

GRADUATE HANDBOOK

Master of Arts in Media & Visual Studies

Bilkent University
Department of Communication & Design

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Information for all current and prospective graduate students at Bilkent:

<https://w3.bilkent.edu.tr/bilkent/gradstudents/>

What is a Master of Arts in Media and Visual Studies?

The M.A. in Media and Visual Studies offers a curriculum that blends humanities with social science approaches to media and visual communication. The capstone project involves original research, presented as a written thesis, that contributes to scholarly discussion in the field.

The skills built and applied in earning this degree can prepare you for work in the media sector and/or further graduate work and an academic career in media studies, cultural studies, or communications.

COURSE REQUIREMENTS

Students in the Media and Visual Studies M.A. must complete a total of **eight fully credited courses designated at or above the 500-level**, for a total of 24 Bilkent credits.

Two 3-credit courses are **required**, and must be completed successfully in the first two terms of study:

COMD 511 Research Methods
COMD 512 Foundations in Visual Studies

After you have completed the first term of coursework, you must register for **COMD 599 Master's Thesis** and maintain enrollment each term for the rest of your time in the program.

In addition to these two required courses, students must earn credits from select **six elective courses**, of which at least **four must come from the Restricted Electives list** provided here and/or as indicated the current course catalog (linked below). Please note that *not all of these courses will be open for enrollment during your time in the program.*

Catalog: <https://catalog.bilkent.edu.tr/current/dep/d77.html>

Restricted electives applicable to the M.A. degree include the following:

COMD 513 Film and Genre
COMD 514 Identity Space and Image
COMD 515 Media Reception
COMD 516 Turkish Cinema and Modernity
COMD 517 Topics in Media Studies
COMD 518 New Media and Film Cultures
COMD 519 Mobile and Locative Media
COMD 520 National and Transnational Cinemas
COMD 521 Body Movement and Vision in Immersive and Interactive Media
COMD 523 Media and Everyday Life
COMD 524 Essay Film
COMD 525 Curatorial Practices in Contemporary Art
COMD 527 Creative Sound Design and Synthesis
COMD 534 Screen Studies and Criticism
COMD 538 Adaptation in Media
COMD 541 Writing for Media
COMD 563 Music and Media
COMD 566 Documentary Form and Practice
GRA 517 Image Time and Motion I
GRA 535 Computational Design Methods
GRA 541 Graphic and Visual Representation
GRA 542 Mass Media and Visual Technologies

The remaining two elective courses may be taken in departments other than Bilkent COMD and/or GRA—these are the **unrestricted electives**. (See below for guidelines if you are transferring these credits from a different institution.)

This list of **unrestricted electives outside COMD/GRA** is subject to change. Courses that do not appear on the current list may be added if a timely request is made to the current Graduate Director.

ARCH

513 Theory and Methodology
514 Architectural Readings
515 Topics in Architectural Technology
516 Computational Design Technologies
517 Advanced Visualization Studio
550 Current Issues in Architectural Design
563 Modern Turkish Architecture
564 Space and Culture
565 Contemporary Architectural Discourse: Reading as Experimental Fieldwork
566 Architectural Theory and Criticism

CI

501 Learning Development and Cultural Context for Teaching
502 Managing the Classroom
503 Educational Leadership and School Development
504 Contemporary Issues in Curriculum Development and Evaluation
506 IB and IGCSE Curricula
507 Educational Research
508 Assessing Student Learning and Progress
511 Curriculum in an International Context
513 Statistics
514 Curriculum Development and Evaluation
515 Trends and Issues in Instruction and Assessment
516 Child and Adolescent Psychology
517 Learning Theories and Practice

518 Science of Learning
522 Written Academic Discourse II
532 Written Academic Discourse
541 Motivation in the Classroom
601 Instruction: Perspectives and Practice
602 Curriculum: Perspectives and Practice
603 Practicum in Curriculum Development & Evaluation
604 Educational Statistics
605 Educational Research Methods
606 Qualitative Research Methods
608 Current Trends and Issues in Educational Technology
611 Issues and Trends in Education

CS

502 Algorithms II
513 Implications of the Internet
515 Mobile and Wireless Networking
527 Advances in Switching Networks
528 Advances in Switching Networks II
531 Advances in Data Management Research
533 Information Retrieval Systems
541 Chip Multiprocessors
545 Fundamentals of Stream Processing
550 Machine Learning
551 Pattern Recognition
553 Intelligent Data Analysis
557 Computational Systems Biology
558 Data Mining
559 Deep Learning
564 Computational Geometry
565 Application of Computer Graphics

568 Advanced Topics in Computer Graphics
573 Algorithms I
577 Data Privacy
578 Natural Language Processing
612 Algorithms for Electronic Design Automation
681 Advanced Topics in Computational Biology
683 Cloud Computing

ECON

505 Macroeconomic Theory I
506 Macroeconomic Theory II
509 Probability and Statistics I
510 Probability and Statistics II

EDEB

502 Text and Image
504 Turkish Folk Literature
505 Turkish Literature 1839-1922 I
507 Turkish Poetry
508 Text and the City: Urban Space and Architecture in Turkish Literature
510 Turkish Literature 1839-1922 II
511 Ottoman Turkish III
512 Ottoman Turkish IV
518 Poetry and Translation
520 Literary Traditions of Turkey
524 The Turkish Novel
530 Literary Translation
535 Culture Politics and Literature
540 Literary Canon
542 Fictions of Migration
544 Gender and Sexuality in Turkish and European Literature
545 Gender and Fiction
549 Travel Writing
550 Regional Contexts for Turkish Literature I: The Balkans
605 East and West in Turkish Literature
606 Sufi Seminar
607 Modernism in Turkish Literature
608 Critical Approaches to Turkish Literature
611 Literature and Society I
615 Love in Turkish Literature

619 World Fiction
622 Seminar on Ahmet Hamdi Tanpınar

EEE

501 Linear System Theory
511 Telecommunication Electronics
512 Microwave Electronics
514 Introduction to CMOS VLSI Design
515 Analog CMOS Integrated Circuits
518 Principles of Electronic Devices
519 Power Electronics
520 Multirate Signal Processing and Wavelet Theory
521 Introduction to Radar Signal Processing
522 Optical Information Processing
523 Speech Processing
525 Advanced Signal Processing
526 Digital Image Processing
527 Digital Coding of Waveforms
528 Optics
529 Photonics
530 Advanced Digital Communications
533 Random Processes
534 Wireless Communications
536 Advanced Computer Networks
538 Communication Network Analysis
539 Detection and Estimation Theory
540 Advanced Mathematics for Signals, Systems, Control and Communications
542 Nonlinear Systems
543 Neural Networks
544 Robust Feedback Theory
546 Control and Optimization of Stochastic Systems
547 Introduction to Robotics
549 Nanoscale Fabrication Technologies for Semiconductors
550 Nanoelectronic Devices: Physics and Technology
551 Microwave Engineering
552 Antenna Engineering
554 High Frequency Techniques in Electromagnetics

556 Computational Methods in Electromagnetics
557 Acoustic Waves and Devices
558 Electroacoustic Transduction
560 Nanoengineering and Nanodevices
573 Medical Imaging
574 Foundations of Magnetic Resonance Imaging
575 Medical Image Reconstruction and Processing
580 Advanced Optoelectronics: Innovative Design
581 Biomedical Signals and Instrumentation
582 Computational Neuroscience
585 Statistical Learning and Data Analytics
603 Advanced Electromagnetic Theory I
604 Advanced Electromagnetic Theory II
633 Coding Theory
634 Information Theory
644 Advanced Robust Control Theory

EEPS

504 Policy Skills and Strategic Analysis
508 Guided Academic Writing

EMBA

515 Foundations of Organizational Management II
516 Competitive Strategy
521 Business Law
525 Managing Systems Effectively
535 Financial Reporting
545 Foundations of Financial Management II
546 Strategic Financial Management
555 Foundations of Marketing Management II
556 Managing Markets, Growth and Change

GE

510 Fundamentals of Social Research Design
511 Philosophy of Social Inquiry
512 Quantitative Data Analysis
513 Qualitative Research Methods

HART

501 Issues in Archaeological Theory
507 Pre-Classical Art and Archaeology
508 Issues in Pre-Classical Art and Archaeology
509 Classical Art and Archaeology
510 Issues in Classical Art and Archaeology
514 Readings in Classical Archaeology
515 Readings in Near Eastern Archaeology
516 Supervised Research in Near Eastern Archaeology
517 Readings in Anatolian Archaeology
518 Supervised Research in Anatolian Archaeology
519 Research Directions for Anatolian Archaeology and Art
521 Problems in Medieval Art and Archaeology
523 Medieval Art and Archaeology
524 Issues in Medieval Art and Archaeology
542 Hittite I
543 Hittite II
544 Hittite III
545 Hittite IV
551 Ancient Greek I
552 Ancient Greek II
553 Ancient Greek III
554 Ancient Greek IV
563 Latin I
564 Latin II
583 Latin III
584 Latin IV
588 Readings From Greek/Latin Texts

HIST

501 Ottoman Paleography I

- 502 Ottoman Paleography II
 505 Ottoman Rule in Southeast Europe I: 1354-1600
 506 Ottoman Rule in Southeast Europe II: 1600-1878
 507 Methodology in History I
 508 Methodology in History II
 509 Latin Palaeography for Medieval and Early Modern European History
 511 Ottoman Social and Economic History I
 512 Ottoman Social and Economic History II
 517 Ottoman Millet System
 518 Introduction to Ottoman Diplomatics
 519 Sources of Ottoman Social and Economic History I
 520 Sources of Ottoman Social and Economic History II
 523 England (1300-1600): History and Texts
 524 US in the Vietnam Era: A Cultural History
 526 Advanced Ottoman Diplomatics
 527 Feudalism: East and West
 529 Bulgaria under the Ottoman Rule: History and Sources
 530 Comparative History of Crusading and Holy War
 534 Themes in the History of American Radicalism
 545 Themes in Historical Geography and Demography
 549 Rebellions and Revolutions in Early Modern History
 555 Modernization of the Ottoman Empire During the 19th Century
 559 Economic History, the Rise of Capitalism
 560 Major Issues in Medieval and Early Modern Economies
 563 Islamic Culture in the Ottoman Balkans, 1400-1600
 564 Islamic Culture in the Ottoman Balkans, 1600-1900
 567 History and Literature in the Ottoman Empire
 569 Cultural History of the Ottoman Empire I
 570 Cultural History of the Ottoman Empire II
 573 New Era/New Deal (1920-1945)
 577 US Military and Diplomatic History
 578 Magna Carta and Associated Documents: Texts and Contexts
 579 Modernization of the Ottoman Empire: 1800-1923
 581 Latin for Medieval and Early Modern History III
 588 The Latin Kingdom of Jerusalem 1099-1291
 589 History of Arab Nationalism in the Middle East
 593 Seminar in English History
 595 Seminar in American History I
 605 History of Ottoman Diplomacy
 617 Ottoman Intellectual Life in the Reform Period, 1839-1914
 702 A History of the Modern Middle East -1800 to Present
 704 Medieval Nobilities
 705 History of Russia: From Tsardom to Empire
 707 The United States and the Second World War
 708 European Migration to the Ottoman Empire and Early Republican Turkey
 711 Russia and Turkey
 713 History of European Integration
 714 Central Eastern Europe (1815-1945)
- IAED**
- 501 Graduate Studio I
 502 Graduate Studio II
 511 Research Methods I
 512 Statistical Analysis
 514 Research Methods II
 524 Construction of Design as a Social Practice
 543 Environmental Analysis I
 544 Environmental Analysis II
 571 Lighting and Color
 574 Art, Science and Technology

583 Design Principles and Theories
585 Design Requirements

IE

500 Mathematics of Operations Research
505 Mathematical Programming
513 Linear Programming
514 Network Flows
515 Convex Analysis
518 Discrete Optimization
521 Stochastic Processes
522 Queuing Systems
523 Probabilistic Analysis
528 Dynamic Programming
530 Advanced Logistics Modeling and Optimization
535 Stochastic and Risk-Sensitive Optimization
540 Financial Engineering
543 Multiple Criteria Decision Making
546 Continuous-Time Finance
551 Applied Statistics
553 Applied Statistical Modeling and Data Analysis
561 Manufacturing Systems
568 Theory of Pricing and Revenue Management
571 Analytical Models for Supply Chain Management
573 Theory of Machine Scheduling
586 Computational Optimization
614 Nonlinear Programming

IR

501 International Relations Theory
507 Foreign Policy of the United States
513 Game Theory and International Politics
522 Foreign Policy Analysis
547 International Politics
572 European Union Integration, EU and OECD Economies
578 History of the Cold War
614 New Directions in Security Studies
621 Current Debates in International Relations Theory

625 Advanced Diplomatic History
629 Global Political Economy
649 The Soviet Union and The Second World War
650 The Soviet Union Under Stalin (1924-1953)
665 The Diaspora Phenomenon
5104 Issues in Turkish Foreign Policy
5105 Issues in International Political Economy
5107 EU Public Policy
5114 Religion and IR Theories
5115 Transnational Security
5116 International State-Building
5119 Issues for Turkey in Global Political Economy
5140 Rising Powers in Global Politics
5441 Latin American Politics

LAW

501 Economic Analysis of Law (in Turkish)
503 Economics of Competition
504 Competition Law (in Turkish)
505 Economic Regulation and Law
506 Energy Law and Policy (in Turkish)
507 Public Economic Law (in Turkish)
508 Telecommunications Law
510 Banking Regulation Law (in Turkish)
520 Capital Markets and Market Abuse (in Turkish)
530 Unfair Competition (in Turkish)
534 Patent Law
540 Real Estate Market Law (in Turkish)
544 The Legal Framework of Social Dialogue (in Turkish)
546 Current Issues in Labor Law (in Turkish)
550 Fundamentals of Legal Thought (in Turkish)
551 Current Issues on Immovable Property Law
552 Current Issues on Consumer Law
553 Current Issues on Law of Contracts

554 Current Issues on Law of Torts (in Turkish)
555 Corporate Governance in Joint Stock Companies
556 Company Law and Competition Law Aspects of Mergers and Divisions
557 Law Applicable to Contractual Obligations
558 Procedural Irregularities in International Commercial Arbitration
559 Liability of Organs and Members in Companies
560 Lis Pendens in International Civil Procedure
561 New Developments in Non-Performance Law (in Turkish)
562 Legal and Administrative Aspects of Privatization (in Turkish)
563 General Theory of Crime
564 Status of International Treaties in Domestic Legal Orders
565 Protection Mechanism of the ECHR (Historical Process and Implementation) (in Turkish)
566 Legal Certainty and Protection of Legitimate Expectations in EU Administrative Law
567 Parliamentary Law (in Turkish)
568 Contemporary Governmental Systems (in Turkish)
570 Principles of Social Security Law
601 Civil Law (Real Securities)
605 Constitutional Judiciary (in Turkish)
606 Fiscal Law
608 Servitudes and Competition Law
609 Criminal Law (in Turkish)
610 ICSID Arbitration (in Turkish)
612 Bound Enterprises Law (Company Groups Law) (in Turkish)
613 ECHR Law
615 Doctrine of Innominate Contracts
618 Social Law
619 Comparative Constitutional Law (in Turkish)
622 Preservation of Assets in Corporations (in Turkish)

624 International Procedure (in Turkish)
632 Legal Acts (Transactions) Theory
638 Concept of Ownership and Limitations of Ownership related with Land
640 Individual Application to the Constitutional Court (Merits and Procedure)
642 Freedom of Contract
680 Current Issues on Private Law (in Turkish)
682 Current Issues on Public Law (in Turkish)

MAN

509 International Business
525 Financial Economics
555 Probability and Statistics
604 Quantitative Business Research
605 Qualitative Research
607 Philosophy and Epistemology of Scientific Inquiry
627 Seminar in Corporate Finance
628 Advanced Empirical Finance
629 Seminar in Financial Intermediation
631 Marketing Theory
633 Seminar in Marketing Strategy
634 Consumer Behavior Theory I
636 Consumer Behavior Theory II
639 Special Topics in Marketing I
640 Special Topics in Marketing II
656 Advanced Multivariate Statistics

MBA

503 Business Economics
510 Advanced Competitive Strategy
511 Accounting
512 Managerial Accounting
519 Financial Institution and Markets
522 Corporate Finance
524 Investment Analysis
526 International Finance
532 Marketing Management
539 Services Marketing
542 Production and Operations Management

553 Data Models and Decisions
561 Managing People and Organizations
568 Entrepreneurship and Innovation Management
582 New Product Design and Marketing
591 Business Strategy
592 Business Practice Project
632 Digital Marketing
634 Strategic Behavior and Competition

MIAPP

516 International Logistics
555 Public Policy Making in the European Union

MSC

515 Music Theory
537 Studies in History of Western Music
553 Music Composition
571 Contextual Perspectives in History of Western Music
572 Perspectives in Musical Analysis
578 History of Stage Music
580 Topics in Contemporary Turkish Music
587 Advanced Topics in Computer Music

PHIL

501 Research Preparation in Philosophy I
502 Research Preparation in Philosophy II
504 Philosophy of Cognitive Science
505 Embodied Cognition
506 Philosophy of Memory
507 Feminist Philosophy
521 History of Political and Educational Philosophy
531 Metaphysics
532 Aesthetics
540 History of Analytic Philosophy

POLS

504 Comparative Welfare States
510 Policy Analysis
536 Turkish Politics in Comparative Perspective
560 Contemporary Political Theory
565 European Politics
568 Urban Politics
569 Regional Security in the Middle East
596 Aesthetics and Politics
601 Seminar in Turkish Politics
602 Seminar in Comparative Politics
604 Democratization Process in Turkey
605 The Public Sphere
606 Seminar in Political Theory
608 Politics, Culture, Nation and Gender
609 Issues in Urban Studies
610 Research Methods
612 Seminar in Social and Cultural Studies:
635 Politics of Turkish Modernization
636 Nationalism and Politics
637 State and Power
639 The Ecology of Social Relations and Cultural Processes
645 Voting Behavior and Political Parties
646 Politics of the Self
5431 Politics and Society in Turkey
5437 Politics and Literature
5467 Conflict, Violence, and Peace
5486 Issues in Comparative Politics
5490 Democracy, Development, and Human Rights

PSYC

501 Advanced Cognitive Psychology
502 Advanced Developmental Psychology
510 Advanced Social Psychology
515 Selected Topics in Psychology I
520 Selected Topics In Cognitive Neuroscience
521 Introduction to Functional Magnetic Resonance Imaging

523 Foundational Issues in Cognitive
Science
575 Advanced Training in
Psychological Research I
583 Theory of Mind
673 Advanced Training in
Psychological Research II

Students are strongly encouraged to complete all required coursework during the first two semesters of their enrollment. **All course credits MUST be earned by the end of the fourth enrollment semester** (see below).

Non-Credit Course Requirements

Three additional, non-credit courses are required by the program:

GE 500 Research Methods and Academic Publication Ethics

All graduate students enrolled at Bilkent are required to complete GE 500 with an S (Satisfactory) grade during their first year of enrollment. **Make sure to register for GE 500 in your first semester.** The course is organized as a series of five independent modules and designed to prepare students both for academic work and for future careers outside academia. For more information about the GE 500 requirement, including the current schedule for required modules and how to register: <http://w3.bilkent.edu.tr/bilkent/ge-500-research-methods-and-academic-publication-ethics/>

GE 590 Academic Practices is a module-based course that aims to prepare graduate students for academic studies and research. Register for this course starting in your first semester. For more information: <https://w3.bilkent.edu.tr/bilkent/ge-590-ge-690-academic-practices/>

COMD 590 Seminar in Research Topics is a non-credit course that should be taken in the third registration semester and every semester after that.

COMD 599 Master Thesis students need to take this course in preparation of thesis completion and graduation. Register starting from second registration semester and every semester after that.

Brief Timeline for the First Year

	First Term	Second Term
Mandatory	COMD 512	COMD 511
Restricted Elective	Any COMD elective	Any COMD elective
Restricted Elective	Any COMD elective	Any COMD elective
Unrestricted(?) Elective*	Any MA course from Bilkent	Any MA course from Bilkent

*Please remember that you can create your own timeline, and that the 2 restricted, 1 unrestricted elective plan is only a suggestion. You could take these classes in any combination you wish, so long as you finish all courses by your third term. However, you should be cautious that not every elective opens each semester, so leaving a bulk of your COMD electives for your second semester is risky. *Brief Timeline for the Second Year*

	First Term	Second Term
Mandatory	COMD 590	COMD 599
Mandatory	COMD 599	GE 590

Mandatory

GE 590

REGISTRATION

Graduate students register for courses through the online registration service STARS-SRS. When you have either finalized your course selection, OR when the deadline to finalize arrives---whichever comes first---this will activate the "Send Registration to Advisor for Approval" function. It is then up to the graduate adviser to review and approve your course selection (see below for more about adviser selection and advising in general).

After registration is completed through STARS-SRS, either by student action or automatically, students will not be able to add/drop a course or to change the section of a course online. These actions will only be possible by filing a paper Registration Form that shows all required signature approvals.

Academic advisors have about a week to review and approve the registered courses of their advisees. After this deadline, which will shift each term but fall within one week of the first day of classes, any course which has not been approved by the adviser will be dropped from the student's records.

Transferring Graduate Credits from Other Universities

According to Bilkent University regulations, current graduate students may apply to transfer credits from another university towards course requirements of the Bilkent graduate program they are enrolled in. These credits must have been earned in graduate-level courses taken within the last three years. Credits for a **maximum of two courses taken outside Bilkent** can be applied to the requirements for Bilkent M.A. programs as unrestricted electives.

A course taken outside Bilkent University which is to be transferred toward the M.A. must be passed with at least a **B grade** and must not be counted towards the requirements of another degree. The courses counted towards your program are transferred with a **T grade** on the Bilkent University transcript, and the original letter grades of those courses are not included in calculating grade point averages.

All applications for credit transfers are finalized by EYK (the board of the related institute) by the end of the second semester of the program.

Time to completion: Regulations

YÖK regulation stipulates that all requirements for an M.A. program with a thesis component must be completed within six semesters of initial enrollment in order to graduate. This time to completion includes a successful thesis defense. Failure to successfully defend a thesis by the end of the sixth enrolled semester will result in dismissal from the program.

The program in Media and Visual Studies is designed so that, ideally, **candidates complete all credit-bearing coursework in the first two terms**. The second year (the third and fourth

semesters) should then be dedicated to the thesis project and other research activities in the Department of Communication and Design.

All course credits **MUST** be earned by the end of the fourth semester. Failure to complete the coursework on time and with a CGPA of at least 3.0 will result in dismissal from the program.

Students may apply for a leave of absence under certain extenuating circumstances, but any semester(s) spent on leave will be counted toward the six-term maximum duration of the program and incur tuition fees that must be paid out of pocket or waived with department approval.

Guidelines for Defending and Thesis Submission to the Institute

- 1. Candidates must be enrolled to defend.**
2. For each semester, the last day to defend is as follows:
 - a. For the fall semester the last day to defend is last day of classes.
 - b. For the spring semester the last day to defend is a week before the first day of course registrations of the following fall semester.
3. There should be no thesis defenses between the last day to defend and the end of add-drop period of the following semester.
4. Thesis defense outcome forms should be submitted to ESBE no more than two days after the defense itself.
- 5. Theses should be carefully copy edited, free of formatting errors and typos, and should have consistent referencing and bibliographies.**
6. **Theses should be bound before being signed.** At least one and at most three copies of theses will be signed, one signed copy will be handed in to Bilkent Library. External members of thesis defense committees may choose to sign loose signature pages but **Bilkent affiliated members, beginning with advisors, should check and sign bound copies only.** ESBE director provides the last signature.
7. **Bound theses must be accompanied by completed termination forms at the time of submission to ESBE** (ilişik kesme formu).

For more information:

The Graduate School of Economics and Social Sciences (ESBE)

Institute Secretary: Lerzan Doğudincer

Room: A 208

Phone: +90 312 290 2226

Email: esbe@bilkent.edu.tr

Applying for extended enrollment

Extensions to the normal four-term program of study will only be granted in cases where unforeseeable circumstances prevent a timely defense.

If sufficient progress has been made on the thesis by the end of the fourth semester, but for legitimate reasons the defense cannot take place until the fifth semester, the Graduate Director, Department Chair, and the University administration will consider applications for extended enrollment.

This application must:

1. demonstrate clear progress with the thesis (generally, two or more fully drafted chapters), and
2. have the full support of the project adviser.

If either of these criteria is found to be deficient, the application may be denied. In this case, the candidate may continue the program without a tuition waiver OR, in the case of glaringly deficient progress, the candidate may be dismissed from the program.

Applications for fall extension are due to the Graduate Director no later than August 31.

FUNDING

All applicants to the graduate program are automatically considered for financial support from the Department of Communication and Design. Funding decisions are made jointly between the department and university administration.

Financial support for any graduate student is offered with the understanding that the student will study full-time and actively contribute to academic activities of Bilkent University above and beyond the requirements of his/her coursework. Full-time employment outside of the academic program is considered to be incompatible with this goal.

Upon acceptance to the program, the department offers three levels of financial support to full-time students who are not otherwise employed:

- 1) Partial tuition waiver
- 2) Full tuition waiver only
- 3) Full tuition waiver, plus additional funding

Applicants initially granted a partial waiver may receive additional support for subsequent semesters IF academic performance exceeds initial expectations AND the budget allows for expanded support.

The cost of tuition is reduced by 50% for students currently registered only for thesis credits (COMD 599) and for those registered for a leave of absence. The department cannot guarantee tuition support for scholarship students undertaking a leave of absence.

Students receiving any level of funding from the department MUST maintain at least a 3.0 CGPA and have no F course grades in order to continue receiving financial support.

Extended funding

Tuition aid packages offered at the time of initial registration are time-limited and meant to cover ONLY the standard timeline of four semesters. **No department funding can be guaranteed beyond four semesters**; this includes partial and full tuition waivers.

Absolutely no funding beyond tuition remission can be granted to students enrolled past their fourth semester. Fifth-semester students may be considered for tuition remission based on availability of funds and progress with the thesis as described in the application for extension (see above). Absolutely no tuition remission will be offered to students beyond the fifth registration semester.

BOTTOM LINE: Defend on time---that is, within two years of your initial enrollment. If you anticipate extending your enrollment into the fifth and, if required, sixth semesters, then you should expect to pay tuition costs for these additional term(s) out-of-pocket.

Additional Research Funding

All currently enrolled graduate students are strongly encouraged to seek funding for their academic work outside of the department. There are some university- and faculty-wide opportunities, but national and international scholarships can also be pursued.

Your faculty adviser can help you with the strategies and logistics involved in proposal writing, but a successful outcome ultimately depends on your own investment in the project you are trying to fund, your attention to requirements, meeting deadlines, etc.

If your application(s) for outside funding is/are successful, it is your responsibility to alert your adviser, the Graduate Director, the Department Chair as soon as possible after receiving notice, as receiving outside funding may affect your eligibility for continued university support.

TÜBİTAK

<https://www.tubitak.gov.tr/tr/burslar/lisansustu/egitim-burs-programlari/icerik-2211-yurt-ici-lisansustu-burs-programi>

The link provided above (in Turkish) outlines the various funding opportunities available to graduate students through TÜBİTAK, the national science administration of Turkey. Applications are accepted twice a year (October/March).

Research scheme 2210-A is applicable to our program; however, other grants might also be of interest depending on the nature of the thesis project. Interested students

are responsible for following the relevant application timeline/deadlines as well as adhering to the requirements checklist.

Timeline for M.A. Completion

TERM	Dept & Elective Courses	Additional Requirements	Thesis Progress (by end of term)
1	COMD 512 + two or three 500-level electives	GE 500 & GE 590	-
2	COMD 511 + three 500-level electives	GE 500 (if needed), GE 590, COMD 599	Begin continuous enrollment in COMD 599. Complete all required sessions for GE 500. Submit Topic & Adviser Declaration Form. Plan timeline for proposal & bibliography.
summer	-	-	Draft full proposal. Collect & annotate bibliography. Look for relevant conference & publication opportunities.
3	Any remaining courses (no more than 2)	GE 590, COMD 590 & COMD 599	Present proposal in COMD 590 for feedback. Begin drafting chapters. Submit work for peer review or conference presentation. Progress Report Form
4	All course credits MUST be earned by the end of the fourth semester.	GE 590 & COMD 599	Full draft of thesis to adviser. Finalize full committee and distribute copies. Schedule defense before 15 May for spring graduation. Apply for a summer extension by 15 May if you cannot finish in time.
summer	-	-	Defend no later than 15 August for summer graduation. Apply for fall term extension (if needed).
5	-	GE 590 & COMD 599	EXTENSION beyond four terms granted ONLY in cases of extensive revisions and/or extenuating circumstances.

NOTES:

Total of 8 courses at 500-level, including 511, 512 & six electives, of which at least four are restricted. No more than two courses can come from outside COMD/GRA. Must maintain a CGPA of at least 3.0

Defense MUST take place no later than ONE MONTH before the graduate school submission deadline. Failure to schedule accordingly will require an application for extended enrollment, possibly incurring tuition fees.

ASSESSMENT & GRADING

While each course draws on these components to varying degrees, the program as a whole is designed to build and assess the following skills:

- Academic writing in English
- Knowledge and understanding of key concepts in media studies
- Ability to build and draw on a relevant bibliography
- Project management skills
- Self-directed research and overall self-discipline

Graduate students **MUST** maintain a cumulative grade point average (CGPA) of 3.0 or higher in order to remain enrolled in the program.

Letter grades for courses should be understood as follows:

A range = Consistently meets or exceeds expectations for graduate-level work

B range = Mostly in line with graduate-level work, but leaves room for improvement.

C range = The C grade indicates performance that does not meet the standard for graduate-level work. Any final course grade in the C range should be discussed promptly with the course instructor and the Graduate Director. Earning multiple C grades in a single term should be reason to consider withdrawing from the program, and continuing students may find their departmental support in jeopardy.

F = Earning an F grade in a course will result in withdrawal of all financial support from the department.

Other Letter Grades

I = Incomplete

An Incomplete indicates that the student has met basic requirements for course assessment (e.g., regular attendance, some assignments submitted) but substantial assignments have not been submitted due to illness or some other valid reason as discussed in advance with the course instructor.

All Incomplete grades must be resolved within two weeks of the grade submission deadline, during which the missing work must be submitted to the instructor and graded. The instructor must then file a Letter Grade Correction form to change the I to a regular letter grade.

Failure to submit missing work (on the part of the student) and/or file the necessary paperwork (on the part of the course instructor) within this two-week period will automatically change the grade on the transcript from I to F.

P = In-Progress

Indicates satisfactory performance in a course that requires registration for multiple terms, such as COMD 599. After the thesis is successfully defended, the P grade earned in the last registration term will be converted to S.

S = Satisfactory performance

This grade indicates either 1) that all requirements have been met in a single-term, non-credit course, or 2) that a multi-semester course has been completed successfully.

U = Unsatisfactory progress

Failure to meet the minimum requirements for non-credit courses will result in a U grade. This is considered a failing grade, and its consequences are the same as an F grade earned in a credit-bearing course.

For more about grading policies, including how to calculate CGPA, please consult the Bilkent University catalog.

<https://catalog.bilkent.edu.tr/current/general/grading.html#GRADES>

ADVISING

All first-year graduate students, by default, have either the Department Chair or the current Graduate Director on record for their program as their primary academic adviser. During this first year, this relationship is largely informal, not binding for present or future advising, and unrelated to thesis or other project work. If there is pressing reason for an exception—for example, if a first-year student is working on a funded project with another faculty member—the student and project adviser may present a joint petition to formally change this advisorship in the first year of enrollment.

By the end of the second semester, each student is expected to determine a topic for thesis research and formally declare affiliation with an appropriate faculty adviser, chosen from current COMD/GRA graduate faculty. The primary adviser for a thesis project must also be present on campus and NOT on any kind of administrative leave at the moment of the anticipated defense (see below).

The **Graduate Thesis Topic Declaration Form** should be signed by both the student and the new adviser and submitted to the Graduate Director no later than the last week of classes in the second term of enrollment. ***This form also asks for your ORCID number***, an ESBE requirement, which can be obtained free of charge at <https://orcid.org/>

Co-advising

Co-advising between two or more members of the COMD/GRA graduate faculty OR between one COMD/GRA faculty member and another faculty from another Bilkent department may be pursued if the thesis topic can demonstrate interdisciplinary relevance. In formal co-advising, where two faculty members share equal responsibility for overseeing the project, the co-advisors “share” a single vote on the defense committee, so a fourth member must then be recruited to sign off on the defense.

Faculty outside COMD/GRA

Non-advising or co-advising (with COMD faculty) thesis committee members may be recruited from departments at Bilkent other than COMD/GRA. Faculty outside COMD/GRA cannot serve as sole supervisor for a thesis in Media & Visual Studies. The department reserves the right to oversee the composition of any candidate's thesis committee.

One member of the thesis defense committee **MUST** hold a current affiliation from a university other than Bilkent. It is the thesis adviser's job to recruit someone for this role, but suggestions from the student should be welcome.

Throughout the program, graduate students are strongly encouraged to seek mentors among Bilkent and other universities' faculty in addition to the official adviser.

Adviser absence / Changing advisers

During the course of thesis research, if the primary adviser leaves the department temporarily (e.g., medical or sabbatical leave) or permanently (e.g., takes a new position elsewhere) and therefore can no longer fulfill their duties, then the adviser role will revert to the Graduate Director unless or until an alternative is proposed by the student.

If a student wishes to change his/her adviser for reasons other than the adviser's foreseeable absence, the change must be proposed in writing and discussed with the Graduate Director before taking effect. *No change in adviser will be approved if fewer than three months remain before the anticipated date of defense AND the original adviser can assure his/her presence on campus at that time.*

Expectations

As an advisee, **you can expect the following from your adviser** during your thesis year:

- Guidance for methodological issues and structuring the thesis
- Filing your application for ethics review (if applicable; see below for details)
- Recommendations for relevant readings
- Face-to-face meetings scheduled at regular intervals throughout the year (minimum once per month)
- Prompt responses to emails (within one week)
- Feedback on written drafts
 - A reasonable expectation would be one round of feedback per individual chapter, then another round with the finished thesis before the defense.
 - Discuss with your adviser what to expect for feedback cycles
- Suggestions for publication or conference opportunities, and feedback on work designated for submission
- Support for applications to obtain outside funding or special research funds offered by the University
- Fair warning before any prolonged, foreseeable absence (e.g., new position, sabbatical leave, etc.)

Your adviser, in turn, expects the following from you:

- Accountability for your progress
- Use scheduled meeting time wisely
- Prompt responses to emails (within one week)
- Understand and apply proper citation techniques (including APA style as required by the Graduate School) in all academic work; NEVER engage in plagiarism
- Pre-reviewed drafts submitted for feedback
 - At least one other person should read any writing you want to submit to your adviser for feedback BEFORE your adviser sees it
 - This reader could be someone at BilWrite, a fellow graduate student, or another trusted reader who can address issues with content as well as language/grammar/readability
- Effective and thorough responses to critique
- **Written notice if you plan to leave the program. In this case, please CC the Graduate Director and COMD Department Chair.**

All M.A. theses must show evidence of rigour and appreciation of the relationship of the subject to a wider field of knowledge/scholarship. They must be clear, concise, well-written, and orderly. However, please note that *no one expects perfection*. The goals shared by you, your adviser, and the program are for you to complete a defensible thesis and finish the program in a timely manner. Do not hold your work to impossibly high standards of scope or quality. Our standards are high, but they are achievable; your admission to the program means that we believe you can meet these standards with sufficient effort.

Your adviser should be involved in determining appropriate research methods and overseeing your work; however, they should NEVER be the first person to read a draft of your work (see above). The primary adviser is neither an editor nor a collaborator, and it is ultimately the responsibility of the candidate to ensure that the submitted work represents the academic procedures, theoretical perspectives and intellectual creativity that have led to its production. In light of this, it should be noted that **it is the responsibility of the student to maintain suitable contact with the adviser** through pre-arranged meetings during the time of research.

As a general principle, the earlier you begin writing your thesis, the stronger the result. Writing should begin while research is still actively in progress. While completing research before 'writing up' is appropriate in some disciplines, this approach is rarely suitable for media studies, where the writing process itself forms a crucial part of research activity. Be prepared to write early—as early as your second semester, and certainly the summer thereafter—and understand that much of your adviser's active supervision will come from commenting on your submitted work.

The thesis is always a work in progress, even at the moment of its defense. Do NOT let the perfect be the enemy of the done: you're looking for "good enough" to defend, NOT the final and total word on the topic you've studied.

Publication and conference presentation

M.A. candidates are expected to work with their advisers and/or another faculty mentor to **prepare original research or writing for submission** to EITHER an academic conference OR an academic journal or similar publication by the end of the third enrollment semester. This submitted work can be related to the graduate thesis, or it can come from an unrelated project, e.g., developed as part of graduate coursework. This submission will be counted as part of the requirements to successfully complete COMD 590.

Please note that **acceptance for presentation or publication is not a requirement**. But evidence of submission of material(s) for consideration must be presented to the Graduate Director in a timely manner, no later than the end of the third enrollment semester (normally 30 December; 15 May for spring starters).

ETHICS BOARD APPROVAL

If your thesis project involves **any contact with human subjects** – which might include interviews, focus groups, and/or surveys, including those administered online – then you and your adviser will need to apply for approval from the Institutional Review Board (IRB) university board of ethics **before** beginning data collection.

The student should complete all relevant forms, which can be downloaded here: <https://w3.bilkent.edu.tr/bilkent/application-for-an-ethics-committee-approval-for-a-research-project-which-will-use-human-participants/>

While completing the form(s) fully and properly is up to the student, it is the adviser who must apply for IRB approval through STARS by uploading the completed forms: <https://stars.bilkent.edu.tr/ecahs/>

For more information, check this FAQ about ethics applications: <https://w3.bilkent.edu.tr/bilkent/frequently-asked-questions-about-ethics-applications/>

THESIS FORMATTING & PROCEDURES

a. Length

While there is no fixed requirement for thesis length, an M.A. project should aim for ~30,000 words exclusive of bibliography (80-120 double-spaced pages) in order to demonstrate sufficient scope and depth of research.

Some of the total page count may be devoted to illustrations in addition to written text. All images in the submitted thesis should be attributed to their source(s) according to APA rules and **must adhere to principles of fair use** as understood by copyright law. To this end, we recommend that you consult the Fair Use Policies of the Society for Cinema and Media Studies:

https://www.cmstudies.org/page/fair_use

b. APA style

All theses in the Graduate School are expected to adhere to APA citation and formatting style. For a guide to the most up-to-date version of APA style, check the official website: <https://apastyle.apa.org/style-grammar-guidelines>

It is in your best interest to master APA citation as soon as possible. Apply it meticulously to all your work, particularly but not only the thesis. This practice is important because if there are style errors in the draft(s) submitted to Turnitin, there is a high risk of “false positive” signs of plagiarism, which can take a lot of time and effort to correct before resubmission.

Learn APA style and be vigilant in its application starting from your very first semester.

c. Academic integrity & plagiarism

Academic integrity is central to the mission of the Bilkent University Graduate School. The graduate programs in the Department of Communication and Design seek to uphold this mission. All students enrolled in these programs are held to the highest possible standards of academic integrity in coursework and in thesis work.

Any submitted work found to be in violation of these standards due to plagiarism, falsified data, or cheating may be grounds for loss of scholarship funding and/or disciplinary action, including dismissal from the program.

For detailed university policies pertaining to academic integrity and plagiarism:
<http://w3.bilkent.edu.tr/bilkent/policy-on-conflicts-of-interest-and-commitment-academic-integrity/>

d. Turnitin

The Graduate School requires that a pre-defense draft of all theses be submitted to Turnitin no later than one week before the scheduled defense date.

The candidate must provide the files in a timely manner, but **it is the thesis adviser’s responsibility to submit the draft**, in both .docx and .pdf formats, to plagiarism@bilkent.edu.tr for processing.

The results of the report may then be sent to the committee for full consideration. However, if the percentage is too high, ESBE may request pre-defense revisions and/or instigate disciplinary action on the submitted work. **NOTE:** Errors in citation style can raise the Turnitin score. *Check your citation style as thoroughly as possible before submitting for pre-defense screening.*

The revised, post-defense draft must also be submitted to Turnitin for approval (see below). This process may take several days, and it is up to the adviser and the candidate to allow enough time, up to one week, to receive this approval before

proceeding with binding and other ESBE submission protocols.

Graduate instructors may require Turnitin submission for coursework at their discretion.

e. **ESBE regulations**

General formatting & preparation guide for graduate theses:

<https://esbe.bilkent.edu.tr/en/index.php/thesis-guidelines/>

Thesis cover pages (adviser & committee signatures) with sample formatting

<https://esbe.bilkent.edu.tr/en/wp-content/uploads/2023/08/CoverPages-Word.pdf>

THESIS DEFENSE

a. **Committee**

For the M.A., **the Graduate School requires a committee of three faculty members, each ranked Assistant Professor or higher, to serve on a thesis committee.** One must be the primary adviser from the Bilkent COMD graduate faculty; another must also be from Bilkent, generally COMD, but interdisciplinary projects might bring in someone from another department; and the third **MUST** be affiliated with a university other than Bilkent, in a department/field that relates closely to the thesis topic.

The department reserves the right to oversee the composition of any candidate's thesis committee. It is the thesis adviser's responsibility to recruit the outside committee member, but suggestions from the student should be welcome during the selection process.

b. **Scheduling**

Graduate students are expected to defend their thesis projects on time for the spring graduation ceremonies. Any extensions beyond this timeline will require proof of progress and approval from the adviser as part of an application submitted to the Graduate Director.

IMPORTANT: The department will not schedule any thesis defense less than one month before a Graduate School submission deadline. These deadlines are determined by the academic calendar and change from year to year, but they are always made public on the academic calendar:

<http://w3.bilkent.edu.tr/bilkent/academic-calendar/>

While exact dates will change each year, the following time frames are a guide for timing the thesis defense and final submission:

- **Spring defense, by 15 May** // Bound thesis to ESBE before spring term grades are submitted in June

SPRING DEFENSE IS THE GOAL.

- **Summer defense, by 15 August** // Application for summer extension to the Graduate Director by May 15. // Bound thesis to ESBE before graduate student registration begins in mid-September
- **Winter defense, by 15 December** // Application for fall extension to the Graduate Director by 1 August // Bound thesis to ESBE before fall term grades are submitted in mid-January

After the adviser receives a satisfactory pre-defense Turnitin report, **a complete draft of the thesis AND a copy of the Turnitin report should be distributed to all committee members at least one full week before the scheduled defense date.**

It is recommended that candidates ask each committee member whether s/he prefer digital files or hard copies for making comments. Consider as well the form in which you would rather receive these comments in order to smooth out the revision process.

c. Preparation and outcomes

At the defense, the candidate is expected to orally present the project (for no more than 15 minutes; visual materials are welcome but not required) and respond to the committee's questions and critiques.

There are three possible outcomes for the thesis defense:

1) Success

The thesis passes as it stands (which is extremely rare) or passes with minor corrections to be completed within **one month** of the defense, which is the most common successful outcome.

2) Extension

The thesis is referred back to the candidate for revisions extensive enough to require additional time to complete. If this time includes an additional semester, this extended registration will normally be at the candidate's expense.

A **post-defense extension** is recommended by the committee in cases where:

- There is still time remaining within the six-semester limit,
- **AND** the project shows potential for significant scholarly accomplishment,
- **BUT** the revisions requested by the committee exceed what could be reasonably completed within the one-month period granted a successful defense.

The kind of revisions involved in a post-defense extension may include: expanding the corpus or bibliography; reorganizing chapters or major sections of writing; reconsideration of relevant theories, etc.

Under these circumstances, the candidate must remain enrolled in the program through the summer OR for an additional term, as applicable, in order to complete the required revisions under supervision of the adviser.

At the end of the extension period, a revised draft of the thesis will be distributed to the same committee members, and a new defense will be scheduled in accordance with the deadlines imposed by the academic calendar.

3) Failure

The candidate will fail the defense and be dismissed from the program if, at the time of defense, the thesis project fails to demonstrate scholarly accomplishment or potential for accomplishment in line with the expectations for an M.A. degree.

A post-defense report must make clear to the candidate the areas in which the thesis is deficient and why, in the committee's view, these deficiencies are not addressable by revision or resubmission.

In all cases except passing without any requested revisions, the adviser shall compile the input of the entire committee and prepare a post-defense report for the candidate that clearly indicates the area(s) in which the committee finds the thesis deficient and, in the case of successful and extended defenses, the report will outline the revisions which are required to bring it up to standard.

d. After the defense

After a successful defense—whether on the first attempt or after an extension—the candidate will have **one month** to make adjustments to the thesis as requested by the committee. For a successful defense, these changes will be minor.

After completing these minor corrections, the candidate **MUST** submit a new draft to the adviser, who will approve the changes and submit the files to Turnitin **BEFORE** the candidate can proceed to formatting, printing, and binding the thesis for submission to the Graduate School.

As with the pre-defense draft, **the candidate must provide the final draft in both .docx and .pdf formats, but it is the adviser's responsibility to submit the files to the relevant administrator for the post-defense Turnitin report.** Advisers may contact the Graduate Director for current information about Turnitin requirements.

It is the candidate's responsibility to ensure that the printed thesis follows all formatting rules required by the Graduate School (see ESBE link provided above).

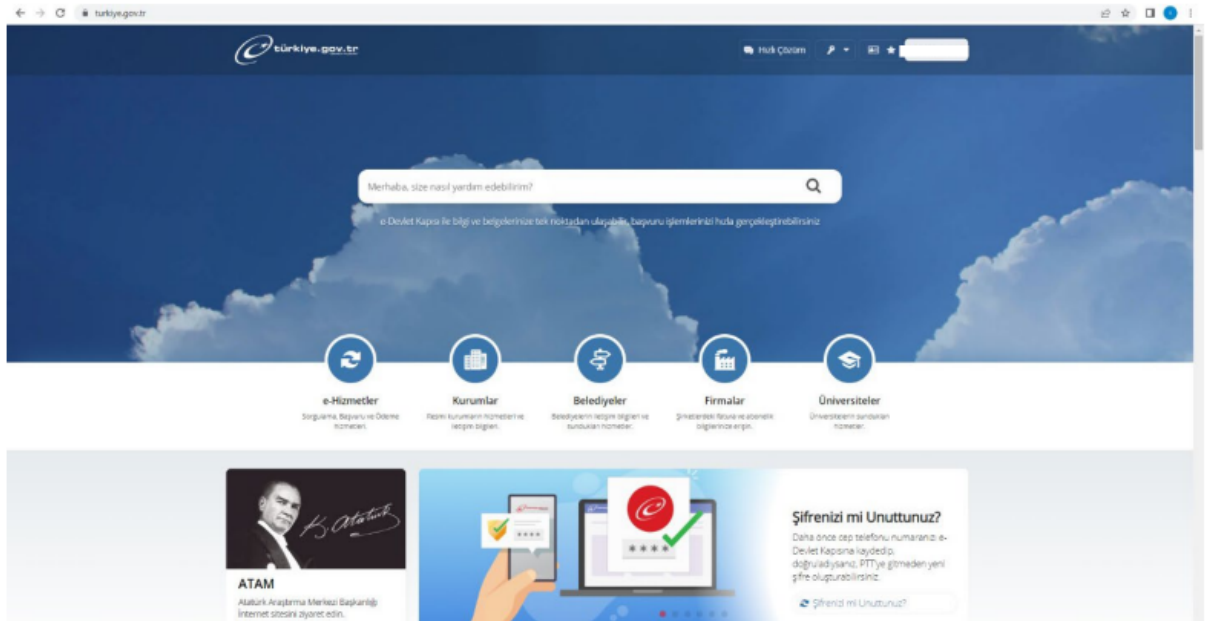
It is also the candidate's responsibility to obtain signatures from each member of the committee after the final draft has been prepared and approved by the adviser. Make sure all names are spelled correctly and all academic titles are accurate **BEFORE** seeking signatures on the approval form. Multiple original copies of this form will be required by ESBE. **Please read all requirements and submission procedures carefully before finalizing your paperwork, and follow ALL formatting requirements in the cover pages of the thesis.**

Candidates are strongly encouraged to obtain the adviser's signature **FIRST** in all paperwork that circulates among the full committee. It is best if signatures can be obtained in person and by scheduled appointment.

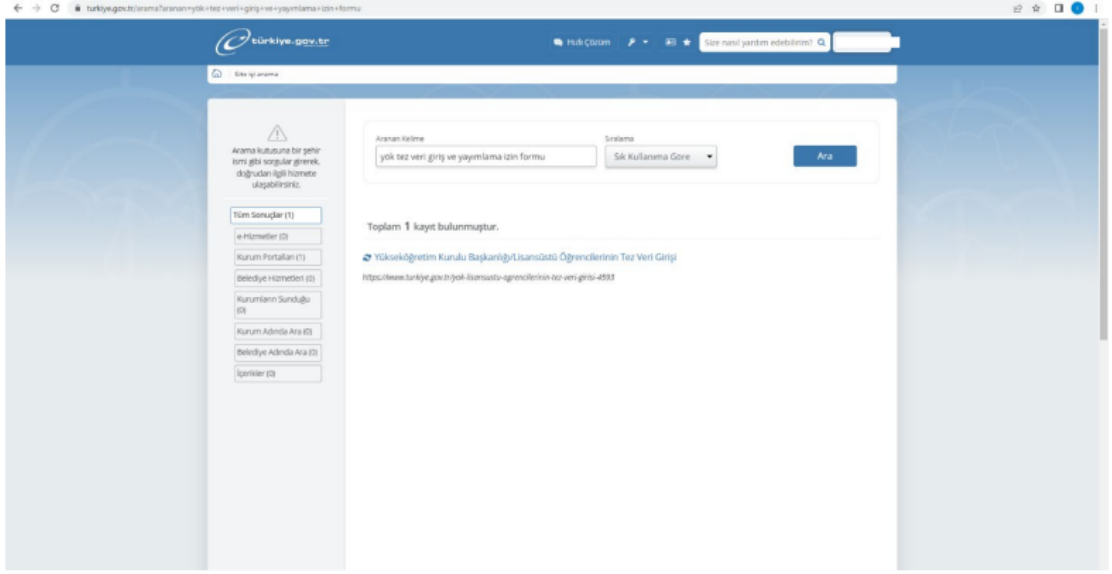
It is also the candidate's responsibility to **allow sufficient time for this revision and approval process** before the Graduate School submission deadlines. Once the final draft is approved by the primary adviser, plan for at least three days to complete the printing and binding.

e. Entering your thesis to the YÖK Database System

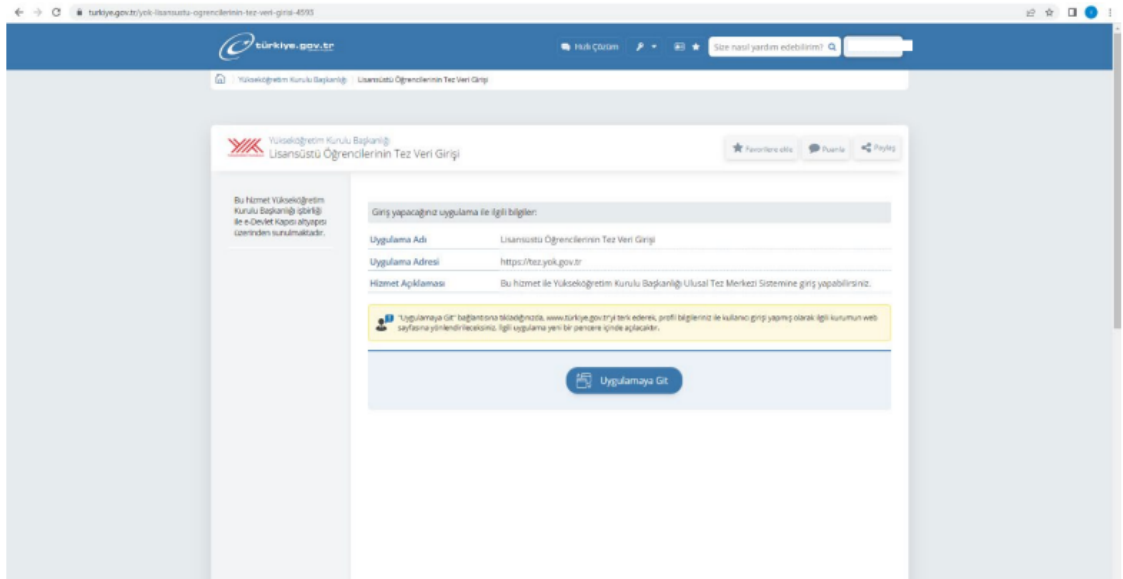
1. Enter the E-devlet website.



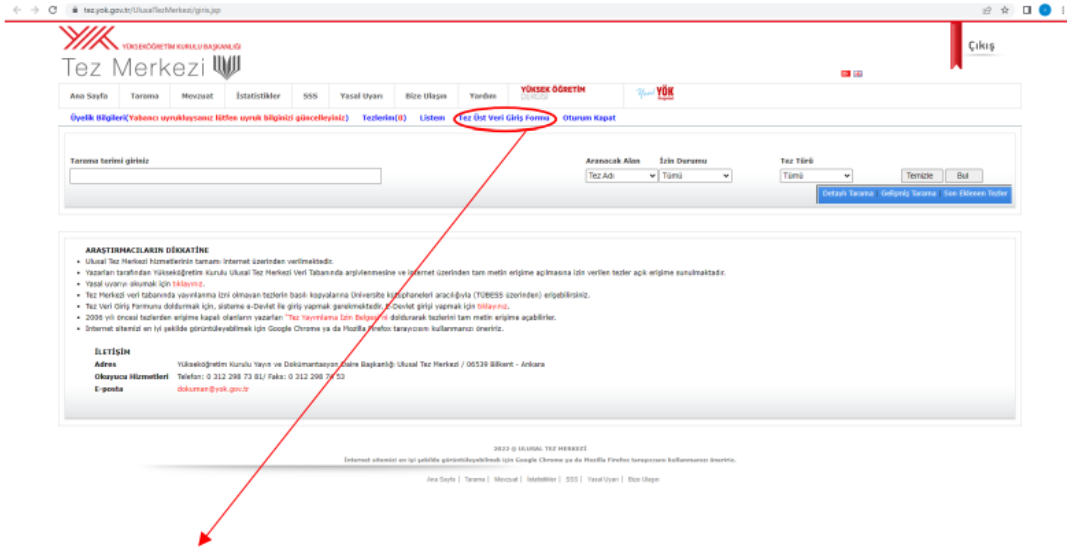
2. Write “yök tez veri giriş ve yayımlama izin formu” in search bar, you will see this page.



3. Click the link, and you will find this page.

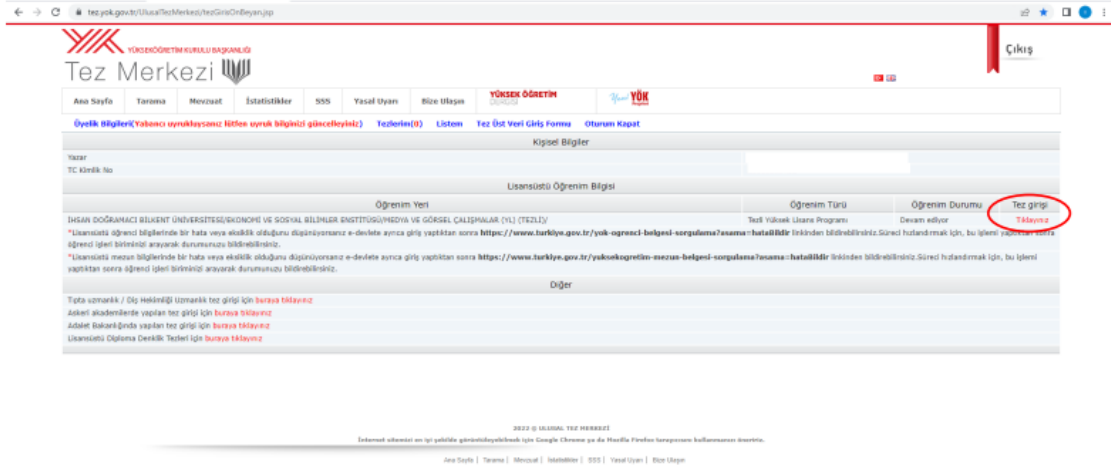


4. Click on “Uygulamaya git”, which will lead you to the YÖK Thesis Center.



5. Click here

When you find this page, click on “tez girişi”.



6. Fill the “Tez Üst Veri Giriş Formu”

CAMPUS & DEPARTMENT RESOURCES

BilWrite

<http://bilwrite.bilkent.edu.tr/>

BilWrite provides free tutorials to Bilkent students that help improve academic writing at all levels. Check the website for more information and to schedule an appointment.

Media Archaeology Lab

<http://comd.bilkent.edu.tr/facilities/media-archaeology-lab/>

The BITS media archaeology lab offers a unique place for cross-disciplinary experimental, transdisciplinary research in media technology and history. The lab contains an assortment of analog and digital audiovisual tools, software, and platforms, many of which are seemingly “obsolete” or have fallen into disuse.

The lab aims to make these tools and equipment accessible for research, artistic practices, and production. While making these tools usable and opening up these technologies, the lab not only expands the established institutional practices of archives and museums.

Other Department Facilities

<http://comd.bilkent.edu.tr/facilities/>

Libraries

<http://library.bilkent.edu.tr/>

Library orientation sessions can be scheduled by request:

<https://library.bilkent.edu.tr/reference-introductory-services/>

The faculty librarian for the Faculty of Art, Design, and Architecture is Semra Kesler:

usun@bilkent.edu.tr

Graduate students are invited to recommend materials to purchase for the library's permanent collection. First, perform a search to make sure the title isn't already available in the collection. The Quick Search function on the library website should check both the stacks and electronic materials; the Library Catalog database does not always reliably return electronic holdings.

If the material isn't already in the catalog, log in with your Bilkent ID and password, then click the "Send a Request" prompt at the top of the page. Under "Request Type," in the drop-down menu, select "Recommend to Order," fill in as much of the information as you can, and submit the form.

Orders for new material can take several weeks or months to process. They can be tracked using the My Account feature on the library website.

If you are requesting material needed for an urgent deadline, Interlibrary Loan can usually make books and articles available more quickly, generally within two weeks. However, the loan period is shorter for ILL materials than for those found in the permanent collection.

APPLYING FOR FURTHER STUDY

If you plan to apply for doctoral programs, make this goal known to your thesis adviser as soon as possible. This may shape your research and writing timeline in significant ways, depending on where you aim to apply and the deadlines they require for your application.

Aim to **have at least two chapters of your thesis completed before applying to any PhD program**, and be on track to defend your thesis for a spring or VERY EARLY summer graduation (i.e., by late June). This is important because *your letter writers will need to discuss your thesis in detail* in order to properly support your application.

Your letter writers should also be able to vouch for your ability to finish the work on time to begin a new program in the fall. In fact, your acceptance may also be conditional, depending on a completed M.A. to enroll. Please also note that a few doctoral programs offer a winter start with full financial support, so assume that you will start any new program in the fall, wherever you go, no matter when you do finally graduate.

Once you have determined where you plan to apply, it will be helpful to provide your letter writers with a single chart containing the following information about each of your applications:

- **Name of institution**

- **Department**

Be specific and accurate. It makes a difference, for example, whether you plan to study film in a Comparative Literature department, a Communications Department, an American Studies department, or another interdisciplinary area studies department, or in a Media Studies department.

- **Application deadline**

- **Why you are applying to this particular program**

Is it the chance to work with a particular professor? Reputation in a specific subfield? Proximity to relevant archives?

- **Required format** for submission of letter, if you can learn this information (e.g., hard copy or online; letterhead required or optional)

Give your letter writers at least two weeks' notice before the first application is due.

THESIS AWARD

The Graduate School of Economics and Social Sciences recognizes outstanding work on MA and PhD theses by annually awarding the **Çiğdem Barçan Tansel and Kalbiye Tansel Thesis Awards**.

Each year, COMD can nominate only one MA thesis that has been completed and defended during the previous academic year. *All graduates from the previous year's defense cohort will be automatically considered for the award.*

Nominations consist of a letter from the advisor and an accompanying note from the Graduate Director or Department Chair explaining the contribution and excellence of the thesis. These dossiers are generally completed in the spring semester and submitted to ESBE for transferal to the Thesis Award Committee for the final selection.

ACADEMIC WRITING

At the graduate level, it should be assumed that you have already mastered the basics of academic writing in English, e.g., clear grammar and usage, good and consistent citation practice, essay organization, etc.

Graduate courses are not designed to build these skills from scratch, but rather to reinforce skills already gained before starting the program. If you or your instructors feel that these basic areas fall below the expected standard for graduate study, remedial work on your writing needs to be undertaken individually and under your own initiative.

In addition to the personal services offered through BilWrite, to this end, the Bilkent University Library has a number of books offering tutorials on improving academic writing. You are strongly encouraged to peruse this collection and find the book(s) that will address the particular issues that you face in your writing.

Selected volumes and their call numbers are given below, but other books may present equally useful or more personally relevant information. You are also strongly encouraged to order new materials on academic writing for the library's collection.