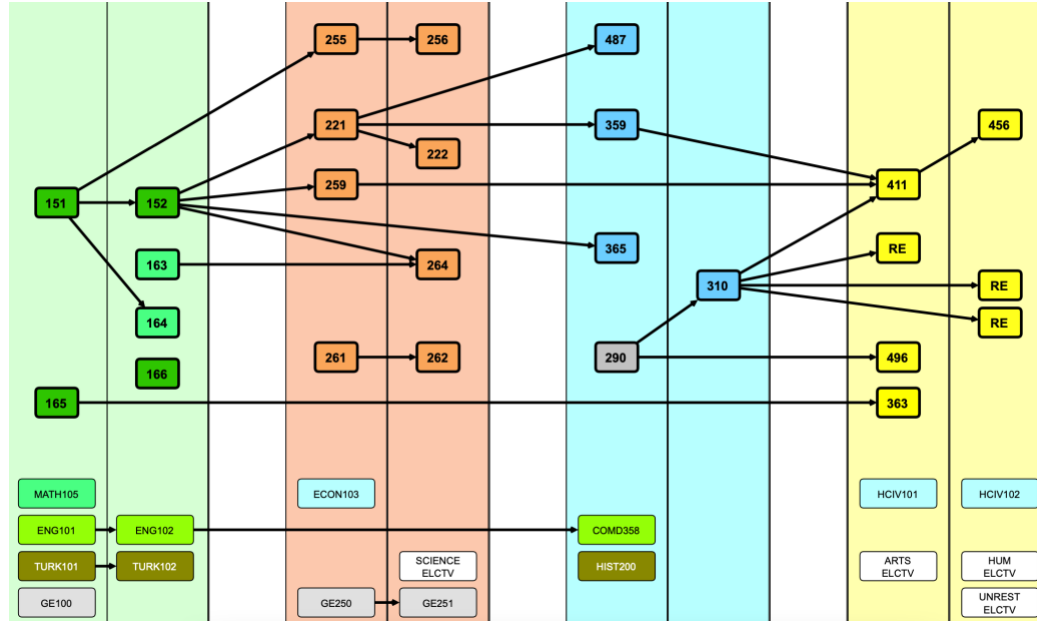


## 1. General

Catalog descriptions can also be found in <https://catalog.bilkent.edu.tr/dep/d18.html>

Check the following figure for the curriculum.



- Number of years of education is 4. If you started CTIS in a Spring then there is a chance of graduating in 3.5 years (7 semesters) but this requires extra effort and probably a couple of Summer School courses. It is not possible to graduate in 3 years (6 semesters).
- For CTIS, normal course load (NDY) range is [5, 6], nominal credit load (NKY) is 18. For detailed Bilkent regulations please check the following link:  
<http://w3.bilkent.edu.tr/www/lisans-ve-on-lisans-egitim-ogretim-yonetmeligi/>

## 2. Summer Internship (290)

- This is a non-credit internship course.
- Time:** The earliest time you can perform Summer Internship is the second Summer.
- Duration:** 20 consecutive working days during Summer months (JUN, JUL, AUG). If you register to Summer School then you can perform internship only in AUG since internship is not allowed while taking a Summer course (JUN+JUL).
- Requirement:** Number of departmental (CTIS-coded) courses belonging to the first four curriculum semesters, *which you did not successfully complete yet*, should be maximum 4. If this number is 5 or 6 then you can enroll to courses in Summer School and if you successfully pass them then you can perform internship in AUG. If this number is  $\geq 7$  then your Summer Internship is delayed to the next summer.
- Assessment:** A successful internship report and a positive supervisor feedback.

### Internship Rules and Regulations:

[http://www.ctis.bilkent.edu.tr/repository/CTIS\\_Internship\\_Rules\\_and\\_Regulations.pdf](http://www.ctis.bilkent.edu.tr/repository/CTIS_Internship_Rules_and_Regulations.pdf)

### 3. Semester Internship (310)

- a. This is a **10-credit** internship course.
- b. Cannot be taken in the last semester. i.e., you need to study at least one semester after your Semester Internship.
- c. **Time:** You can perform Semester Internship in 3<sup>rd</sup> curriculum year. If you started CTIS in a Fall then you can perform Semester Internship earliest in the 6<sup>th</sup> semester. If you started CTIS in a Spring then you can perform Semester Internship earliest in the 5<sup>th</sup> semester.
- d. **Duration:** One whole academic semester (14 weeks).
- e. **Requirements:** You should satisfy all of the following req.s in order to be eligible for 310:
  - i. 290 is the prerequisite for this course; i.e., you should have a “S”atisfactory grade from 290.
  - ii. Your CGPA should be 1.80 or above.
  - iii. Number of departmental (CTIS-coded) courses belonging to the first five curriculum semesters, *which you did not successfully complete yet*, should be maximum 4. If this number is 5 then you can enroll to one of these courses during Semester Internship. If this number is  $\geq 6$  then your Semester Internship is delayed to the next semester.
- f. **Assessment** tools are follow-up reports, mid-semester interview, internship report, supervisor feedback and CTIS-jury evaluation.

**Important Note:** Bilkent regulation: Remote/online internships can be allowed based on the following requirements:

- At least 50% of employees on similar posts should be working remotely/online at the company/institution.
- Students must spend at least 20% of their time in person.

### 4. Senior Year Courses

#### Senior Project I&II (411-456)

- a. 411 is the prerequisite of 456.
- b. 411 is offered only in Fall semesters. 456 is offered only in Spring semesters. Students are expected to take **411 and 456** in Fall and Spring semesters respectively, since an information systems is being developed through these 8 months.
- c. If you started CTIS curriculum in a Fall, then the earliest department semester you can enroll to 411 is 7<sup>th</sup> department semester. If you started CTIS curriculum in a Spring, then the earliest department semester you can enroll to 411 is 6<sup>th</sup> department semester.
- d. While applying to 310: if it is estimated that you will graduate in more than 8 semesters, then you can apply to 411 “together with” 310. In this case you will have to perform your 310 internship in Ankara.

#### Restricted Electives (R\_ELCTV)

- e. 310 is the prerequisite for fourth year Restricted Elective courses.
- f. Since these are elective courses it is important that you choose your interests during pre-registration period.
- g. You should take 3 of these courses during your senior year. Ideally 1 in Fall and 2 in Spring semesters.

## 5. Erasmus+ Student Exchange

- a. **Requirements:**
  - i. Minimum CGPA of 2.50
  - ii. You are currently in your minimum 3<sup>rd</sup> or maximum 5<sup>th</sup> registration semester.
- b. Currently applications are accepted between mid-November and mid-December.
- c. Therefore If you started CTIS in a Spring then you can apply in your 4<sup>th</sup> registration semester earliest and if accepted you can go to an exchange partner in your 6<sup>th</sup> (or 7<sup>th</sup>) registration semester.
- d. For detailed Bilkent regulations please check the following link:  
<http://w3.bilkent.edu.tr/bilkent/outgoing-students/>

## 6. Merit Scholarship

- a. **Bilkent regulations:** <http://w3.bilkent.edu.tr/bilkent/scholarships/>
- b. Remember that you should get minimum 5 courses (normal course load range – lower bound for CTIS) for both Fall and Spring semesters in order to be eligible. The only exception is the semester you perform CTIS310 Semester Internship.
- c. On the other hand, **CTIS310 grade will not be included** in the Annual GPA calculation. For more details check item 11 of the Bilkent Merit Scholarship Regulations from the following link - given in Turkish. Important section of this item in English says:  
*"Students who take a course less than the lower limit of the normal course load range (5 for CTIS) because they take a semester internship course in one of these semesters (CTIS310) are not removed from the list if they are not exchange students during the semester they are not doing their semester internship; However, the grades these students get from the semester internship are not included in the annual GPA. Students who are exchange students for one semester and take an internship course for the other semester cannot receive a merit scholarship."*  
<https://w3.bilkent.edu.tr/www/ustun-basari-burslari/>

**Important Note:** It is NOT guaranteed that a course will be offered in Summer School. It usually is being determined on Aprils: you can ask your academic advisors then. On the other hand, all courses are guaranteed to be offered in their **regular** semesters.

## 7. Mentorship

- a. Any CTIS student who has successfully completed CTIS151, CTIS152 and CTIS 165 courses and has NOT yet successfully completed CTIS310 course MAY apply to be a CTIS Mentee.
- b. The CTIS Mentorship program guarantees that any CTIS student who applies to be a CTIS mentee will be assigned a CTIS Mentor.
- c. For more detail: [http://www.ctis.bilkent.edu.tr/ctis\\_mentorship.php](http://www.ctis.bilkent.edu.tr/ctis_mentorship.php)