

SİVAS UNIVERSITY OF SCIENCE AND TECHNOLOGY
INTERNATIONAL STUDENT CANDIDATES
DIRECTIVE FOR ACCEPTANCE OF GRADUATE PROGRAMS
FIRST PART

Purpose, Scope, Basis and Definitions

Goal

ITEM 1 – (1) The purpose of this directive is to regulate the application, admission and registration requirements of international student candidates to graduate programs conducted at Sivas University of Science and Technology.

Scope

ITEM 2 – (1) This directive covers the application, admission and registration procedures for the admission of international students to the graduate programs conducted at Sivas University of Science and Technology.

Basis

ITEM 3 – (1) This directive:

- a) Items 14 and 65 of the Higher Education Law No. 2547 dated 4/11/1981,
- b) 29690 Higher Education Council Graduate Education and Training Regulation published in the official newspaper dated 20.04.2016,
- c) Scripture of Presidency of the Council of Higher Education dated 24.06.2010 and numbered 21145,
- ç) “Sivas University of Science and Technology Graduate Education Regulations published in the Official newspaper dated 08/03/2021 and numbered 31417, prepared on the basis of its provisions.

Definitions

ITEM 4 – (1) In this Directive:

- a) Department: The departments of Sivas University of Science and Technology Graduate Education Institute,
- b) Institute: Sivas University of Science and Technology Graduate Education Institute
- c) Institute Administrative Board: Sivas University of Science and Technology Graduate Education Institute Administrative Board,
- a) ÖSYM: Presidency of Measurement Selection and Placement Center,
- b) Rector: The Rector of Sivas University of Science and Technology
- c) Senate: The Senate of Sivas University of Science and Technology ,
- ç) TÖMER: Turkish Teaching Application and Research Center,
- d) The exam of the foreign language (YDS): Central foreign language exams conducted by ÖSYM or accepted as equivalent,
- e) University:., Sivas University of Science and Technology
- f) University Administrative Board: Sivas University of Science and Technology Administrative Board,
- g) YÖK: Chairman of the Council of Higher Education, refers.

SECOND PART

**Application, Documents Required for Application, Admission Requirements,
Language of Instruction**

Application

ITEM 5 – (1) International student candidates who are graduated from undergraduate or graduate programs of universities and wish to pursue postgraduate education;

- a) Those who acquired citizenship of a foreign country and acquired the citizenship of the Republic of Turkey afterwards, or who have dual citizenship in this situation,

- b) Those who are citizens of the Republic of Turkey and have completed their undergraduate or graduate education in a foreign country,
- c) Those who are citizens of a foreign country can apply for international student status.
- (2) International student candidates can apply by filling in the Graduate School Application Form online or by hand-delivering it to the Graduate School Directorate.
- (3) The institutions from which the candidates graduated must be recognized by YÖK. Students graduating from an institution that is not recognized by YÖK are dismissed from the Institute even if they have registered.
- (4) Applications are open throughout the academic year.

Documents required in the application and acceptance conditions

ITEM 6 – (1) Candidates submit the following documents to the Institute Directorate online or in person.

Documents Requested During Application

- a) 1 (one) application form,
 - b) Turkish translation or English document of undergraduate diploma or graduation certificate and transcript approved by diplomatic representation, notary or sworn translator for graduate programs,
 - c) For doctoral programs, candidates who apply to doctoral programs with a bachelor's degree; Turkish translation or English document of the undergraduate and graduate diploma or graduation certificate and transcript approved by the diplomatic representation, notary public or sworn translator for candidates applying with a master's degree,
 - d) Candidates applying to doctoral programs must have received at least 55 points from the central foreign language exams conducted by YÖK or ÖSYM, or an equivalent score from the international foreign language exams accepted by YÖK. Candidates who have completed their undergraduate or graduate education in English, French, German, Italian, Spanish, Russian, Arabic, Chinese, Persian languages other than their mother tongue accepted by YÖK; If they document this situation, they are exempted from the foreign language requirement with the decision of the relevant department and the approval of the Institute Administrative Board,
 - d) Photocopy of the part of the passport related to identity and its Turkish translation or English document approved by the diplomatic representation, notary public or sworn translator,
 - e) 1 (one) photograph.
- (2) International students can be subjected to the scientific preparation program with the proposal of the head of the relevant department and the decision of the relevant Institute Administrative Board. This program lasts for two semesters at most, and students who cannot complete the scientific preparation program within this period are dismissed from the institute. Students who successfully complete the scientific preparation program continue their education in accordance with the provisions of the SBTU Graduate Education and Training Regulations.
- (3) In order to study in graduate programs within the scope of this Directive, the candidate must;
- a) Having the status of an international student determined by the Council of Higher Education,
 - b) Despite meeting the above conditions, he/she must not have been dismissed from a higher education institution in Turkey due to disciplinary offense.

The Medium of Instruction

ITEM 7 – (1) Candidates applying to programs whose language of instruction is Turkish must have met one of the following requirements regarding the language of instruction:

- a) To have at least a B2 level document showing that he knows Turkish from the TÖMER exams or equivalent exams of universities,

b) To have graduated from a higher education institution in the country or abroad that provides education in Turkish,

(2) If the candidates whose applications are received do not have any of the documents specified in the first paragraph of Article 7 of this Directive, they are given a maximum of four semesters to learn Turkish. At the end of this period, the student who does not get the sufficient score (B2) from the TÖMER exams is dismissed from the Institute.

(3) Candidates who apply to programs where the language of postgraduate education is English must have met one of the following requirements regarding the language of instruction:

a) Having received at least 55 points from the central foreign language (English) exams administered by YÖK or ÖSYM, or an equivalent score from the international foreign language (English) exams accepted by YÖK,

b) If the language of undergraduate or graduate education in the country or abroad is in the language of instruction or mother tongue of the relevant program, language proficiency is not required.

(4) If the applicants whose applications are received do not have any of the documents specified in the 3rd paragraph of item 7 of this Directive, they are given a maximum of four semesters to learn English. At the end of this period, a student who cannot get enough points (55) from the central foreign language (English) exams conducted by YÖK or ÖSYM is dismissed from the Institute.

THIRD PART

Evaluation of Applications, Notification of Results, Registration and Pricing

Evaluation of applications

ITEM 8 – (1) The applications of international student candidates applying to graduate programs are decided by the Graduate School Administrative Board, taking the opinion of the related Graduate School Department.

(2) Candidates who apply to become graduate students by certifying that they have a scholarship from the Republic of Turkey or their own state are accepted to graduate programs by the decision of the Graduate School Administrative Board, provided that the application conditions are met.

(3) Candidates who apply for graduate education based on bilateral agreements to which our university is a party are accepted as students by the decision of the Graduate School Administrative Board, provided that the application conditions are met.

(4) The tuition fees to be paid by international students are determined by the decision of the University Administrative Board.

(5) In cases where it is not exempted by bilateral agreements, the student is obliged to pay the fees determined by the University Administrative Board within the framework of the Presidential Decision.

Notification of results and final registration

ITEM 9 – (1) The application results are announced on the internet page of the Institute and are in the nature of an official notification.

(2) Registrations are made to the Institute's registry office on the dates announced on the website of the Institute, in person or through a notary proxy.

(3) The documents required from the students who are entitled to final registration are as follows:

Documents Required During Final Registration

Education visa to be obtained from foreign representatives,

a) Residence statement for educational purposes,

b) 3 (three) photographs (taken within the last six months),

- c) An official letter from the relevant state institutions or embassies of the countries that the fees will be paid for the students who come with a state scholarship,
ç) Residence permit obtained from official authorities,
d) Bank receipt showing that the tuition fee has been paid. (It will be requested from those who apply through their own means.)

ITEM 10 – (1) International graduate students can prepare their thesis proposals and theses in English, provided that the decision of the Department is taken.

FOURTH PART **Various and Final Provisions**

Other provisions

ITEM 11 – (1) The provisions of our University's Postgraduate Education Regulations apply to international students admitted to our university's graduate programs.

(2) In cases where there is no provision in this Directive, the provisions of other relevant legislation and the decisions of the Council of Higher Education, Senate, University Administrative Board and Institute Administrative Board are applied Force.

ITEM 12 – (1) This Directive enters into force following the approval of Sivas University of Science and Technology Senate.Executive

ITEM 13- (1) The provisions of this Directive are executed by the Director of the Institute.