



# BÜLENT ECEVİT UNIVERSITY

## DIRECTIVE FOR APPLICATION, ADMISSION AND REGISTRATION OF INTERNATIONAL STUDENTS TO POSTGRADUATE PROGRAMS

### PART ONE

#### Purpose, Scope, Base and Definitions

##### Purpose and Scope

**Item 1.** The purpose of this directive is to regulate the applications, admissions and registrations of international students to be admitted to postgraduate programs at Bülent Ecevit University.

##### Base

**Item 2.** This directive was prepared depending on items 14., 45-f, 46-a, 46-b, 65 of Law of Higher Education numbered 2547, Regulation for Postgraduate Education issued by Council of Higher Education published in the Official Journal of Republic of Turkey numbered 22683, dated 01.07.1996, the decision of Board of Higher Education dated 10.06.2010 and other statements in the legislations regarding to the issue.

##### Definitions

**Item 3.** The abbreviations and statements in this directive refer to:

- a. ALES: Academic Staff and Postgraduate Education Admission Exam,
- b. EABD: Department of Postgraduate School,
- c. EASD: Artistic Department of Postgraduate School,
- d. Graduate School: Graduate Schools of Bülent Ecevit University offering postgraduate education,
- e. EYK: Administrative Board of Graduate School,
- f. GMAT: Graduate Management Admission Exam,
- g. GRE: Graduate Record Examinations,
- h. KKTC: Northern Cyprus Turkish Republic,
- i. Rector: Rector of Bülent Ecevit University,
- j. Senate: Senate of Bülent Ecevit University,
- k. TOEFL: Test of English as a Foreign Language,
- l. TÖMER: Turkish Teaching Application and Research Center,
- m. International Student: Students to be admitted from abroad / foreign student
- n. University: Bülent Ecevit University,
- o. YDS: Foreign Language Proficiency Exam,
- p. YÖK: Council of Higher Education

### PART TWO

#### Basic Principles

**Item 4.** Candidates meeting the requirements stated in the Directive for Application, Admission and Registration of International Students to Postgraduate Programs can apply for admission to the University.

**Item 5.** Registered students are required to pay tuition fees annually determined by the University Administrative Board considering the minimum and maximum amounts determined by the Government.

**Item 6.** Students who have gained the right to register are demanded a written statement indicating that they are able to meet their expenses during the duration of their study in our country.

**Item 7.** The evaluation of the applications and placement of the candidates are totally under the authorization of Bülent Ecevit University. Bülent Ecevit University may or may not fill the quotas announced. The meeting of application requirements does not mean an automatical placement or admission to the department and / or program.



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**PART THREE**

**Quota, Application and Documents Required for Application**

**Quotas**

**Item 8.** The programs to admit students and number of students to be admitted are determined by the Senate considering the proposal of Head of EABD/EASD and related EYK.

**Application**

**Item 9.** In order for international (foreign) and Turkish candidates living abroad to be admitted to postgraduate programs, they must have a Bachelor's or Masters degree issued by a higher education institution in Turkey or a higher education institution abroad approved by Council of Higher Education

**Documents Required for Application**

**Item 10.** (1) Candidates wishing to be admitted to postgraduate programs having obtained Bachelors or Masters degrees from higher education institutions apply with the documents stated below within the calendar determined by Graduate Schools. The following documents are required for application:

- a) Application form of the Graduate School concerned,
- b) Diploma or document of graduation (an original copy and a Turkish translation of Bachelors diploma for Masters or Integrated PhD programs, Masters diploma for PhD programs approved by official authorities or notary)
- c) Original copies of transcripts for bachelor's degree for applicants of Masters degrees, Transcripts of Masters degrees for applicants of PhD Programs and their translated copies into Turkish approved by notary or Turkish Foreign Representatives,
- d) ID Document (translation of ID sections of valid passport approved by notary or Turkish Foreign Representatives),
- e) At least 2 (two) reference letters in Turkish or English,
- f) Detailed CV in Turkish or English,
- g) 2 (two) passport photographs,
- h) Valid Turkish proficiency document obtained from TÖMER (if available),
- i) Valid foreign language proficiency document for YDS exam or other exams whose equivalence have been approved by YÖK (if available)

(2) Requirements for foreign language proficiency are as follows:

- a) Candidates to apply to Masters and PhD programs have to pass the language proficiency exam given before application or they have to score at least 55 from YDS in English, German, French, Italian, Spanish, Russian, Arabic, Chinese, Japanese or Persian excluding their mother tongue or to have obtained an equivalent score from one of the international language proficiency exams (such as CAE, CPE, TOEFL iBT, PEARSON PTE Academic) whose equivalence have been approved by OSYM Board of Management. Those who have not fulfilled this requirement have to achieve this until course-taking requirements have been fulfilled. Candidates applying to non-thesis Masters programs do not have foreign language proficiency requirement.
- b) For programs whose language of instruction is foreign language, citizens of countries whose official languages are accepted by YÖK, those who have obtained Bachelors or Masters degrees in one of those languages and those who have graduated from programs in those countries do not have foreign language proficiency requirement.
- c) Candidates who obtained their Bachelors or Masters degrees in Turkey or abroad in one of the languages accepted by YÖK do not have foreign language proficiency requirement.
- d) Applicants to Masters or PhD degrees whose languages of instruction is foreign language who can not meet the language of instruction requirement are considered on leave for 1 (one) year at most. They can start their education the following semester on condition that they submit their language proficiency documents. Otherwise they will be expelled.



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**PART FOUR**

**Evaluation of Applications, Announcement of Results and Registration**

**Evaluation and notification of results to applicants**

**Item 11.** (1) In the calculation process of the entrance exam mark, 60% of the graduation mark average and 40% of the oral entrance exam mark are added. The marks of candidates whose oral exam marks are below 60 are not calculated. The total marks calculated as mentioned are put in descending order on condition that they are at least 65 over 100, the acceptance of the students within the quota are determined with EYK decisions.

(2) The graduation mark average to be used in the evaluation is converted into the 100 system.

(3) The student has to pay the tuition fee whose amount is determined by University Administrative Board every year according to Governmental decision every year unless exempted via agreements.

**Announcement of results and registration**

**Item 12.** The results are announced on the websites of the graduate schools concerned.

**Item 13.** Registrations are carried out on the announced dates by Student Affairs units of the graduate schools.

(1) The following documents are demanded from students who have obtained the right to be registered.

a) Diploma or document of graduation (an original copy and a Turkish translation of Bachelors diploma for Masters or Integrated PhD programs, Masters diploma for PhD programs approved by official authorities or notary)

b) Original copy of transcript and its translated copy into Turkish approved by notary or Turkish Foreign Representatives,

c) Foreign Language Proficiency Exam result (if available),

ç) The original or notary approved copy of student visa to be obtained from Turkish Foreign Representatives,

d) ID Document (translation of ID sections of valid passport approved by notary or Turkish Foreign Representatives),

e) Document indicating Turkish proficiency (if available),

f) Student residence permit (to be obtained after registration),

g) 6 passport photographs (taken within the last 6 months),

ğ) Receipt indicating that the tuition fee has been paid,

h) Document indicating bursary for those who receive bursary

(2) The registration of those who submit falsified, forged, incomplete or wrong documents during the application, placement and registration processes are cancelled even though completed and they are expelled from the University.

**PART FIVE**

**Miscellaneous and Last Remarks**

**Other Remarks**

**Item 14.** (1) International students who are registered to postgraduate programs at Bülent Ecevit University are subject to Bülent Ecevit University Regulations for Postgraduate Education and Examinations

(2) Decisions are taken according to Regulations and decisions of Senate for situations which are not mentioned in this directive.

**Instances which are not mentioned**

**Item 15.** (1) For instances which are not mentioned in this directive; other related Regulations and decisions of Council of Higher Education, Senate and University Administrative Board are put in practice.



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**Validity**

**Item 16.** This directive becomes valid on the day it was approved by the Senate.

**Execution**

**Item 17.** This directive is executed by the University Rector.

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Approved by the decision of the Senate dated 05.06.2015 and numbered as 2015/12-45.