

REPUBLIC OF TURKEY
MUSTAFA KEMAL UNIVERSITY
DIRECTIVE on FOREIGN STUDENTS' APPLICATION, ADMISSION and
REGISTRATION to GRADUATE PROGRAMMES

PART I

Aim, Scope, Legal Basis and Definitions

Aim

ITEM 1 – This Directive aims to regulate application, admission and registration criteria of foreign students to department and programmes of the faculties and schools of Mustafa Kemal University.

Scope

ITEM 2 – This Directive is in the scope of application, admission and registration criteria and procedure of foreign students to department and programmes of the faculties and schools of Mustafa Kemal University.

Legal Basis

ITEM 3- This directive:

- a) The 14th and 65th items of the Higher Education law numbered as 2547.
- b) The 7th item of the “Foreign Students Studying in Turkey” law numbered as 2922.
- c) The regulation (dated 01.07.1996, decree no 22683) of “Education and Training at Graduate studies level” published in the Official Gazette
- ç) The document of Higher Education Council dated 24.06.2010 and decree no B.30.0.EÖB.0.00.00.03.01.06-3069-021145.
- d) prepared based on the General Assembly decision dated 17.03.2010 of Higher education Council.

Definitions and Abbreviations

ITEM 4 – The definitions mentioned in this directive;

- a) ALES: The exam for applying to graduate studies,
- b) Institute: Institutes belonging to Mustafa Kemal University,
- c) IC: Institute Council,
- ç) GRE: Graduate Record Examination.
- d) GMAT: Graduate Management Admission Test.
- e) IELTS: International English Language Testing System.
- f) KPDS: The exam of English as foreign language,
- g) Rector: Rector of Mustafa Kemal University,
- ğ) Senate: Mustafa Kemal University Senate,
- h) TOEFL: Test of English as a Foreign Language,
- ı) TÖMER: Turkish Teaching Centre,
- i) YÖK: Higher Education Council,
- j) USMLE: United States Medical Licensing Examination,
- k) ÜDS: The exam of English as a foreign language,
- l) University: Mustafa Kemal University,

- m) YDS: The exam of English as a foreign language.,
- n) CEFLE (Certificat Europeen de Français Langue Etrangere): The exam of French as a foreign language.
- o) ZDF (Zertificat Deutsch als Fremdsprache): The exam of German as a foreign language.

PART II

Language of Instruction, Application Procedure and Application Documents

Language of Instruction

ITEM 5 - (1) Language of instruction at our University is Turkish.

(2) The candidate must document his/her proficiency of Turkish Language. (Centres such as TÖMER)

(3) The candidates who have no documentation to show their proficiency of Turkish Language must take “Turkish Language Proficiency Exam” conducted by our University.

Explanation on the results of the above-mentioned exam;

85-100 means A (He/she is competent in Turkish language and can start education),

70-84 means B (He/she can shortly improve his/her Turkish and can start education),

50-69 means C (He/she can improve his/her Turkish and can start education),

0-49 means F (His/her Turkish is not sufficient to start education).

(4) The candidates who have no documentation to show their proficiency of Turkish Language and the ones who scored F in the “Turkish Language Proficiency Exam” conducted by our University are allowed for 12 months by the decision of department they are registered in order to improve their Turkish at least to the level of C. The ones who fail in improving their level of Turkish language at least to the level of C in one year time lose their right to study at Mustafa Kemal University.

Application and Requirements for Admission

MADDE 6- These persons can apply to be a graduate student at Mustafa Kemal University

a) Persons with foreign nationality.

b) Those who were born as Turkish citizens yet given permission by the Ministry of Internal Affairs to be out of Turkish citizenship and their under age children who are registered in their declaration of alienage papers with the proper documents that show they are eligible to use the rights endowed upon them by the numbered 5203 Law on the Amendment to the Law of Turkish citizenship

c) Dual nationality persons who are foreign nationality by birth and switch to Turkish citizenship.

ç) Turkish citizens who live in abroad and completed his/her secondary education and bachelor degree studies in abroad.

Application Documents

ITEM 7- The candidate students applying to graduate study programmes must submit the documents below by regular post or in person to the related Institutes between the given dates

a) Application form,

b) Bachelor degree diploma certified by Notary or Turkish foreign missions outside Turkey for applicants applying to Master programme, Bachelor degree and master degree diplomas

certified by Notary or Turkish foreign missions outside Turkey for applicants applying to PhD programmes.

c) Bachelor degree diploma translated in Turkish Language copy certified by Notary or Turkish foreign missions outside Turkey for applicants applying to Master programme. Bachelor degree and master degree diplomas translated in Turkish Language copy certified by Notary or Turkish foreign missions outside Turkey for applicants applying to PhD programmes.

ç) The original of the document showing proficiency in Turkish language or the copy certified by Notary or Turkish foreign missions outside Turkey (if available)

d) Transcript copy certified by Notary or Turkish foreign missions outside Turkey.

e) Transcript translated in Turkish language copy certified by Notary or Turkish foreign missions outside Turkey.

f) The document showing the result of one of the exams of ALES, GRE, GMAT or USMLE (if available)

g) The document showing the proficiency of foreign language (if available) (KPDS, ÜDS, YDS, TOEFL, IELTS, CEFLE, ZDF or an equivalent exam),

ğ) The document showing the applicant's YDS score of at least 55/100 in (apart from his/her native language) English, French or German or the score in one of the exams (KPDS, ÜDS, TOEFL, IELTS, CEFLE, ZDF) accepted by the Inter-university Board (This document is required while applying to PhD programmes.)

h) Certificate of diploma equivalency for the applicants applying to the patient-oriented programmes of Health Sciences Institute.

ı) 2 letters of reference (if available),

i) Photocopy of the passport page which includes the photo and identity information,

j) The bank receipt showing the payment of the application fee.

k) 2 photos (Taken in the last six months.)

PART III

Evaluation of the applications, Announcement of the results, Registration and Tuition Fees

Evaluation of the applications, Announcement of the results

MADDE 8 – (1) Applications are evaluated by the related departments and the applications are accepted after the decision taken by the Institute Council referring to the reasoned decision of the related department.

(2) Foreign students may study for a year under the name of “Scientific Preparation” before they start their master or PhD programme upon the decision of the related department. The Scientific Preparation programme is for two terms the most. The students who fail to complete Scientific Preparation programme in this duration are discharged. The students who successfully complete Scientific Preparation programme in this duration continue their education under Mustafa Kemal University Directive for foreign students' application, admission and registration to graduate programmes.

Announcement of the Results and Final Registration

MADDE 9 – (1) Application results are announced on the website of the related Institute.

- (2) Registrations are carried out by Student Affairs Department of the related Institute between the dates announced on the website.
- (3) The necessary documents for final registration are as follow;
- a) The original copy of diploma or graduation certificate which is certified by notary or Turkish foreign missions outside Turkey.
 - b) Transcript (original)
 - c) The document showing proficiency in Turkish language (If the candidate has no this document, he/she is given twelve months of duration to learn Turkish)
 - ç) Original passport and the notary-certified Turkish translation copy of the passport page which includes the photo and identity information
 - d) Certified copy of the Student Visa taken from the Turkish foreign missions outside Turkey,
 - e) 12 photos (size; 4,5 x 6,0) taken in the last six months,
 - f) Student visa taken from the Turkish foreign missions outside Turkey.
 - g) Document of foreign language (if available),
 - ğ) Residence permit
 - h) Identity number for foreign students,
 - ı) Bank receipt showing that the tuition fee has been paid (at the amount announced and to the relevant bank announced.)
 - i) The document showing that the student has enough financial support to continue his/her education in Turkey.
 - j) The general health insurance procedure of the applicants who completed their final registration is carried out by the University; however, the applicants are responsible for paying their health insurance premium.

PART IV

Miscellaneous and Final Conditions

Other Conditions

ITEM 10 - Foreign students shall be subject to the provisions of Mustafa Kemal University Directive on Graduate Education-Training and Examination

ITEM 11- Related regulations are applied for the provisions which are not included in this directive.

Validity

ITEM 12 – This directive is valid as of the date of promulgation

Execution

ITEM 13- Provisions of this directive shall be executed by the Rector of Mustafa Kemal University.