to the University,

or

- (2) Pay one-eighth ($\frac{1}{8}$) of the portion of the program fee not covered by scholarships or discounts as a "Registration freeze Fee" and request a registration freeze.

This payment does not reduce the student's overall tuition debt.

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

If you freeze your registration, you will continue from the same semester in the following term. This rule also applies to your scholarship status. For example, if Fall 2025-2026 is your second semester and you freeze your registration, then Spring 2025-2026 will also be considered your second semester.

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

Once your registration freeze is approved, the Institute will drop your course registrations on your behalf. In the semester following your registration freeze, you must renew your registration and complete course selection.

Military deferment extensions for students on leave are not handled automatically. Students who wish to extend their deferment due to a registration freeze must send their request via email to sgs@khas.edu.tr.