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AKSARAY UNIVERSITY
DIRECTIVE FOR INTERNATIONAL GRADUATE STUDENT APPLICATIONS,
ADMISSIONS AND REGISTRATIONS

PART 1

Aim, Scope, Basis and Definition of the Terms

Aim

Article 1 the aim of this directive is to regulate the principles that governs the procedures that concerning international graduate students applications, admissions and registrations to graduate programmes of Aksaray university

Scope

Article2 this directives comprises provisions concerning international students applications, admissions and registrations to graduate programmes of Aksaray University

Basis

Article 3 Procedures concerning international student applications, admissions and registrations are carried out within the framework of the decision dated 06/01/2010 and 21/01/2010 taken by the Council of evaluation established in accordance with the article 3 of law relevant international students studying in Turkey(Law no: 2922).

Definitions

Article 4 The terms and abbreviations mentioned in this directive are defined as follows:

- a) ALES: Academic Personnel and graduate Education Exam,
- b) Institue: Institutes of Aksaray University
- c) EYK: Institute Administrative Committee,
- d) GRE : Graduate Record Examination,
- e) GMAT Graduate Management Admission Test,
- f) Rector: Rector of Aksaray University
- g) Senate: Senate of Aksaray University
- h) TOEFL: Test of English as a Foreign
- i) ASÜ TÜRKÇEM: Application and Research Center for Turkish Language Teaching of Aksaray University,
- j) University : Aksaray University
- k) YDS: Foreign Language Examination,

- l) YEE: Institute of Yunus Emre
- m) YÖKDİL: Foreign Language Examination for Higher Education

PART TWO

Quota, Application Conditions, Evaluation of Applications and Placement Quota

Article 4 The programs to admit students and number of students to be admitted are determined by the decision of EYK, the proposal of the chairmanship of the relevant department and the approval of the University Executive Board

Obligations of Academic Units

Article 5- Academic Units are obliged to determine the base and the quotas relevant to the evaluation of International students and submit to the Rectorate through the Institute to be discussed in the University Executive Board

Application

Article 6-) Candidates within the following framework may be admitted to graduate programs:

- 1) Those who are in status of foreign student,
- 2) Those who graduated from an undergraduate programs at universities,
- 3) Those who aren't expelled from an intuition of higher education because of disciplinary action

Application and Required Documents

Article 7- Candidates wishing to be admitted to graduate programs having obtained Bachelor's degrees from higher education institutions should apply with the documents stated below within the calendar determined by Graduate Schools. The following documents are required for application:

Documents Required for Application

- a) Copy of the diploma
- b) Transcript showing all courses taken, content of the courses and grades achieved in all higher education institutions the applicant has so far attended or graduated from.
- c) CV (showing contact information)
- d) The result of any of ALES, GRE or GMAT

- e) Valid foreign language proficiency document(for the post graduate programme)
- f) Copy of the passport
- g) 2 (two) reference letters
- h) A letter of intent

In case of PhD applications, international student must have obtained at least 55 in English in the Interuniversity Board Foreign Language Examination (ÜDS) or YÖKDİL or at least an equivalent score in an examination determined by the Interuniversity Board .the candidates who don't have any of these exam result must have obtained at least 60 over 100 English Proficiency Exam made by Aksaray university.

Admitted applicants who fail to meet the English proficiency requirements must take Turkish proficiency class for maximum one year. Those who fail Turkish proficiency class will be dismissed from the university.

Evaluation of the application

- 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 finalized with the decision of the relevant Graduate School Administrative Board.
- 2) The applicants applying for the graduate programme are accepted to the graduate programmes beyond the quota with the decision of EYK and the view of the board of the department by certifying that they get scholarship from their country or Turkish Republic.
- 3) The tuition fee international students will pay is determined by the Administrative Board of University and the proposal of EYK in accordance with the Decision of board of Ministry dated 14.4.2010 (no: 2010/343) came into force and published in official gazette dated 28.05.2010(no:27594)
- 4) The students are obliged to pay the tuition fee determined by Administrative Board of University within the framework of the Decision of Ministry Board

Announcement of the results and placement

MADDE 9- (1) the results are announced on the web page of the institute. A letter of acceptance is sent to the admitted students by our university. The candidates should take visa from Turkish Embassy or consulate in their country with this letter.

(2) The student who are sent letter of acceptance can make the final registration within the calendar by handling the documents below to the Students Affair Office of Institute .

Documents to be demanded during the registration;

- a) Equivalence certificate taken by Higher Education Institute
- b) Original diploma of the undergraduate or graduate or the copy of the diploma certified by notary or foreign representative Office.
- c) Transcript or copy of the transcript certified by notary or foreign representative Office
- d) ALES, GRE or GMAT result document the original one or the copy certified by notary or foreign representative Office(if available)
- e) Foreign language proficiency document which have been approved by Higher Education Intuition or the result of the Foreign language proficiency exam held by Aksaray University (if available).
- f) for the programmes whose language is Turkish, Turkish proficiency document given by ASUTÖMER or YEE or the copy of the document certified by notary
- g) copy of the passport (if it isn't in English , Turkish translation of the passport certified by notary),
- h) 3 passport photographs (taken with 6 months.)
- i) Receipt indicating that the tuition fee is paid.
- j) Receipt of the education support course fee.

The students who have done the final registration have to go on their study on designated dated at our university. International students who attend our university with the aim of doing internship cannot use the rights of permanent students.

PART 3

Turkish proficiency level

Article 10-,

- 1) The students placed at programme giving education in foreign language are subject to directives Relevant Bases to be Obeyed While Giving education in foreign language and Foreign Language Education at Higher Education Institution published official gazette.(no:27174 dated: 04/12/2008)
- 2) The candidates applying for the graduate program whose education language is Turkish can start the course period of the relevant programme in the case of fulfilling any of the provision related to education language.
- 3) Directives of ASU TURKÇEM is valid concerning the matter of success and exemption

PART 4

Miscellaneous and Final Provisions

Madde 11- Foreign students who are about to study or study in Turkey are responsible for the provisions of concerning regulations.

Elimination of uncertainty

In order to eliminate the uncertainties that may arise during the implementation of this regulation, the directives of ASUTÜRKÇEM and the Decision of the Senate are carried out.

Repealed directive

Aksaray university directives for Admission of International Student to Graduate programme which was approved by the University Senate dated 09/03/2016 and numbered 2016/06-9 was repealed.

Validity

ARTICLE16 – (1) This Directive is effective as the date it was approved by the Aksaray University Senate.

Implementation

ARTICLE– (1) This Directive is implemented by the President of Aksaray University.