

**ÇUKUROVA UNIVERSITY INTERNATIONAL GRADUATE STUDENT ADMISSION
ENROLLMENT INSTRUCTIONS**

SECTION ONE

Aim, Scope, Basis and Definitions

AIM AND SCOPE

Article 1. The aim of these instructions is to arrange the procedures for application, admission and enrollment of international students to Graduate programs under the Çukurova University.

These Instructions includes provisions on application, admission and enrollment conditions of International students applicants to Graduate programs under the Çukurova University.

Basis

Article 2. The Instructions have been prepared based on;

- a) the Law on Foreign Students Studying in Turkey dated 14/10/1983 and with serial number 2922,
- b) General Assembly Decision of the Presidency of the Higher Education Board, dated 17/03/2010 ,
- c) This is prepared based on the Post Graduate Training and Education Regulation of Çukurova University.

Definitions and Abbreviations

Article 3. (1) Expressions mentioned in these Instructions shall have the following meanings;

- a) Unit: Departments under Institutes of Science, Medical Sciences and Social Sciences that admit international students,
- b) PhD program: PhD program based on a graduate degree
- c) Turkish Republic of Northern Cyprus: Turkish Republic of Northern Cyprus,
- d) PhD with Undergraduate Degree : PhD program with condition of undergraduate degree, minimum score of 80 in ALES or equivalent point from any exam accepted by the relevant institute and a graduation GPA of 3 over 4, or equivalent score
- e) ÖSYM : REPUBLIC OF TURKEY Measurement, Selection and Placement Center,
- f) Rectorate : Çukurova University Rectorate,

- g) Senate : Çukurova University Senate,
- h) Republic of Turkey : the Republic of Turkey,
- i) TÖMER : Turkish Language Teaching Centres,
- j) International Applicant Students: Student fulfilling the application conditions specified in these instructions,
- k) The commission of International Student Post Graduate Degree Applications: This is the commission consisting of three people, one of whom is the relevant Department Head and two are the academic members of the Department.
- l) International Student: Student admitted in accordance with conditions specified in these instructions,
- m) International Student Office: The International Student Office under the Çukurova University rectorate,
- n) University : Çukurova University,
- o) Administrative Board: The relevant Institute Administration Board,
- p) YDS: Foreign Language Level Exam,
- q) Graduate Program: Graduate program based on at least 4 years of undergraduate degree

SECTION TWO

Quotas, Application Conditions

Quotas

Article 4.

- (1) Graduate program international student quotas shall be determined with the proposal of the concerned department and approval of the concerned institute board.
- (2) Quotas shall be published on the web site of the International Students Office of the University.
- (3) Departments are free to fill or not fill their announced quotas.

Application Conditions

Article 5. (1) The following persons can apply to PhD program with graduate or undergraduate degree, provided that they have graduated from a 4 year undergraduate program, graduated from a graduate program, in order to apply to PhD program;

- a) Foreign nationals,
- b) Turkish citizen at birth, who have taken permission from the Interior Ministry to cease Turkish citizenship and those who certify they have Certificate on Rights Provided by Law Numbered 5203 for minors of such persons, registered on the Turkish citizenship cease certificate,
- c) Dual nationals with foreign birth and having later acquired Republic of Turkey citizenship,

(2) Applications of applicants specified below shall not be accepted:

- a) Republic of Turkey nationals,
- b) Dual nationals with Turkish citizenship at birth and having later acquired citizenship of another country,
- c) Persons who have had a disciplinary penalty in any Higher Education Institution in Turkey.

(3) In addition to clauses 1 and 2 of article five, applications made persons fulfilling the following special conditions of our University, shall be accepted:

- a) In order to apply to graduate or PhD program ALES (or equivalent) is not required. Applicants who wish to enter PhD program with an undergraduate degree should fulfill the condition of achieving a score of minimum 80 in ALES (minimum score of 157 in GRE or 533 in GMAT). These exams are valid for three years.
- b) The following are required for application to Graduate programs in Turkish;
 - (1) Candidates applying to the master's degree programs have to obtain the score determined by the relevant Institute from YDS or from the Post Graduate Degree foreign language exam conducted by the Rectorate in English, German, French or any other language considered equivalent by Interuniversity Board providing that it is minimum 50 points; doctorate candidates should obtain minimum 55 points from YDS in English, German, French or any other language considered equivalent by Interuniversity Board (Annex 1).
 - (2) Condition for certificate for Turkish proficiency shall not be required for applicants who can

certify that they have completed their undergraduate or graduate education in a Turkish language university.

c) For application to programs in English;

(1) they have to submit a Certificate of Proficiency in English (YDS or an exam with Foreign Language Equivalence accepted by the institutes) during application, to be evaluated by the Departments.

(2) Base point is YDS 60 or equivalent for the Institute of Science. For the Department of Economics graduate program with thesis in the Institute of Social Science, YDS score should be minimum 60 or TOEFL written exam score should be minimum 500, computer equivalent TOEFL exam score should be minimum 173, TOEFL IBT exam score should be minimum 61 or IELTS exam score should be minimum 5.5. English proficiency certificate shall not be required from applicants applying from countries with English as official language or those that have graduated from schools with English as full teaching language.

(3) Turkish language proficiency certificate is not required from those students who apply to the programs where the medium of instruction is totally in English. (The students with Türkiye Scholarships are subjected to the principles of the relevant regulations and decisions of the Higher Education Council).

d) To apply to the English Language Education Graduate and PhD Program and to the PhD program with undergraduate degree, a minimum score of 90 in YDS English or 570 in TOEFL written exam or 230 in computer equivalent TOEFL, 88 in TOEFL IBT and 7.0 in IELTS is required. Turkish language proficiency is not required for application to the program.

e) To apply to the German Language Education Graduate and PhD Program and to the PhD program with undergraduate degree, a minimum score of 70 in YDS German or equivalent score in a foreign language exam accepted as equivalent by the relevant institute, is required. Turkish language proficiency is not required for application to the program.

f) To apply to the French Language Education Graduate program, a minimum score of 70 in YDS

French or equivalent score in a foreign language exam accepted as equivalent by the relevant institute, and for PhD Program, a minimum of 80 in YDS or equivalent score in a foreign language exam accepted as equivalent by the relevant institute, is required. Turkish language proficiency is not required for application to the program.

- g) A minimum score of 70 from the YDS Arabic exam or an equivalent score from a foreign language exam with equivalence accepted by the relevant institute, is required for application to the graduate program of the Department of Basic Islamic Sciences. Such condition shall not be required from applicants with undergraduate or graduate degree from an institution with Arabic as teaching language.
- h) Diploma equivalency shall be required for patient applied programs under Institute of Medical Sciences.
- i) The students with Türkiye Scholarships are subjected to "Regulation for the Post Graduate Education scholarships granted by the Turkish Republic" and the relevant decisions of Higher Education Council.
- j) Fields of graduation required for applications to the programs, shall be approved by institute boards, in accordance with views of departments, at the beginning of each semester and stated in announcements.
- k) ALES and foreign language conditions are not required in distance education graduate programs without thesis.

Application Procedures

ARTICLE 6. (1) Application conditions, application dates, documents to be requested during application and quotas approved by the Senate, shall be announced on the internet site of the University, the relevant institute and the International Students Office, taking into consideration dates specified in the academic calendar.

(2) Applications shall be made to the Çukurova University International Students Office between the dates specified in the announcement through mail, e-mail, in person or online from the University internet site.

(3) In application via mail delivery, application documents that are delivered after the final application date, shall not be taken into consideration.

(4) Applications that fail to fulfill application conditions shall not be taken into consideration.

Documents Required for application

Article 7. (1) The following documents shall be required from the applicants for application:

- a) Application Form,
- b) Copy of Turkish translation of undergraduate or graduate diploma, certified by foreign missions,
- c) Certified copy of undergraduate or graduate transcript,
- d) ALES, GRE or GMAT exam result document (if any),
- e) Certificate of diploma equivalence for patient applied programs under the Institute of Medical Sciences,
- f) Foreign language certificate (For programs in Turkish language, any one of English, French, German and Arabic exams, accepted by the relevant Institute English language certificate for English programs, French language certificate for French programs and German language certificate for programs in German),
- g) Turkish language proficiency certificate (if any),
- h) Photocopy of passport,
- i) One (1) photography,
- j) Receipt of application fee,
- k) Statement of Purpose,
- l) Reference letters (2 letters),

(2) Applications of applicants who fail to complete all application documents shall not be taken into consideration.

SECTION THREE

Evaluation and Announcement of Results

Article 8. (1) Students with scholarship from the Republic of Turkey or who have been placed in Turkish Universities by the Higher Education Council, within the framework of bilateral agreements and exchange programs, shall be able to start graduate education in addition to the quota of the relevant department, if they certify their Turkish proficiency and with a decision of the Institute Administration Board.

(2) For the candidates who apply to the programs affiliated to Health Sciences Institute, the file assessment and/or oral examination are mandatory. The candidate is required to submit a file consisting of his/her documented studies (trainings taken, scientific meetings like workshops and congresses, publications, dissertation studies, etc.). Besides, the relevant commission of International Student Post Graduate Degree Applications:" may invite the candidate for an interview. However, if obligatory and the commission of International Student Post Graduate Degree Applications " of the relevant department considers it suitable , the oral exams may be conducted by using the distant education infrastructure of our university . For the evaluations of the applications to the master's degree programs, 30% of the bachelor's degree graduation average, 30% of the foreign language proficiency score, and 40% of the file evaluation and/or oral examination are considered in the evaluation process. On the other hand, for the evaluation of the applications to the PhD degree programs, 20% of the master's degree graduation average, 20% of the foreign language proficiency score, and 40% of the file evaluation and/or oral examination are considered in the evaluation. The candidates applying to PhD programs immediately after the completion of a master's degree have to score at least 80 in ALES or equivalent exams GRE, GMAT, and their bachelor's degree graduation average should be at least 3.00 or equivalent. In the evaluation of these candidates, the entrance score is calculated with 50% of the score of ALES or equivalent exam, 30% of the bachelor's degree graduation average and 20% of the oral exam. The candidates are ranked according to their scores; in case there are more applications than the quota, then this ranking is taken as a basis. The candidates who score 65 for master's degree and those who score 75 for a PhD degree are considered successful. The final ranking is announced by the International Students Office after the evaluation by the Health Sciences Institute Board of Directors.

(3) The commission of International Student Post Graduate Degree Applications of individual programmes affiliated to the Institute of Applied Sciences is responsible for the evaluation of the

applications to the master's and PhD programs. While for the evaluations of the applications to the master's degree programs, 50% of the bachelor's degree graduation average and 50% of the foreign language proficiency score are considered, for the applications to the PhD degree programs, 30% of the bachelor's degree graduation average, 20% of master's degree graduation average, and 50% of foreign language proficiency score are taken into account to create a ranking by considering the relevant department's application requirements and the quota. The candidates applying to PhD programs immediately after the completion of a master's degree have to score at least 80 in ALES or equivalent exams GRE, GMAT, and their bachelor's degree graduation average should be at least 3.00 or equivalent. In the evaluation of these candidates, 50% of the score of ALES or equivalent exam, and 50% of the bachelor's degree graduation average are taken into account.

(4) For the evaluations of the applications to the master's degree programs affiliated to the Social Sciences Institute, 50% of the bachelor's degree graduation average and 50% of the file evaluation and/or oral examination are considered in the evaluation process. On the other hand, for the evaluation of the applications to the PhD degree programs, 30% of bachelor's degree graduation average and 30% of the master's degree graduation average, and 40% of the file evaluation and/or oral examination are considered in the evaluation. As a result of these evaluations, a ranking is created. The candidates who score 65 for master's degree and those who score 70 for a PhD degree are considered successful. The relevant department decides on the file evaluation and/or conducting an oral examination and the language of the exam. In case there are more applications than the quota, then the ranking created is taken as a basis. The final ranking is announced by the International Students Office after the evaluation by the Social Sciences Institute Board of Directors.. In the evaluation of the candidates applying to distance master's degree programs without thesis, the candidates are ranked according to their bachelor's degree graduation averages.

(5) Application results shall be announced on the International Students Office internet page on the date specified in the Academic Calendar and the applicants shall be sent an admission letter via e-mail, asking whether they shall come for enrollment. Official admission letter arranged by the International Students Office shall be sent to those applicants declaring that they shall enroll, for visa procedures. Applicants who fail to declare within specified period, that they shall come for enrollment, shall lose their rights.

- (6) Fulfilling application conditions does not entitle an applicant to be placed in a program.

SECTION FOUR

Enrollment and Start of Education

Documents required for records and enrollment

Article 9. (1) Enrollment procedures of accepted applicants, shall be carried out by the relevant Institute.

(2) Documents required for enrollment are as follows:

- a) Copy of Turkish translation of undergraduate or graduate diploma, certified by foreign missions,
- b) Original and certified Turkish translation of copy of undergraduate or graduate transcript,
- c) ALES, GRE or GMAT exam result document (if any),
- d) Certificate of diploma equivalence for patient applied programs under the Institute of Medical Sciences,
- e) Foreign language certificate (For the programs providing education in Turkish, one of the English, French, German and Arabic exams approved by the relevant Institute (Annex 1) or for Master's degree program applications, the foreign language proficiency score taken from the exam conducted by the Rectorate).
- f) Certified copy of official identity or page of passport indicating identification information,
- g) Bank receipt indicating payment of tuition fee,
- h) "Student Visa" to be obtained from Republic of Turkey Embassies or Consulates,
- i) 6 photographs,
- j) Foreign language and Turkish qualification certificate with international validity, if any,
- k) Identification number of foreign nationals,
- l) A document indicating health insurance valid from the Social Security Institution throughout the period education, (private insurances are not valid)

- m) Certificate indicating income higher than that required for continuing their education,
- (3) Original copies of required documents shall be submitted for the enrollment process.
- (4) Among applicants achieving right to enroll, those who fail to make their enrollment within announced times shall be deemed to lose their enrollment right,

Starting and Continuing Education

Article 10.

(1) International students placed in graduate programs with Turkish teaching language, have to certify minimum of (B2) level of Turkish proficiency from TÖMER, in order to start the mentioned program. They have to certify that their level of Turkish proficiency has increased to (C1), in order to graduate from the relevant program.

(2) Turkish proficiency level evaluation:

a) B2 and C levels: Turkish proficiency levels are sufficient and enrollment shall be carried out to the entitled program.

b) A1, A2 and B1 levels: Level of Turkish proficiency is not adequate to start education. Those in such situation shall take Turkish language education from Çukurova TÖMER and shall achieve the right to start the program if they manage to increase their level of Turkish to B2 or higher. Rules of Çukurova TÖMER shall be applied in Turkish language education.

(3) The candidates graduated from a bachelor's or master's degree program where the medium of instruction is Turkish are not required to submit any Turkish proficiency document.

(4) Turkish Language Certificate is not required for applicants to programs in foreign language. They can start education if the level of foreign language they certified is approved as a result of evaluation by the department. However, the students with Türkiye Scholarships are subjected to the relevant regulations of the Department of Turks abroad and Related Communities and the relevant decision of Higher Education Council.

Transfer Between Programs

Article 11.

(1) Provided that the students fulfill the requirements of the relevant program and if there is available quota, students registered to a program may apply to transfer to another program within the first 4 weeks of the first academic semester or the latest at the end of the second academic semester of the first year. For the application, the student should have a score equal to or above the student placed during the last application period of the Program to which he/she wants to be transferred. In case there are more applications than the quota available, ranking is made according to the scores and this ranking is taken as a basis in placing the students. An individual student holds a single right for program transfer throughout his/her education.

SECTION FIVE**Miscellaneous and Final Provisions****Tuition Fee**

Article 12. (1) Tuition fee to be collected from students admitted from overseas, shall be determined by the University Administration Board, in accordance with "Procedures for Admitting Students from Overseas", approved on the meeting of the Higher Education General Assembly, dated 17.03.2010.

Other Provisions

Article 13. (1) International students are subject to provisions of Çukurova University Graduate Education and Exam Regulations, for matters relating to education and exams.

(2) In cases with no provisions in the hereby Instructions, provisions of other relevant legislation and decisions of relevant boards of the Higher Education Council, Senate and units, shall be valid.

Repeal

Article 14. "Instructions for Admission and Enrollment of International Student to Çukurova University Graduate Programs" approved by Senate decision dated 05.04.2011 and with serial number 05-14, has been

repealed with these instruction.

Enforcement

Article 15. (1) These instructions shall enter into force after ratification by the Senate.

Execution

Article 16. (1) These Instructions shall be executed by the Çukurova University Rector.

ANNEX 1

FOREIGN LANGUAGE EXAM EQUIVALENCES

Foreign language certificate to be requested from students to be admitted under the framework of the Çukurova University Instructions for Admission and Enrollment of International Students, shall be one of the certificates specified in the ÖSYM Foreign Language Equivalence Tables or Çukurova University YADYO proficiency certificate.

•YDS Equivalence

Foreign Language Proficiency Examination for State Employees (KPDS) and the (Inter-University Foreign Language Exam) held by ÖSYM, shall have two way equivalence.

• Common European Language Framework Levels of YDS

The equivalence specified in Table 1 shall be valid between European Common Language Framework Levels and Foreign Language Proficiency Examination for State Employees (KPDS) and ÜDS (Inter-University Foreign Language Exam).

Table 1. Equivalence Table

European Common Language	YDS Score
---------------------------------	------------------

Framework Levels	
A1	30
A2	45
B1	60
B2	75
C1	95
C2	100

• YDS Equivalence of Other Foreign Language Exams

In accepting any foreign language exam as equivalent to YDS, primarily the exam should have international validity and the institution preparing the exam should be holding the exam in its own official language/languages.

If no date of expiry is specified on the language certificate for all foreign languages, than foreign language certificates as of September 2005 shall be valid.

Accepted foreign language exams specified in the foreign language equivalence table are one-way equivalent with YDS. Exams other than those specified in the tables, carried out by University, Institute or level exams of various courses held by other language institutions, shall not be evaluated according to this equivalence table.

• YDS Equivalence of English Exams

YDS equivalents of exams accepted for equivalence for English (TOEFL-IBT, TOEFL-CBT, TOEFL-PBT, IELTS, CPE, CAE, FCE) have been provided in Table 2. IELTS results obtained after 14.02.2014 will not be taken into consideration.

Table 2: TOEFL Exams Accepted as Equivalent

TOEFL - IBT TOEFL – IBT	TOEFL - CBT	TOEFL - PBT	YDS
120	297-300	674-677	100
119	293-296	670-673	99
118	290-292	667-669	98
117	287-289	660-666	97,5
116	283-286	657-659	97
115	280-282	650-656	96
114	279	648-649	95
113	277-278	647	94
112	273-276	640-646	93
111	271-272	638-639	92,5
110	270	637	92
109	267-269	630-636	91
108	263-266	623-629	90
107	262	622	89
106	261	621	88
105	260	617-620	87,5
104	257-259	613-616	87
103	254-256	611-612	86
102	253	607-610	85
101	251-252	604-606	84
100	250	600-603	83
99	247-249	597-599	82,5
98	244-246	594-596	82
97	243	590-593	81
96	241-242	588-589	80
95	240	587	79
94	238-239	584-586	78
93	237	580-583	77,5
92	234-236	578-579	77
91	233	577	76
90	231-232	574-576	75

89	230	570-573	74
88	228-229	568-569	73
87	227	567	72,5
86	224-226	564-566	72
85	223	563	71
84	221-222	561-562	70
83	220	557-560	69
82	217-219	553-556	68
81	214-216	551-552	67,5
80	213	550	67
79	211-212	548-549	66
78	210	547	65
77	208-209	544-546	64
76	207	540-543	63
75	203-206	537-539	62,5
74	201-202	534-536	62
73	200	533	61
72	198-199	531-532	60
71	197	527-530	59
70	193-196	523-526	58
69	191-192	521-522	57,5
68	190	520	57
67	187-189	517-519	56
66	184-186	514-516	55
65	183	513	54
64	180-182	507-512	53
63	177-179	503-506	52,5
62	174-176	501-502	52
61	173	500	51
60	170-172	497-499	50
59	168-169	494-496	49
58	167	493	48
57	163-166	487-492	47,5

56	160-162	483-486	47
55	157-159	480-482	46
54	154-156	478-479	45
53	153	477	44
52	150-152	470-476	43
51	147-149	467-469	42,5
50	143-146	463-466	42
49	141-142	461-462	41
48	140	460	40
47	137-139	457-459	39
46	133-136	450-456	38
45	131-132	448-449	37,5
44	130	447	37
43	127-129	443-446	36
42	123-126	437-442	35
41	121-122	434-436	34
40	120	433	33
39	117-119	430-432	32,5
38	113-116	423-429	32
37	110-112	420-422	31
36	108-109	418-419	30
35	107	417	29
34	103-106	410-416	28
33	100-102	407-409	27,5
32	97-99	400-406	27
31	93-96	397-399	26
30	91-92	394-396	25
29	90	390-393	24
28	87-89	387-389	23
27	83-86	380-386	22,5
26	81-82	378-379	22
25	80	377	21
24	77-79	370-376	20

23	73-76	363-369	19
22	70-72	357-362	18
21	67-69	353-356	17,5
20	63-66	347-352	17
19	61-62	344-346	16
18	60	340-343	15
17	57-59	333-339	14
16	53-56	330-332	13
15	50-52	323-329	12,5
14	47-49	317-322	12
13	43-46	313-316	11
12	40-42	310-312	10
11	37-39		9
9	33-36		8
8	30-32		7,5
7	27-29		7
6	23-26		6
5	20-22		5
4	17-19		4
3	13-16		3
2	10-12		2,5
1	7-9		2
0	0-6		0

Table 3. IELTS Exams Accepted as Equivalent

IELTS	YDS
9	100
8.5	100
8	97.5
7.5	95
7	92
6.5	85
6	78
5.5	72.5
5	70
4.5	66
4	60
3.5	50
3	45

Table 4. CAE Exams Accepted as Equivalent

CAE	YDS
A	100
B	95
C	92

Table 5. FCE Exams Accepted as Equivalent

FCE	YDS
A	92
B	86
C	75

Table 6. CPE Exams Accepted as Equivalent

CPE	YDS
A	100
B	98
C	95

German Exams YDS

Equivalence

Exams accepted for equivalence for German and the corresponding European Common Language Framework Levels, have been provided in Table 7. In the result certificates of the exams indicated in the table, it is compulsory that European Common Language Framework Levels (A1, A2, B1, B2, C1, C2) corresponding to the score of the applicant is specified. Ranking of documents shall be made according to Table 1.

Table 7. German Exams Accepted as Equivalent

Start Deutsch 1
Start Deutsch 2
Zertifikat Deutsch (ZD)
Zertifikat Deutsch für den Beruf (ZDfB)
Goethe Zertifikat
Deutsches Sprachdiplom (DSD Stufe II)
TELC Deutsch GmbH
Zentrale Mittelstufenprüfung (PWD)
Prüfung Wirtschaftsdeutsch (PWD)
Sprachprüfung Deutsches für den Hochschulzugang
Test Deutsch als Fremdsprache (TestDaF)
Großes Deutsches Sprachdiplom

Zentrale Oberstufenprüfung (ZOP)
Kleines Deutsches Sprachdiplom (KDS)

YDS Equivalence of French Exams

DELFL and DALFL exams accepted for equivalence for French and the corresponding European Common Language Framework Levels, have been provided in Table 8.

Table 8. French Exams Accepted as Equivalent

European Common Language Framework Levels	Exam Name
A1	DELFL A1
A2	DELFL A2
B1	DELFL B1
B2	DELFL B2
C1	DALFL C1
C2	DALFL C2

YDS Equivalence of Italian Exams

Exams accepted for equivalence for Italian (CELI1, CELI2, CELI3, CELI4 ve CELI5) and the corresponding European Common Language Framework Levels, have been provided in Table 9.

Table 9. Italian Exams Accepted as Equivalent

European Common Language Framework Levels	Exam Name
A1	-
A2	CELI1
B1	CELI2

B2	CELI3
C1	CELI4
C2	CELI5

YDS Equivalence of Spanish Exams

DELE exams accepted for equivalence for Spanish and the corresponding European Common Language Framework Levels, have been provided in Table 10.

Table 10. Spanish Exams Accepted as Equivalent

European Common Language Framework Levels	Exam Name
A1	Diploma de Español (DELE) Nivel A1
A2	Diploma de Español (DELE) Nivel A2
B1	Diploma de Español (DELE) Nivel B1
B2	Diploma de Español (DELE) Nivel B2
C1	Diploma de Español (DELE) Nivel C1
C2	Diploma de Español (DELE) Nivel C2