

COGNITIVE SCIENCE M.A. PROGRAM – STUDENT GUIDE

This guide has been prepared during the fall semester of 2017. There may be some changes to the rules and regulations later. Please check Official Regulations Governing Graduate Study at Boğaziçi University for up-to-date information (*Boğaziçi Üniversitesi Lisansüstü Yönetmeliği*).

The maximum education period for master's students is 6 semesters (3 years), excluding the remedial year.

After you are registered to the university as a Cognitive Science student, you will be invited to CogSciBoun Google Group. It is a mailing list used by Boğaziçi University Cognitive Science students and professors, mostly to announce meetings.

There is another Google Group that we recommend you to join. It is cogsci-news-tr. News and announcements related to cognitive science will be posted in here by professors and students in Turkey.

Course registration system

The course registration website is <https://registration.boun.edu.tr/>. You can check the offered courses by clicking General Services -> Schedule -> (Select the semester) Go. You can see courses offered by each department by clicking on their names. When you click "Desc", you will see the syllabus of the course, if it is uploaded. In the "Days" column, you will see the days of the class. For example, if days are "MMWW", it means that there will be four hours of class a week. The first two hours will be on (M)onday, and the remaining on (W)ednesday. In the "Hours", you will see the class hours for each day. For example, "5656" means that the classes will be on the 5th and 6th slots on Monday and Wednesday. On the upper side of the page, you will see the corresponding time for each slot. For example, Slot 5 is between 13:00 and 13:50. In a similar fashion, you will see the rooms that the classes will take place. If you click on the room, you will see the location of the building in the campus. In "Required for Dept." column, you will see the departments of students who take that course as a required course.

On the home page of the website, you will see a link to Online Registration System Guide (<http://registration.boun.edu.tr/guide/index.html>). If you are not familiar with the system, please visit that website to learn how the system works. If you have any questions, you may consult your advisor, teaching assistant or other students.

Grades and other symbols

AA: 4,00

BA: 3,50

BB: 3,00

CB: 2,50

CC: 2,00

F: Fail 0,00

P: Pass

E: Re-sit exam
I: Incomplete
NP: Not present in final
NC: Non-credit
R: Repeat
L: On leave (of absence)
TP: Thesis in progress
W: Withdrawn from the course
RM: Remedial course
PP: Thesis completed, working on other requirements for degree
X: On exchange program

Withdrawal

- You may withdraw from a course during Withdrawal period (Please check the academic calendar for the dates), unless it is your thesis course.
- You cannot withdraw from a course during remedial year.
- If you miss the add/drop period for some reason, you may drop or add courses with an e-petition that needs to be approved by your advisor, program chair and the executive board of the Institute for Graduate Studies in Social Sciences.

Repeat

If you get an F from a required course, you will need to repeat it immediately when the course is offered again. However, in exceptional cases with the permission of the advisor and the executive board of the institute, other options may be offered to the student (See Boğaziçi Üniversitesi Lisansüstü Yönetmeliği for details).

If you fail an elective course, you need to either repeat it immediately when the course is offered again, or replace it with another course (You need to select “Repeat with” while adding the replacement course).

All credit and graded courses can only be repeated with credit and graded ones.

With your advisor’s permission, you may repeat graduate courses with CC and CB grades and undergraduate courses with DD, DC, CC and CB grades.

Leave of Absence

You may take a leave of absence for maximum two semesters (Please check the academic calendar for the deadline.). Depending on your reason, the duration of your leave may or may not be counted to your maximum education period (See “İzinli Ayrılma” section in “Official Regulations Governing Graduate Study at Boğaziçi University” for details).

You may apply for a leave of absence by submitting an e-petition.

Non-credit courses

During your graduate education (including the remedial year), you may take any course offered by the university as non-credit (e.g., foreign language, physical education or fine arts courses). Your grade in these courses will appear on your transcript, but they will not be counted when your GPA is calculated. They will be treated as Pass/Fail courses.

As a graduate student, you may also take undergraduate courses as non-credit.

Forms

You will be able to find forms you will need at the website of the Institute for Graduate Studies in Social Sciences (www.sbe.boun.edu.tr).

Remedial year

- During remedial year, you cannot withdraw from a course.
- **During remedial year, if you fail a course (including non-credit courses), you will be dismissed from the university.**
- **At the end of the remedial year, if your GPA is lower than 2.50, you will be dismissed from the university.**
- When you are admitted to the program, your remedial course list will be sent to you. It will be a curriculum specially prepared for you, based on your interests and the courses you previously took. Most of the time, there will be some required and some elective courses. If there is anything you would like to change in your remedial course list, you need to contact program chair before the course registration week. You can consult your advisor, teaching assistant or other Cognitive Science students about elective courses. Below, you will find a list of recommended electives for remedial students.
- During course registrations, when you first log in to the system, make sure to check your semester type. If it is not "Remedial", you may change it by clicking on your semester type, and selecting "Remedial" from the dropdown menu.

Recommended electives for remedial year

- **PHIL:**
PHIL 131 Logic
- **CMPE:**
CMPE 220 Discrete Computational Structures
- **PSY:** (with the consent of the instructor)
PSY 271
PSY 228
PSY 327
PSY 326

- **LING:**
 - Those who will select Linguistics as one of their main areas in their first year may consider taking a syntax or phonology undergraduate course in remedial, since they will need to take a graduate course in either of these subfields.

First year

- During your first year, you need to take the following courses
 - Three courses from Area 1
 - Three courses from Area 2
 - 2 unrestricted electives
 - COGS 579 Graduate Seminar (second semester only)
 - COGS 690 Thesis (second semester only)
- If have you chosen Linguistics as one of your main areas, you need to take **LING 501 Aspects of Phonology** or **LING 541 Syntactic Theory** as one of your three area courses.
- Your **unrestricted electives** can be from any cognitive science department including your main areas, or you can take cognitive science related courses offered by other departments, such as Biomedical Engineering or Foreign Language Education. If you are planning of taking an elective from a non-Cognitive Science department, please consult your advisor about appropriateness of the course you are planning to take.
- Sometimes a course from a non-Cognitive Science department can be counted as an Area course if the content is closely related to an area. For example, BM 538 Computational Neuroscience can be counted as a computer engineering area course, or BM 594 Sel. Top. Learning and Memory as a psychology area course. Before taking such courses as area electives, you need to the approval of your advisor.
- During your masters years, you may take **up-to two** undergraduate courses with 400 code (e.g., LING 440 Advanced Syntax, PSY 48R Sel.Top.:Music Cognition I). Reading and Research (R&R) courses offered by Psychology department can also be taken in this way, but keep in mind that R&R courses are Pass/Fail. All these 400-level courses can be counted as an area course or unrestricted elective. You cannot re-take a course that you have already taken during your undergraduate studies.

1st semester

- When you log in to the course registration system, make sure that your semester type is "Normal". If it is not, you may change it by clicking on your semester type, and selecting "Normal" from the dropdown menu.
- Until the end of your first semester, you need to decide on your thesis advisor and submit your "MA Thesis Advisor Assignment Form" to the Institute for Graduate Studies in Social Sciences.
- Make sure that your main thesis advisor has a **COGS 690 Thesis** section. If not, a new section for him/her should be opened until the following term's registration period.

2nd semester

- Apart from your regular courses, you need to take **COGS 579 Graduate Seminar** and a thesis course (**COGS 690**). You need to enroll in the section of your main thesis advisor.
- Until the end of your second semester, you need to decide on your thesis title and submit your “MA Thesis Title Assignment Form” to the Institute for Graduate Studies in Social Sciences.

Travel Funds:

SBE International Scientific Meetings Travel Fund: Unfortunately, currently suspended. Used to fund 4-6 students per year to present their work in international conferences. You might want to check with SBE to learn the current status of the funding program.

<http://www.sbe.boun.edu.tr/en/current-students/financial-and-conference-support>

Tübitak International Scientific Meetings Travel Fund: Students, the work of whom has been accepted as oral presentation, may apply for a travel fund by Tübitak. For further information:

<https://www.tubitak.gov.tr/tr/destekler/bilimsel-etkinlik/etkinliklere-katilma-destekleri/2224/icerik-kimler-basvurabilir>

Thesis year

- During your thesis year, your thesis advisor will evaluate your progress and give you a grade depending on that: F or TP. In case you get two Fs consecutively or three Fs intermittently, you will be dismissed from the university.
- During your thesis year, you are allowed to take courses apart from COGS 690.

Boun BAP Doctorate Scholarships: Doktora Proje Desteđi (“D”Kodlu Projeler) Doktora programı olan ana bilim dallarında doktora tezi ile ilgili araştırma projelerini; doktora programı bulunmayan ana bilim dallarında ise yüksek lisans tezi ile ilgili araştırma projelerini desteklemek üzere tasarlanmıştır. Doktora öğrencileri için tez önerisinin kabul edilmiş olması, **yüksek lisans öğrencileri için ise ders yükünü bitirmiş ve tez aşamasına geçmiş olması koşulu** aranır. Proje başvurusu ile kabul edilmiş doktora tez önerisinin gönderilmesi gereklidir.”

Eligibility for Boun BAP Doctorate Scholarship applications: 1.) By the time of the application, all required courses should have been completed. 2.) Student should be on their thesis year.

3rd semester

- When you log in to the course registration system, make sure that your semester type is “Thesis”. If it is not, you may change it by clicking on your semester type, and selecting “Thesis” from the dropdown menu.

4th semester

- Until the end of your fourth semester, you need to successfully complete all courses in your curriculum with a minimum GPA of **3.00**. If not, you will be dismissed from the university.

Before Graduation

- At least **one month** prior to your thesis defense, you need to decide on your thesis committee and submit your “MA Thesis Committee Assignment Form”.
- Your thesis committee should have 5 members and 2 alternate members.

5 Members	2 Alternate members
Your main advisor	1 internal member
Your co-advisor	1 external member from another university
2 internal members	
1 external member from another university	

- After you send in your thesis to your committee members, you and your committee members need to decide on your defense date, which should be within **a month**.
- At least **15 days** prior to your thesis defense, your thesis advisor should send your thesis draft (pdf version) to the Institute for Graduate Studies in Social Sciences together with the information on the date and room of the defense, and names and e-mail addresses of your thesis committee members.
- Before your defense, your “Approval page” should be checked by the Editor.
- Make sure to prepare sufficient copies of the Approval page, taking into account that you will need to make multiple printed and bound copies of your thesis.
- After you defend your thesis, you need to submit your “Savunma Sonucu Bildirim Formu” to the Institute for Graduate Studies in Social Sciences within **3 days**.
 - If your defense is successful, you need to contact the thesis editor for final corrections before printing. Please see style guidelines at the website of the Institute for Graduate Studies in Social Sciences (<http://www.sbe.boun.edu.tr/en/thesis/style-guide>). You need to submit the printed and bound version to the institute within **one month** from your defense date (You may extend it with a petition). If you fail to submit it within time, you will need to defend it again.
 - If it is unsuccessful, you will be dismissed from the university.

- If the committee decides that you need to do some corrections and gives you extra time (max. 3 months), at the end of the extra time you need to defend it again. This time, if it is unsuccessful, you will be dismissed from the university.
- During graduate education, the Institute for Graduate Studies in Social Sciences must be notified about the results of all assessments with relevant forms within **3 days**.

And last BUT NOT THE LEAST:

Ethical Issues:

- Please **DO** consult to your supervisor and co-supervisor for an application to any scientific event including conferences, symposia, summer schools, internships etc
- **DO NOT** forget to put the name of your supervisor(s) and collaborators for any scientific material (i.e. talk or poster slides) derived from your theses and student projects.
- Plagiarism and cheating are regarded as severe violations and **ARE NOT** tolerated. It is under your responsibility to know what is plagiarism and take cautions in order to avoid it. Please find below a guiding document.
- For your empirical work, before conducting any experiments, please **DO** consult to your supervisor(s) to make an ethical approval application to İnarek / SBB Sub-Committee. For more details, check: <http://www.sbe.boun.edu.tr/en/inarek-sbb/inarek-sbb-ethics-sub-committee-application>.

(Attached: A guide on plagiarism & cheating)

Plagiarism and Cheating

Plagiarism and cheating will not be tolerated. If committed, severe penalties will be applied:

Academic dishonesty:

The university provides severe penalties for different forms of academic dishonesty, such as cheating, plagiarizing and falsification or fabrication of data in order to obtain some form of credit that is not properly earned. Any suspected instance of academic dishonesty will be reported to the academic committees for disciplinary action.

Please note that in case of copied homework/assignments etc. the students who delivered their work to other students will run the risk of being equally punished since it is not a professor's duty to try to find out who had prepared the original work as opposed to who had cheated by copying and submitting it as if it were their own work.

Plagiarism:

Plagiarism is using others' ideas and words as if they are your own, without clearly indicating the source of that information. Students are continually exposed to other people's ideas through texts, lectures, talks. When you are using these materials, it is crucial that you give credit to their sources. If you don't, you are plagiarizing, which is whether intentional or unintentional considered a serious academic dishonesty.

Plagiarism (from APA manual, 5th Edition)- directly quoted:

Psychologists do not claim the words and ideas of another as their own; they give credit where credit is due. Quotation marks should be used to indicate the exact words of another. Each time you paraphrase another author (*i.e. summarize a passage or rearrange the order of a sentence and change some of the words*), you will need to credit the source in the text.

The key element of this principle is that the author does not present the work of another as if it were his or her own work. This can extend to ideas as well as written words. If an author models a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the Discussion section of someone else's article, that person should be given credit. Given the free exchange of ideas, which is very important to the health of psychology, an author may not know where an idea for a study originated. If the author does know, however, the author should acknowledge the source; this includes personal communications. (pp. 349-350)

Unacceptable paraphrasing occurs when: *(from Indiana University web site:*

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>)

"the writer has only changed around a few words and phrases, or changed the order of the original's sentences."

"the writer has failed to cite a source for any of the ideas or facts."

Examples:

Here's the **ORIGINAL** text, from page 1 of *Lizzie Borden: A Case Book of Family and Crime in the 1890s* by Joyce Williams et al.:

The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Bordens lived) which became the centers of production as well as of commerce and trade.

Here's an **UNACCEPTABLE** paraphrase that is **plagiarism**:

The increase of industry, the growth of cities, and the explosion of the population were three large factors of nineteenth century America. As steam-driven companies became more visible in the eastern part of the country, they changed farm hands into factory workers and provided jobs for the large wave of immigrants. With industry came the growth of large cities like Fall River where the Bordens lived which turned into centers of commerce and trade as well as production.

Acceptable paraphrasing:

accurately delivers the original information, BUT AT THE SAME TIME, uses the writer's **own wording**, where **both the structure and the words have** been modified from the original source.

provides the reader with the source of the information.

Here's an **ACCEPTABLE** paraphrase:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas

arose. Fall River was one of these manufacturing and commercial centers (Williams, 1890).

Please also visit the “Avoiding Plagiarism” webpage of the Boğaziçi University Writing Center:

<http://www.buowl.boun.edu.tr/fbuowlstudentsinfo.htm> --> “avoiding plagiarism”

NOTE: Please be aware that all the written documents you submit will be checked by an online plagiarism detection software in order to avoid instances of plagiarism.