

**REPUBLIC OF TURKEY
HARRANUNIVERSITY
DIRECTIVE OF FOREIGN STUDENT'S APPLICATIONS, ADMISSIONS AND
REGISTRATIONS TO POSTGRADUATE PROGRAMS**

SECTION ONE

Purpose, Scope, Basis, Definitions and Abbreviations

Purpose

ARTICLE 1-

(1) The purpose of this Directive is to regulate the principles regarding the application, acceptance, registration and financial provisions of foreign graduate student candidates for postgraduate programs at Harran University.

Scope

ARTICLE 2-

(1) This Directive covers the application, acceptance, registration and financial provisions regarding the admission of foreign students to postgraduate programs conducted at Harran University.

Basis

ARTICLE 3-

(1) This Directive is based on the following legislations:

- a) Articles 14 and 65 of the Higher Education Law: 2547,
- b) Article 52, Paragraph 2 of the Harran University Graduate Education Regulations,
- c) Meeting of the Higher Education General Assembly dated 04/07/2019,
- d) Principles regarding the Acceptance of Students from Abroad dated 15/05/2019,

Definitions and Abbreviations

ARTICLE 4-

(1) The following definitions and abbreviations are expressed in this Directive.

- a) HRU : HarranUniversity,
- b) Rector : Rector of Harran University,
- c) Senate : Harran University Senate,
- d) Institute : Institute affiliated to the Rectorate of Harran University,
- e) IAB : Institute Administrative Board,
- f) HD : Head of Department,
- g) TOMER :Turkish Teaching Application and Research Centre,

SECTION TWO

Application Requirements and Documents Required for Application

Application Requirements

ARTICLE 5-

(1) Foreign candidates who graduated from undergraduate or postgraduate programs of universities and desire to be educated at the postgraduate programs may submit their applications on condition that they provide the following:

- a) To have a diploma from undergraduate or postgraduate programs of universities,
- b) To have a foreign status. In this context, the following candidates;
 1. The Republic of Turkey nationals,
 2. The Turkish Republic of Northern Cyprus nationals,

are not allowed to submit their applications to the graduate programs conducted at Harran University as being a foreign student candidate.

c) To have a language proficiency;

1. The candidates of postgraduate programs in Turkish are required to have a Turkish language proficiency in order to start their education directly in the higher education institution.
2. For a Turkish language proficiency, foreign student candidates must have at least one of the following conditions;
 - 2.1. To have at least a B level Turkish language proficiency certificate obtained through exams implemented by TOMER or other official equivalent institutions,
 - 2.2. To graduate from undergraduate or postgraduate programs taught in Turkish at home or abroad.
3. The candidates of postgraduate programs who do not have at least a B-level Turkish language proficiency certificate obtained through exams done by TOMER or other official equivalent institutions gain their Turkish language proficiency through the Turkish Language Exam done by HRU TOMER on condition that they have a score of at least 50 out of 100.
4. The candidates of postgraduate programs who do not have at least a B-level Turkish language proficiency or who fails to get at least B-level equivalent score in the Turkish Language Exam conducted by HRU TOMER are accepted Turkish Language Proficiency Requirement.
5. Foreign candidates accepted with Turkish Language Proficiency Requirement are given two (2) terms in order to obtain at least B-level certificate in Turkish. During this period, those candidates may continue their education and training. At the end of two (2) terms, the registrations of those candidates are disenrolled until they do not gain at least B-level equivalent points from the exam conducted by TOMER or other official equivalent institutions
6. The candidates of postgraduate programs in Foreign Language (not Turkish) are required to have a score 55 or equivalent from a foreign language exam (e.g YDS) accepted by the Turkish Higher Education Council and Interuniversity Board in accordance with the instruction language of education. Candidates who do not have a foreign Language Certificate are required to gain at least 55 points out of 100 from the foreign language exam to be conducted by the university. Candidates who graduate from a postgraduate or undergraduate program at home or abroad are not required to provide a foreign language certificate provided that the instruction language of their applied postgraduate program (not Turkish) differ from the one of their applied postgraduate programs.
7. The candidates of postgraduate programs in Turkish may enrol in course in foreign language (not Turkish) in case that they have a score 55 or equivalent from a foreign language exam (e.g YDS) accepted by the Turkish Higher Education Council and Interuniversity Board in accordance with the instruction language of education. Candidates who do not have a foreign Language Certificate are required to gain at least 55 points out of 100 from the foreign language exam to be conducted by the university
8. The foreign candidates of doctoral postgraduate programs in Turkish are also required to have both a Turkish Language Proficiency and a score 55 or equivalent from a foreign language exam (i.e. different from their mother tongue) accepted by the Turkish Higher Education Council and Interuniversity Board. Candidates who do not have a foreign Language Certificate are required to gain at least 55 points out of 100 from the foreign language exam to be conducted by the university

(2) The candidates of postgraduate programs will be dismissed from the university even if they are accepted to the program in case the information and documents declared during the application process are not correct.

(3) The foreign language certificate of candidates who graduated from the Departments of Arabic Language and Rhetoric within the Faculties of Theology/Islamic Sciences will not be accepted until it is different from the "Arabic" language. Those candidates must fulfil another foreign language certificate instead of Arabic one.

Documents Required for Application

ARTICLE 6-

- (1) The following documents are required in the process of application:
 - a) Application Form,
 - b) Letter of Intention,
 - c) The copy of candidates of undergraduate diploma and transcript in English or Turkish if their application are related to a master degree.
 - d) The copy of candidates of both undergraduate and postgraduate diploma and transcript in English or Turkish if their application are related to a PhD degree.
 - e) The original or copy of the documents showing the proficiency of Turkish or/and Foreign language (if exists) accordance to the instruction language of education of their applied postgraduate program.
 - f) Photocopy of passport.
- (2) All required documents must be submitted to the relevant institute directorate by hand or by e-mail.

SECTION THREE

Evaluation of the Applications, Announcements of the Results and Final Registration

Evaluation of the Applications

ARTICLE 7-

- (1) Quota limitation regarding the admission of students to the Institutes within Harran University cannot be made. Quotas are accepted with the opinion of the Department and the decision of IAB. Invitation letters are sent to the candidates and their final registration are made if they apply to the institute until the registration deadline.
- (2) Applications are open throughout the year. However, final registration must be done before the course registration dates of each term announced in the academic calendar of the Institute.
- (3) The candidates of postgraduate programs who have scholarship of their own country or by the Republic of Turkey with their documents are accepted with the decision of IAB and within quota determined for the candidates of their respective Department.
- (4) The candidates who apply for postgraduate programs based on bilateral agreements with Harran University is also accepted as a student within opinion of the Department of the relevant program and the decision of IAB.
- (5) In cases where candidates are not exempted from bilateral agreements, candidates are obliged to pay tuition fees determined by the University Administrative Board within the framework of the Council of Ministers' decision.
- (6) The applications of the candidates who do not meet the application requirements are not considered.

Announcements of the Results and Final Registration

ARTICLE 8-

- (1) The results of the applications are announced via the concerning Institution's webpage.
- (2) Final registrations are made by the concerning Institution Student Affairs on the date announced via the concerning Institution's webpage.
- (3) The students who have the right for final registration are required to provide the following documents:
 - a. The official copy of diploma or graduation certificate approved by the foreign representative offices of the countries concerned,
 - b. The official copy of transcript approved by the foreign representative offices of the countries concerned,
 - c. The application form and certified copies of the documents declared in the application form.

- d. The official copy of the study visa (if necessary) approved by the foreign representative offices of the countries concerned,
- e. The official copy of passport (approved by the foreign representative offices of the countries concerned) or the approved copy of the Temporary Protection Identity Certificate /Foreign Identification Document issued by the Republic of Turkey, the Ministry of Interior.
- f. A declaration of residence for education(will be submitted after the final registration)
- g. 2photographs (taken in the last 6 months)
- h. A document which shows the education fee has been paid
- i. For the students who come via the state scholarship, an official documenttaken from concerning state institutions or from concerning countries' embassies stating that their education fee is to be paid (For such students,item h is not required)
- j. The recognition/equivalence certificate of undergraduate/postgraduate diplomas obtained by the Turkish Higher Education Council.

SECTION FOUR

Tuition Feeand Financial Provisions

Tuition Fee

ARTICLE 9 -

- (1) The tuition fees to be paid by the graduate students of foreign nationals are determined by the offer of IAB and decision of the HRU Administrative Board based on the legislation "Decision on the Determination of Tuition Fees and Tuition Fees to be Received as Student Contributions to Current Service Costs in Higher Education Institutions", which is published by the Council of Ministers in the Official Gazette every year.
- (2) In cases where candidates are not exempted from bilateral agreements, candidates are obliged to pay tuition fees determined by the University Administrative Board within the framework of the Council of Ministers' decision.

Financial Provisions

ARTICLE 10 -

- (1) Foreign graduate students are required to deposit the Scientific Orientation Program fee determined by the University Administrative Board to revolving fund account of HRU.
- (2) The amount of the Scientific Orientation Program fee determined at the beginning of each term is paid in instalments to the faculty members supervising in this program.

SECTION FIVE

Legal Clauses, Abolition, Miscellaneous and Final Provisions

Legal Clauses

ARTICLE 11 –

- (1)In cases where there is not provision in this Directive, decisions taken by the Turkish Higher Education Council, Harran University Graduate Education Regulations, other relevant legislation and relevant IAB decisions are applied.

Abolition

ARTICLE 12 –

- (1)The Directive of Foreign Studentsfor Postgraduate Programs numbered 2016/02 and dated on 13/01/2016 by the Harran University Senate are abolished.

Validity

ARTICLE 13 -

- (1)This Directive enters into force following the approval of the Senate of HRU.

Enforcement

ARTICLE 14–

- (1) This Directive provisions are enforced by the Rector.