

İZMİR KÂTİP ÇELEBİ UNIVERSITY

DIRECTIVE FOR INTERNATIONAL STUDENT APPLICATIONS, ADMISSIONS AND REGISTRATIONS TO GRADUATE PROGRAMS

PART 1

Aim, Scope, Basis and Definition of Terms

Aim

ARTICLE 1- The aim of this directive is to regulate the principles that govern the procedures concerning international student applications, admissions and registrations to graduate programs at İzmir Kâtip Çelebi University.

Scope

ARTICLE 2- This directive consists of provisions concerning international student applications, admissions and registrations to graduate programs at İzmir Kâtip Çelebi University.

Basis

ARTICLE 3- (1) This directive was prepared on the basis of 14th Article of Law of Higher Education numbered 2547, dated 4/11/1981 and 2nd sub-Article of the 35th Article of Regulation for Postgraduate Education issued by Council of Higher Education published in the Official Journal of Republic of Turkey numbered 29690, dated 20/04/2016,

Definition of Terms

ARTICLE 4- Wherever the following terms appear in this document, they shall be taken to refer to:

Graduate School: Graduate Schools of Natural and Applied Sciences, Health Sciences and Social Sciences affiliated to İzmir Kâtip Çelebi University,

Graduate School Department: Departments and art majors under a graduate school defined in the 5th Article of the Regulation for Postgraduate Education,

Graduate School Committee: The committee consisting of assistant directors and heads of departments having degree programs in the graduate school and/or running a joint program,

Graduate School Administrative Board: The committee consisting of assistant directors and 3 faculty members nominated by the Graduate School Director,

İKÇÜ TÖMER: İzmir Kâtip Çelebi University Turkish Language Learning, Research and Application Center,

Rector: Rector of İzmir Kâtip Çelebi University,

Senate: İzmir Kâtip Çelebi University Senate,

International Student: Foreign students to be admitted from abroad and students holding Turkish citizenship completed their undergraduate education abroad,

University: İzmir Kâtip Çelebi University,

University Administrative Board: İzmir Kâtip Çelebi University Administrative Board,

YDS: Foreign Language Proficiency Test,

PART 2

Criteria for Application, Quotas, Required Documents, Evaluation and Placement

Criteria for Application and Procedure

ARTICLE 5- (1) The applicant as an international student must hold a Bachelor's Degree for Master's and Joint Doctoral Programs and a Master's Degree for Doctoral Programs. Language requirements of the programs are specified in the Article 8.

(2) Applications are announced on both university's and the relevant graduate school's web pages in the period set by the relevant department.

(3) The relevant graduate school department may determine special requirements for program applications.

Quota

ARTICLE 6- The programs open to student admissions and number of students to be admitted are determined by the proposals of departments and the decision of the relevant Graduate School Administrative Board and the approval of University Administrative Board.

Documents Required for Application

ARTICLE 7-(1) The following documents are required for application:

- a) Diploma or document of graduation (Original or approved copy by official authorities or notary)
- b) Approved Copy of Transcript
- c) Language Proficiency Document if exists
- d) Signed Printout of the Application Form
- e) CV and Letter of Intent
- f) Letter of Reference
- g) Turkish or English translation of documents required for application must be submitted. If these documents are in different languages other than Turkish or English, they must be translated in either of the languages.

Language of Proficiency

ARTICLE 8- (1) Applicants to programs whose language of instruction is Turkish must submit C1 language proficiency document from TÖMER and those who do not have Turkish proficiency must get 70 from the Turkish proficiency exam to be conducted by İKÇÜ TÖMER. Candidates who have obtained Bachelor's or Master's degrees from any higher education institution which offers education in Turkish do not have Turkish language proficiency requirement. Those who fail the proficiency exam will be considered as on leave for 1 (one) year at most to improve their level of Turkish proficiency to the required levels at İKÇÜ TÖMER.

(2) For programs whose language of instruction is not Turkish, candidates must get 70 from YDS or one of the international language proficiency exams whose equivalence have been approved by ÖSYM. Foreign Language Equivalence Tables of ÖSYM and YÖK are accepted.

(3) For Doctoral Programs whose language of instruction is Turkish, candidates must get 55 from YDS or one of the international language proficiency exams whose equivalence have been approved by ÖSYM. Foreign Language Equivalence Tables of ÖSYM and YÖK are accepted.

(4) For Master's Degree Programs with/without thesis whose language of instruction is Turkish, application criteria indicated in directives of the relevant graduate schools are valid.

(5) Citizens of countries whose official language is the same as the language of instruction of the program and those who received education in the relevant program's medium of instruction do not have foreign language proficiency requirement.

Evaluation of Applications and Placement

ARTICLE 9- (1) Application files of candidates are examined by the relevant department and if necessary the candidates competency will be evaluated by criteria specified by graduate school and the acceptance of the candidates is finalised with the decision of the relevant Graduate School Administrative Board.

(2) The relevant department may carry out a course orientation program if it is necessary to get the equivalency of the student's bachelor of education.

Announcement of Results and Registration

ARTICLE 10- (1) The relevant graduate school announces the results on the web page of Graduate School.

(2) Registrations are carried out by the relevant graduate school.

Documents Required for Registration

ARTICLE 11- (1) The following documents are demanded from students who have obtained the right to be registered

a) Diploma (Original)

b) Transcript (Original)

c) Foreign Language Proficiency Exam Result for Master's Degree and Doctoral Programs whose language of education is not Turkish

d) TÖMER Language Proficiency Document or Turkish Language Proficiency Exam Result taken from İKÇÜ TÖMER for the programs whose language of instruction is Turkish

e) Student Visa to be obtained from foreign representatives except for the countries having visa exemption

f) Copy of passport

g) Residence permit

h) 4 photographs

i) Receipt indicating that the tuition fee has been paid

PART 3

Miscellaneous and Last Remarks

Other Remarks

ARTICLE 12- For cases which are not mentioned in this directive; İzmir Katip Çelebi University Directive of Graduate Program Admissions, the relevant Graduate School Regulations, the decisions of Senate and University Administrative Board are put in practice.

Validity

ARTICLE 13- This directive becomes valid with the decision of the Senate.

Execution

ARTICLE 14- This directive is executed by the Rector of İzmir Katip Çelebi University.