

**KONYA FOOD AND AGRICULTURE UNIVERSITY DIRECTIVE OF ADMISSION OF
POSTGRADUATE STUDENTS FROM ABROAD**

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FIRST SECTION

Purpose, Scope, Basis and Definitions

Purpose and Scope

Article 1- (1) This Directive regulates the application and admission criteria of foreign students to the graduate programs conducted at Konya Food and Agriculture University.

Basis

Article 2- (1) This directive was prepared on the basis of Article 14 of Higher Education Law No. 2547 dated 04.11.1981 and decision of General Council of Higher Education dated 10.06.2010.

Definitions

Article 3- (1) In this directive:

- a) Institute: Institutes with post-graduate education in Konya Food and Agriculture University
- b) Director of the Institute: Directors who work in the institute of Konya Food and Agriculture University
- c) Institute Executive Board: The administrative boards of Konya Food and Agriculture University Institutes
- ç) Presidents of the Institute Departments: Departments of Konya Food and Agriculture University
- d) English Prep Class: Konya Food and Agriculture University English Prep Class
- e) Board of Trustees: Konya Food and Agriculture University Board of Trustees
- f) Rector: Rector of Konya Food and Agriculture University
- g) Senate: Senate of Konya Food and Agricultural University
- ğ) University: Konya Food and Agriculture University
- h) ALES: Academic Personnel and Postgraduate Education Entrance Examination
- i) GMAT: Graduate Management Admission Testini
- i) GRE: Graduate Record Examination

- j) YDS: Foreign Language Examination
- k) e-YDS: Electronic Foreign Language Examination
- l) ÜDS: The Interuniversity Board Foreign Language Examination
- m) KPDS: Placement Examination of Public Personnel Foreign Grammar Level
- n) TOEFL-IBT: Test of English as a Foreign Language - Internet Based Test
- o) Coordinatorship of Foreign Languages : Konya Food and Agriculture University
Coordinatorship of Foreign Languages

SECOND SECTION

Quota, Application Conditions, Application, Documents Required for Application, Evaluation of Applications and Placement

Quota

Article 4 - (1) The student quota to be admitted for each of the post-graduate programs is finalized by the decision of the Board of Trustees on the recommendation of the Senate.

(2) If the program is not applied or the quota is not filled, non-filled or non-applied quotas may be transferred by the Senate to other program quotas.

Application Conditions

Article 5 – (1) In order to be able to study at the postgraduate programs under this directive, the applicant must be in the status of foreign student and bear the conditions of the application rules determined by the Council of Higher Education. Candidates with the following qualifications may be admitted to postgraduate programs.

a) Those who have graduated or are in the last year of a university degree program for post-graduate or post-master degree programs, those who have graduated from a university graduate degree program or are in the process of completing the program for PhD program.

b) Candidates with a foreign student status from T.C. Universities, even though they have the qualifications above, must not have received a penalty for removal from the higher education institution they graduated because of disciplinary crime.

Application

Article 6 – (1) Applications must be completed by filling out the online application form on the website of the relevant Institute and sending the following documents by post or submission to the Directorate of the Graduate School between the application dates announced on the academic calendar. Documents sent by post must be received by the Institute Directorates before the deadline. Documents sent by e-mail will not be evaluated.

(2) Applicants will be accepted if their institution, where they are trained, are approved by the Council of Higher Education (YÖK), and the conformability of education they got is approved by the Council of Higher Education (YÖK).

Article 7 – (1) Documents Required for Application

a) Printout of the Online Application Form

b) Photocopy of Diploma (bachelor's degree for graduate programs; photocopy of graduate and postgraduate diplomas for doctoral programs) (By official offices- with foreign delegations approval, Turkish translations of diplomas of candidates who graduated abroad)

c) Certified Transcript example (graduate / postgraduate transcript)

ç) Photocopy of identity document (photocopy of passport's parts related to identity.)

d) 2 Photos

e) Letter of Reference (Two pieces)

f) Letter of Intent (letter which tells about the student's postgraduate purpose, studies and projects)

g) CV

ğ) An example of a Master's Thesis or Project for applicants applying for the Doctoral Program

h) ALES / GRE / GMAT examination results *

ı) Turkish / English language proficiency certificate

***ALES/GRE/GMAT Proficiency Table**

Applied Program	The Examination	Minimum Score	Exam Validity Period
Postgraduate	ALES	60	3
	GRE	646	5
	GMAT	465	5
PhD	ALES	60 / 70*	3
	GRE	646 / 675*	5
	GMAT	465 / 500	5

* Points required for candidates applying to the doctor with the graduate degree

English Proficiency

Article 8- (1) It is mandatory for students to certify their English Proficiency in order to be able to start their postgraduate programs.

(2) The English proficiency of the citizens of the countries whose official language is English is decided by the Coordinatorship of Foreign Languages by interviewing and, where necessary, with a written examination.

(3) In terms of their English proficiency, students are required to certify that they are successful with the examination results documents taken at the level determined by the Senate at the international examinations of which validity is determined by the Senate. Candidates must submit a valid English proficiency document at the time of application. Those presenting the current language certificate may begin their studies at the University without having to take the English proficiency test at the University.

(4) Students who are unable to submit an internationally valid foreign language certificate are required to take the English Proficiency Test of the University and obtain the score at the level determined by the Senate.

(5) Students who fail to submit or fail any of the following examinations are required to attend the English Preparatory Class of the University.

(6) The provisions and Examination Regulations of the Konya Food and Agriculture University Foreign Languages Preparatory Class are applied for the conditions for starting preparatory

class and graduate program.

YDS/e-YDS/ÜDS/KPDS/TOEFL-IBT/TOEFL-CBT/TOEFL-PBT Proficiency Table

Applied Program	The Examination	Minimum Score	Exam Validity Period
Masters / PhD	YDS/e-YDS/ÜDS/KPDS	60	5
	TOEFL-IBT	72	2

Turkish Proficiency

ARTICLE 9 – (1) Students who are enrolled in programs with a language of instruction fully or partly in Turkish are required to certify their proficiency in Turkish.

(2) Students who score the B1 (intermediate) level or above of Turkish Proficiency exams taken from exam centers accredited by TÖMER or the Council of Higher Education may start their graduate studies.

(3) Turkish Proficiency Certificate is not required for those who completed his undergraduate education in institutions whose education is Turkish in Turkey.

Evaluation of Applications and Placement

ARTICLE 10 – (1) Evaluation of Applications for Master’s Studies

a) Evaluation of graduate program applications of foreign students is done through the submitted application documents. The applications are evaluated by the juries of 3 persons, who are formed by the heads of departments in the Institute. It is decided whether or not to accept to the program by taking candidate’s the bachelor's degree, transcript, Grade Point Average, foreign language proficiency score, letter of intent, letter of references into consideration.

(2) Evaluation of Applications for Doctorate Studies

(a) Candidates applying for the Ph.D. program are required to take the written examination of Science on the date announced at the Institute's website. Candidates who are successful in the written examination are taken to the oral examination. Written and oral examinations are evaluated by juries of 3-5 persons formed by the heads of departments in the Institute. In addition to written and oral exam results, it is decided whether the candidate will be accepted to the program by considering the results of GRE / GMAT / ALES, foreign language proficiency score, transcript, Grade Point Average, letter of intent, letter of references, thesis / project sample.

(3) The students who get the acceptance for registration by being accepted to the Graduate Programs are announced on the web page of the institute by the Institute Directorate and the "Acceptance Letter" prepared by the Institute Directorate is notified to the e-mail address stated during application by the International Affairs Coordinator.

(4) A notification letter containing information on the compulsory prepayments and registration will be sent to the applicants whose applications are accepted via e-mail by the International Relations Office. A notification letter will be sent to the candidates in substitute list if they have not started their transactions or have not made a prepayment within the specified period. The amount of prepayment is deducted from the tuition fee of the first semester registered. The prepayment fee cannot be refunded by those candidates who are unable to fulfill the registration even if they pay the prepayment fee. However, only if the student's visa application is rejected, the pre-payment will be refunded if he / she applies to the University with a document proving it.

(5) An official "Acceptance Letter" or an equivalent document is sent to the candidates who initiate the process of registration and makes the pre-payment, in order to receive "Education Annotated Visa" by the International Relations Office.

Visa and Residence Permit Procedures

ARTICLE 11 – (1) Candidates coming from abroad should be in Turkey with the acceptance letter and the "Education Annotated Visa" from T.C. Consulate in their own country (the closest one). Candidates themselves are responsible for carrying out the procedures related to the education visa and all costs that can be occurred in connection with these procedures. The conditions which education visas are not required are declared on the website of the university.

(2) After completing the registration for the university, students have to receive residence permit within one month since the date they come to Turkey and students with a residence permit received from outside Konya are obliged to move the files to Konya. It is the students' responsibility to cover all the costs that may arise.

(3) In the documents required by the university for visa and residence permits, the circular of the foreign students of the authorized public institutions shall be taken as basis.

Documents required in the registration to the graduate programs

ARTICLE 12- (1) Documents required during registrations

- a) Diploma (Certified Turkish translation of diplomas graduated from foreign universities by official authorities- representatives in foreign countries.)
- b) Equivalent certificate obtained from the Head of Higher Education for diplomas from foreign universities
- c) Transcript (original)
- d) For the programs with English as a language of instruction, results (original) of TOEFL, YDS / e-YDS / YÖKDİL, Pearson PTE Academic CAE or the English Proficiency Examination score by Foreign Language Coordinatorship of Konya Food and Agriculture University.
- e) For the programs with Turkish as a language of instruction, TÖMER (Turkish Course Diploma Exam) or the document of Turkish Proficiency Test result obtained from the examination centers accredited by the Higher Education Council)
- f) The original of education visa obtained from the representatives in foreign countries.
- g) Passport and certified copy of its Turkish translation by official authorities- representative in foreign countries.
- h) Residence permit
- i) Photograph (4 Pieces)

THIRD PART

Miscellaneous and Final Provisions

ARTICLE 13- (1) **Students can only register for a graduate program.**

Tuition Fee

ARTICLE 14- (1) Tuition fees are determined by the Board of Trustees every year.

Non-Provisional Issues

ARTICLE 15- (1) In cases that are not in the direction, Konya Food and Agriculture University Graduate Education Regulation, Konya Food and Agriculture University Senate decisions, Graduate Education Regulations of Higher Education Council and relevant decisions of Higher Education Council are taken as basis.

Validity

ARTICLE 16- (1) This directive takes effect at the date when it is approved Board of Trustees after it was approved by the University Senate.

Implementation

ARTICLE 17- (1) This directive is implemented by the Rector.