

ÖZYEĞİN UNIVERSITY
DIRECTIVES ON GRADUATE PROGRAM ADMISSIONS

(Senate Date: 21.12.2010; Senate Issue: 2010-08)

Purpose

ARTICLE - 1

The purpose of these directives is to regulate the principles pertaining to graduate admissions for the programs offered by Özyeğin University Graduate Schools.

Scope

ARTICLE - 2

These directives cover the provisions relating to the application, evaluation, admission, and enrollment processes while admitting students to Özyeğin University's graduate programs.

Legal Ground

ARTICLE - 3

These directives are pursuant to Article 14 of the Higher Education Law No:2547 dated 04.11.1981 and Supplementary Article 72 of the Law No:2809 on the Organization of Higher Education Institutions as well as Özyeğin University's Rules and Regulations for Graduate Programs published on the Official Gazette No: 27440 on 22/12/2009.

Definitions

ARTICLE - 4

ALES	: Academic Personnel and Graduate Study Entrance Exam
GMAT	: Graduate Management Admission Test
GRE	: Graduate Record Examination
IELTS	: International English Language Testing System
KPDS	: English Proficiency Examination for State Employees
OzU	: Özyeğin University
Rector	: Özyeğin University Rector
Senate	: Özyeğin University Senate
TOEFL-IBT	: Test of English as a Foreign Language – Internet Based Test
TOEFL-PBT	: Test of English as a Foreign Language – Paper Based Test
TRACE	: OzU English Proficiency Examination (Test of Readiness for Academic English)
University	: Özyeğin University
ÜDS	: Interuniversity Board Foreign Language Examination
ÜAK	: Interuniversity Board
YÖK	: Turkish Council of Higher Education

Application Requirements

ARTICLE - 5

Application requirements for graduate programs are determined by the Graduate School Executive Board in February and October for the Fall and Spring semesters, respectively and are announced on the OzU website.

1. Degrees

- a. Applicants must be either graduates of or graduating from an undergraduate program in case of applications for a master's program; and an undergraduate or a master's program in case of applications for a doctoral program, respectively.

- b. Among admitted applicants, those who are expected to graduate must successfully complete their current programs prior to the enrollment date in order to be able to enroll in the university.

2. Diploma Equivalency

- a. Diplomas awarded by higher education institutions abroad must be deemed equivalent by YÖK to those awarded by higher education institutions in Turkey.
- b. TR and TRNC nationals must personally apply for the diploma equivalency certificate. For admitted international applicants who do not have a diploma equivalency certificate, equivalency procedures are completed by OzU.

3. Graduate Programs Entrance Exam Score Report

- a. Applicants must submit one of the following score reports provided that they are still valid. The validity period is 5 years for GRE and GMAT and 3 years for ALES.
 - ALES: At least 55 (At least 70 for PhD applications with a Bachelor's Degree)
 - GRE: At least 610 (At least 685 for PhD applications with a Bachelor's Degree)
 - GMAT: At least 450 (At least 650 for PhD applications with a Bachelor's Degree)
- b. The relevant Graduate School Executive Boards may make changes to acceptable examinations and scores for a graduate program, however acceptable scores cannot be less than the minimum scores specified herein.
- c. Applicants listed below are exempt from the requirement to submit a graduate programs entrance exam score report:
 - Foreign nationals
 - Applicants who have applied to the same or a different program after an interval of at most one semester following their withdrawal from a graduate program
 - Applicants who have applied to a different program after an interval of at most one semester following their graduation from a graduate program

4. English Proficiency Exam Score Reports

- a. Applicants must submit one of the following English proficiency exam score reports. Score reports should still be valid at the time of the application. The validity period is 2 years for TOEFL and IELTS, 3 years for ÜDS and KPDS and 2 years for TRACE.
 - TOEFL-IBT : At least 55
 - TOEFL-PBT : At least 453
 - IELTS : At least 5,5
 - ÜDS : At least 55
 - KPDS : At least 55
 - TRACE : At least 50 (only for applications for a master's program)
- b. In case of PhD applications, citizens of an English speaking country must have obtained at least 55 in French or German in the Inteuniversity Board Foreign Language Examination (ÜDS) or at least an equivalent score in an examination determined by the Interuniversity Board (ÜAK) and the score report must still be valid at the time of the application.
- c. Graduate School Executive Boards may make changes to acceptable examinations and scores for a graduate program; however acceptable scores cannot be less than the minimum scores specified herein.

- d. Applicants who obtained their Bachelor's Degree in an English-medium higher education program at the latest within the last two years and whose level of English is deemed satisfactory by master's degree are exempt from the requirement to submit an English Proficiency Exam Score Report.

Admitted applicants who fail to meet the English proficiency requirements sit for the TRACE examination.

5. Other Requirements

Applicants must satisfy other requirements, if any, set by the relevant graduate school executive board (i.e. GPA, professional experience etc).

Applications **ARTICLE - 6**

1. Applicants satisfying the application requirements can apply to the relevant Graduate School within the application dates posted in the academic calendar along with the following application documents:
 - Online application form with a photo, duly completed and submitted
 - Copy of the undergraduate or graduate diploma
 - For diplomas awarded abroad, a copy of the diploma equivalency certificate issued by YÖK's International Equivalency Office, certifying the equivalency of the diploma to that of a Turkish higher education institution
 - Copy of the Graduate Programs Entrance Exam Score Report
 - Copy of the English Proficiency Exam Score Report
 - Transcript showing all courses taken and grades achieved in all higher education institutions the applicant has so far attended or graduated from. If the transcript does not provide any description about the grading system, separate documents must be provided for the grading system of the relevant institutions.
 - For international students, a copy of the pages from the passport that have the photograph and identity information
 - Supplementary documents which may be required by the relevant graduate school (letter of recommendation, resume, essay etc)
2. If application documents are prepared in languages other than Turkish or English, in addition to the original copies, translations into Turkish or English must also be submitted.,
3. The university may request applicants to prove the accuracy of information and documents submitted during the application or the university may directly search the accuracy of such information and documents. Should it be determined that there are inconsistencies in information and documents provided by prospective students, such students are denied admission even if they were previously admitted, and their enrollments are revoked, even if previously completed.
4. Application documents are kept by the university and under no circumstances are returned to applicants, irrelevant of the result of evaluation.

Evaluation and Admission **ARTICLE - 7**

1. As a result of preliminary evaluations conducted on the application information and documents, prospective students may be invited for a written examination or an interview. Failure to attend the interview or examination will disqualify the applicant from further consideration.
2. Applications are evaluated based on a performance grade assigned by taking into account a list of criteria including the applicant's score in the graduate programs entrance exam

(with a weight no less than 50%), GPA at graduation, interview or written examination score, as well as foreign language proficiency.

3. Applications are evaluated by an admission jury of at least three faculty members. Recommendations of the admission jury regarding the admission of applicants are concluded upon the resolution of the relevant Graduate School Executive Board.
4. If deems necessary, the Graduate School Executive Board may subject some of the admitted students to the Scientific Preparatory Program for one or two semesters to fully prepare them for their graduate programs. The resolution of the Graduate School Executive Board lists all courses that must be taken by the applicant.
5. The scope, application requirements and quotas of scholarships granted to admitted students are determined by the Board of Trustees for each academic year. Scholarships are awarded upon the resolution of the relevant Graduate School Executive Board and the approval of the Rector.

Announcement of Results, Intent to Enroll and Invitation for Enrollment ARTICLE - 8

1. Results are kept confidential and are not disclosed to any third party. Applicants are informed about only the results of their own applications.
2. Applicants are notified of the results of evaluations via a notification letter written both in Turkish and English. In the letter, admitted applicants are requested to declare their intent to enroll by a specific date.
3. Applicants who declare their intent to enroll are sent an invitation letter for enrollment by the Graduate School.
4. Admitted students who fail to express their intent to enroll by the deadline or those who declare they do not plan to enroll in Özyeğin University will lose their right to enrollment.

Enrollment ARTICLE - 9

1. Admitted students must personally complete their enrollment in the University within the dates posted in the academic calendar by submitting the following documents.
 - Original and a copy of the undergraduate or graduate diploma (the original will be returned back to the student after enrollment)
 - For diplomas awarded abroad, the original copy of the diploma equivalency certificate issued by YÖK's International Equivalency Office, certifying the equivalency of the diploma to that of a Turkish higher education institution. (For admitted international applicants who do not have a diploma equivalency certificate, equivalency procedures are completed by OzU.)
 - Original copy of the Graduate Programs Entrance Exam Score Report
 - Original copy of the English Proficiency Exam Score Report
 - Original copy of the transcript showing all courses taken and grades achieved in the higher education institution the applicant graduated from.
 - 6 passport size photographs. Photographs should be 4.5 cm x 6 cm; taken within the last 6 months with head and neck clearly visible. Male students must have no beard. Students must write their names and surnames at the back of each photograph.
 - Semester tuition payment
 - For TR and TRNC nationals
 - A front and back copy of the Identification Card with the ID number.
 - For international prospective students

- Copy of the pages from the passport that have the student's photograph, identity information and the student visa. The student visa is obtained from the local or the nearest Turkish Embassy or Turkish Consulate.
 - Notarized copy of the residence permit issued by Istanbul Provincial Directorate of Security (to be submitted at the latest within one month following enrollment)
 - Foreigner Identity Number (to be submitted at the latest within one month following enrollment)
2. Prospective students who fail to complete their enrollment within the announced dates lose their right to enrollment.
 3. The enrollment of those who submit forged documents shall be cancelled even if previously completed.

Conditionally Admitted Students

ARTICLE - 10

1. Prospective students who fail to submit any of the following documents during their application may conditionally be admitted to the program they applied for with the resolution of the relevant Graduate School Executive Board, if they are deemed acceptable.
 - Graduate Programs Entrance Exam Score Report
 - English Proficiency Examination Score Report
 - Diploma Equivalency Certificate
2. Conditionally admitted prospective graduate students complete their enrollments as a special student, however they pay the same tuition as a regular graduate student.
3. Students must complete the missing documents at the latest by the end of the final exam period announced in the academic calendar in the first semester following their admission.
4. Students who complete their documents by the end of the allocated time period attain the regular graduate student status as of the beginning of the following semester.
5. Students who fail to complete the missing documents are deemed to have completed the semester as a special student and their special student status is terminated at the end of the semester.
6. In order to continue their study in the subsequent semesters, students who complete the semester as a special student due to incomplete documents must submit a new application each semester to the relevant Graduate School, must be conditionally admitted with the resolution of the Graduate School Executive Board and must complete their registrations as a special student.
7. Grades obtained and credits taken by students who have completed the semester(s) as a special student and subsequently attained the regular graduate student status in their degree programs by completing their missing documents are counted towards their graduate programs as they are, if deemed acceptable by the relevant Graduate School Executive Board. Total course credits transferred as such cannot exceed 50% of the total credits required for graduation from the student's degree program.
8. Students who fail to complete their missing documents or who are not re-admitted as a special student lose their right to graduate from the program. Such students are issued a transcript listing all courses taken and grades obtained as a special student upon their request.

Absence of Provisions**ARTICLE - 11**

In absence of provisions in these directives, the provisions of the other relevant legislations, and the resolutions of YOK, Senate, University Executive Board and the relevant Graduate School Executive Board shall be applicable.

Effectiveness**ARTICLE - 12**

These directives shall take effect on the day they are approved by the Senate.

Execution**ARTICLE - 13**

The provisions herein these directives shall be executed by the Özyeğin University Rector.