



**KARADENİZ
TEKNİK ÜNİVERSİTESİ**
Sosyal Bilimler Enstitüsü

SBE

KARADENİZ TECHNICAL UNIVERSITY

Graduate School of Social Sciences

2024-2025 ACADEMIC YEAR FALL SEMESTER
APPLICATION GUIDE FOR GRADUATE PROGRAMS

JUNE – 2024

1. Admission of Students to Graduate Programs for the Fall Semester of the 2024 - 2025 Academic Year

Quota Announcements, Application, Interview and Evaluation Results	
Announcement of student quotas for graduate programs	10 th June 2024
Receiving interactive applications (including foreign national candidates) [Applications close at the end of business hours on July 01, 2024]	24 th June – 1 st July 2024
Online interview exam for doctoral programs (including foreign national candidates) [It is compulsory to take the interview exam. Application of candidates who do not take the interview exam will not be evaluated.] [All applicants will be able to participate directly in the interview exam.] [See page 4 for interview locations and times.]	2 nd July 2024
Announcement of evaluation results (main and yedek)	4 th July 2024
Final Registration Procedures	
Master Degree with Thesis and Ph.D. Programs	
Online registration of the officially selected candidates	4 th - 9 th July 2024
Master Degree without Thesis Programs	
Online registration of the officially selected candidates	4 th -7 th July 2024
Backup Placement Dates for Vacant Quotas	
Master Degree with Thesis and Ph.D. Programs	
Announcement for candidates who will register from the waiting list	11 th July 2024
Online registration of candidates placed from waiting list	11 th – 12 th July 2024
Master Degree without Thesis Programs	
Non-thesis Programmes: Announcement of the first substitute placement and final registrations	8 th - 9 th July 2024
Non-thesis Programmes: Announcement of the second substitute placement and final registrations	10 th -11 th July 2024
Non-thesis Programmes: Announcement of the third substitute placement and final registrations	12 th -16 th July 2024
Non-thesis Programmes: Announcement of the final substitute placement and final registration	17 th July 2024
Foreign Language Proficiency and Exemption Exam Date for All Students	

<p>English Foreign Language Placement Exam (As a result of this exam, those who are at the B1 level take the exemption exam.)</p> <p>(Exams will be held in 5 sessions. The exam hall, exam time and the list of students who will take the exam will be announced on the KTU School of Foreign Languages website.)</p>	<p>For date, time and exam location information, please review the School of Foreign Languages Academic Calendar page.</p>
<p>English Foreign Language Exemption Exam</p> <p>(Exams will be held in 3 sessions. The exam hall, exam time and the list of students who will take the exam will be announced on the KTU School of Foreign Languages website.)</p>	<p>For date, time and exam location information, please review the School of Foreign Languages Academic Calendar page.</p>
Dates for Course Assignments	
<p>Students who are exempt from the foreign language preparatory class and those who pass the exemption exam should complete interactive course software (including foreign students)</p>	<p>16th -20th September 2024</p>

Institute Contact Information		
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Faks	: 0462 325 32 10	
Mail	: sosbilens@ktu.edu.tr	
Web	: http://www.ktu.edu.tr/sbe	
Address	: Karadeniz Technical University, 61080 Trabzon /TURKIYE	
Departments Contact Information		
Department	Telephone	Address
Department of Archaeology	377 43 09	Kardeniz Technical Univesy Faculty Of Letters Kanuni Campus 61080 Trabzon-Türkiye
Department of Western Languages and Literature	377 35 49	Kardeniz Technical Univesy Faculty Of Letters Kanuni Campus 61080 Trabzon-Türkiye
Department of Labor Economics and Industrial Relations	377 28 09	Kardeniz Technical Univesy Faculty Of Economics & Administrative Sciences Kanuni Campus 61080 Trabzon-Türkiye
Department of Econometrics	377 25 85	Kardeniz Technical Univesy Faculty Of Economics & Administrative Sciences Kanuni Campus 61080 Trabzon-Türkiye
Department of Migration Studies (Interdisciplinary)	377 20 17	Kardeniz Technical Univesy Faculty Of Letters Kanuni Campus 61080 Trabzon-Türkiye
Department of Economics	377 25 85	Kardeniz Technical Univesy Faculty Of Economics & Administrative Sciences Kanuni Campus 61080 Trabzon-Türkiye
Business Administration	377 29 64	Kardeniz Technical Univesy Faculty Of Economics & Administrative Sciences Kanuni Campus 61080 Trabzon-Türkiye
Public Administration	377 29 15	Kardeniz Technical Univesy Faculty Of Economics & Administrative Sciences Kanuni Campus 61080 Trabzon-Türkiye

Finance	377 28 09	Kardeniz Technical University Faculty Of Economics & Administrative Sciences Kanuni Campus 61080 Trabzon-Türkiye
Department of Sociology	377 34 25	Kardeniz Technical University Faculty Of Letters Kanuni Campus 61080 Trabzon-Türkiye
Department of History	377 32 14	Kardeniz Technical University Faculty Of Letters Kanuni Campus 61080 Trabzon-Türkiye
Department of Turkish Language and Literature	377 25 24	Kardeniz Technical University Faculty Of Letters Kanuni Campus 61080 Trabzon-Türkiye
International Relations	377 29 15	Kardeniz Technical University Faculty Of Economics & Administrative Sciences Kanuni Campus 61080 Trabzon-Türkiye
Women and Family Studies	377 29 15	Kardeniz Technical University Faculty Of Economics & Administrative Sciences Kanuni Campus 61080 Trabzon-Türkiye
Gender Studies	377 25 24	Kardeniz Technical University Faculty Of Letters Kanuni Campus 61080 Trabzon-Türkiye
Management Information Systems	377 29 64	Kardeniz Technical University Faculty Of Economics & Administrative Sciences Kanuni Campus 61080 Trabzon-Türkiye

2. General Information and Requirements for Applications to Graduate Programs

- ❖ This Guide covers the application and placement principles to be made to graduate programs (PhD, master's degree with thesis and distance education master's degree without thesis).
- ❖ There will be no application fee for graduate applications, applications will be submitted via the **Internet** from the web page of our Institute (<http://www.ktu.edu.tr/sbe/basvuru>) will be done.
- ❖ Candidates can make only one choice.
- ❖ In order to apply to graduate programs, it is necessary to graduate from the fields indicated in the Graduation Fields and Quotas Tables Accepted to Graduate Programs (Table 1, Table 2 and Table 3) and to have the desired minimum score from the Academic Personnel and Graduate Education Entrance Exam (ALES) score types for Master's and Doctoral Programs with Thesis.
- ❖ Distance education master's degree program without thesis is completed in at least 2, maximum 3 semesters. The student pays a total of 20.000,00 (twenty thousand) TL program fee, including 10.000,00 (ten thousand) TL for the first semester and 10.000,00 (ten thousand) TL for the second semester. Students who enroll as students for the first time in the Distance Education Master's Program Without Thesis in the Fall Semester of the 2024-2025 Academic Year will complete the registration process by paying 10.000,00 (ten thousand) TL, which is the semester fee, during registration. For the additional semester (in the third semester), a fee will be charged per course based on the semester

fee to be determined in the relevant semester. The tuition fee will be paid to the branches of Türkiye Vakıflar Bankası (Vakıfbank) with the Republic of Turkey Identification number during the course registration week. This payment can also be paid from Vakıfbank ATMs.

- ❖ The validity period of the Academic Personnel and Graduate Education Entrance Exam (ALES) result certificate is 5 (five) years from the date of announcement of the ALES exam result.
- ❖ The registration rights of candidates placed in graduate programs are valid for the Fall Semester of the 2024-2025 Academic Year.
- ❖ Students accepted to thesis master's and doctoral programs must enroll in the Foreign Language Preparatory class for 1 (one) year if they cannot provide the necessary conditions to be exempt from foreign language. In the application for doctoral programs; The validity period of the foreign language exams conducted by the Council of Higher Education is 5 (five) years from the date of announcement of the exam result.
- ❖ A Scientific Preparation program is applied to students who have the right to enroll from a program's out-of-field quota in order to compensate for their deficiencies.
- ❖ Announcements made to candidates on our institute's website are notifications.
- ❖ The placement results will be announced on the web page of our Institute; in addition, placement documents will not be sent to the candidates.
- ❖ If a candidate's declaration is determined to be untrue, the candidate will lose all rights he/she has acquired, regardless of the time that has passed. Since the graduation grade must be taken from the Higher Education Information System (YÖKSIS) and the calculation must be made accordingly, it is important for candidates to check their grade point average through the e-Devlet system before applying.
- ❖ If the final evaluation scores of the candidates who have preferred the same program (except distance education master's program without thesis) are equal, priority is given to the candidate with the highest ALES score. For the distance education master's program without thesis, priority is given to the candidate whose date of birth is small.
- ❖ On the Pre-registration screen, candidates must upload their passport photos (for use in student ID) in 4,5x6 cm size digitally. They will not be allowed to go to the Information Login and Preference screen without uploading.

3. Online Interview Exam

- ❖ An online interview exam will be held for candidates applying for doctoral program quotas. It is compulsory to take the **online interview exam** and the application of candidates who do not participate will not be evaluated.

- ❖ There will be no interviews/exams etc. for candidates applying to Master's Degree programs with thesis.
- ❖ There will be no interviews / exams etc. for candidates applying to Distance Education Non-Thesis Master's programs.

[5.1 See the Application Requirements of Distance Education Master's Programs without Thesis]

Online interview exam dates, times and locations for departments and programs are as follows:

Departments	Programme	Online Interview Exam		
		Date	Time	Place
Department of Western Languages and Literature	Ph.D	2nd of July 2024	09.00-17.00	The exam link link will be sent to the e-mail address entered by the candidate in our pre-registration application system during the application, before the exam date.
Department of Econometrics	Ph.D		09.00-17.00	
Department of Economics	Ph.D		09.00-17.00	
Business Administration	Ph.D		09.00-17.00	
Public Administration	Ph.D		09.00-17.00	
Finance	Ph.D		09.00-17.00	
Department of Sociology	Ph.D		09.00-17.00	
Department of History	Ph.D		09.00-17.00	
Gender Studies	Ph.D		09.00-17.00	
Department of Turkish Language and Literature	Ph.D		09.00-17.00	
International Relations	Ph.D		09.00-17.00	

4. Graduate Program Quotas

Table 1. Non-Thesis Master's Degree Programs Graduation Areas and Quotas

Department	Discipline/ Program	Graduation Areas and Quotas Accepted to the Program			ALES Score Type
		Graduation Area	T.R.	Y.U.	
Business Administration	Business Administration Distance Learning Non-Thesis Master's Degree	To be a bachelor's degree graduate from any program deemed appropriate by the Presidency of the Higher Education Council	T.R. Union of Eastern Black Sea Municipalities *	2	
			Trabzon Chamber of Independent Financial Adviser **	21	
			Karadeniz Technical University Staff ***	5	
			Other	22	
Public Administration	Public Administration Distance Learning Non-Thesis Master's Degree	To be a bachelor's degree graduate from any program deemed appropriate by the Presidency of the Higher Education Council	T.R. Union of Eastern Black Sea Municipalities *	30	-
			Karadeniz Technical University Staff ***	5	
			Other	15	
Business Administration	Entrepreneurship and Innovation Management Distance Education Non-Thesis Master's Degree	To be a bachelor's degree graduate from any program deemed appropriate by the Presidency of the Higher Education Council	T.R. Union of Eastern Black Sea Municipalities *	-	ALES No Points
			Trabzon Chamber of Independent Financial Adviser **	2	
			Karadeniz Technical University Staff ***	5	
			Other	43	

*: In accordance with the “Protocol of Cooperation in the Graduate Education Program” Organized between Karadeniz Technical University and the Union of Eastern Black Sea Municipalities of the Republic of Turkey, approved by the Dec.1228/8 dated 07.08.2015 of the Council of Directors of our University.

** : In accordance with the “Protocol on Cooperation in the Graduate Education Program” Organized between Karadeniz Technical University and Trabzon Chamber of Independent Financial Adviser approved by the Dec. 1615/5 dated 30.05.2023 of the Administrative Council of our University.

***: In accordance with the letter of the Directorate of our Institute dated 22.03.2024 and numbered E-90783813-199-14458.

Table 2. Master's Degree Graduation Areas and Quotas with Thesis

Department	Discipline/ Program	Graduation Areas and Quotas Accepted to the Program						ALES Score Type
		In Field	T.C.	F.N.	Out-of- Field	T.C.	F.N.	
Department of Archaeology	Master's degree with Thesis	Archaeology Bachelor's Degree	5	1	Bachelor's Degree Graduates in Architectu re, Geology, Anthropol ogy, Art History and History	2	1	Equally- Weighted
Department of Western Languages and Literature	Applied Linguistics Master's Degree with Thesis	Bachelor's Degree Graduates in English Language Education, English Language Teaching, English Linguistics, English Language and Literature, English Language and Education, Translation Science (English), Translation and Interpreting (English)	16	2	-	-	-	Linguistic
		Candidates who will apply to this program must also obtain and certify at least the score shown against them from any of the language exams mentioned below. KPDS: Having a score of 80 or above. ÜDS: Having a score of 80 or above. YDS: Having a score of 80 or above. YOKDIL: Having a score of 80 or above. TOEFL IBT(Internet-based): To have received a score of 96 and above. TOEFL CBT (Computer-based): To have a score of 241-242 and above. TOEFL PBT (Written): To have obtained a score of 588-589 and above.						

Labour Economics and Industrial Relations	Master's Degree with Thesis	Graduates in Labor Economics and Industrial Relations	10	1	Bachelor's Degree Graduates in Psychology, Sociology, Law and Social Work	4	2	Equally-Weighted
		Graduates of Faculties of Economics and Administrative Sciences and Faculties of Political Science other than the Department of Labor Economics and Industrial Relations	3	1				
Econometrics	Master's Degree with Thesis	Graduates in Econometrics	5	1	Other undergraduate graduates that are outside the field	3	1	Equally-Weighted
		Graduates of Faculties of Economics and Administrative Sciences and Faculties of Political Science other than the Department of Econometrics	4	1				
Department of Migration Studies	Master's Degree with Thesis	Graduating from a 4-Year Undergraduate Program	10	2	-	-	-	Equally-Weighted
Department of Economics	Master's Degree in Economic Policy with Thesis	Graduates in Economics	14	-	Other undergraduate graduates that are outside the field	3	-	Equally-Weighted
		Graduates of Faculties of Economics and Administrative Sciences and Faculties of Political Science other than the Department of Economics	4	-				
	Master's Degree in Economic Theory with Thesis	Graduates in Economics	16	1		3	-	Equally-Weighted
		Graduates of Faculties of Economics and Administrative Sciences and Faculties of Political Science other than the Department of Economics	3	-				
	Master's Degree in Economic Development and International Economics with Thesis	Graduates in Economics	12	-		3	-	Equally-Weighted
		Graduates of Faculties of Economics and Administrative Sciences and Faculties of Political Science other than the Department of Economics	3	-				

Business Administration	Master's Degree in Management and Organization with Thesis	Graduates in Business Administration	12	-	Other Bachelor's Graduates Excluding Business Graduates of the Faculty of Economics and Administrative Sciences, Faculties of Business and Economics, and the Faculty of Political Sciences	4	-	Equally-Weighted
		Graduates of Faculties of Economics and Administrative Sciences and Faculties of Political Science other than the Department of Business Administration	2	-				
	Master's Degree with Thesis in Accounting	Graduates in Business Administration	16	-	Other Bachelor's Graduates Excluding Business Graduates of the Faculty of Economics and Administrative Sciences, Faculties of Business and Economics, and the Faculty of Political Sciences	2	-	Equally-Weighted
		Graduates of Faculties of Economics and Administrative Sciences and Faculties of Political Science other than the Department of Business Administration	5	-				
	Master's Degree with Thesis in Production Management	Graduates in Business Administration	5	-	-	-	-	Equally-Weighted
		Bachelor's Degree Graduates in Business Engineering, Industrial Engineering and Management Information Systems	1	-				

	Master's Degree with Thesis in Finance	Graduates in Business Administration	6	-	Other Bachelor's	2	-	Equally-Weighted
		Graduates of Faculties of Economics and Administrative Sciences and Faculties of Political Science other than the Department of Business Administration	2	-	Graduates Excluding Business Graduates of the Faculty of Economics and Administrative Sciences, Faculties of Business and Economics, and the Faculty of Political Sciences			
	Master's Degree in Marketing with Thesis	Graduates in Business Administration	12	-	-	-	-	Equally-Weighted
		Graduates of Faculties of Economics and Administrative Sciences and Faculties of Political Science other than the Department of Business Administration	3	-				
Women and Family Studies	Master's Degree with Thesis	Graduating from a 4-Year Undergraduate Program	20	-	-	-	-	Equally-Weighted
Public Administration	Master's Degree with Thesis	Graduates of the Bachelor of Public Administration, Political Science and Public Administration, International Relations, Political Science and International Relations, Law	20	1	Bachelor's Degree Graduates in History, Sociology, Philosophy, Architecture, City and Regional Planning	2	-	Equally-Weighted
Finance	Master's Degree with Thesis	Graduates in Finance	20	-	Other undergraduate graduates that are outside the field	2	-	Equally-Weighted
		Other Bachelor's Graduates Excluding Finance Graduates of the Faculty of Economics and Administrative Sciences and Law Graduates	5	-				

Sociology	Master's Degree with Thesis	Graduates in Sociology	15	2	Other undergraduate graduates that are outside the field	3	-	Equally-Weighted
History	Master's Degree with Thesis	Graduates in History, Graduates in History Teaching	25	2	Other undergraduate graduates that are outside the field	5	-	Linguistic
Department of Turkish Language and Literature	Master's Degree with Thesis	Graduates in Turkish Language and Literature	20	-	-	-	-	Linguistic
International Relations	Master's Degree with Thesis	Graduates of International Relations, Political Science and International Relations, Public Administration, Political Science and Public Administration, Bachelor of Law	13	2	Graduates of 4-Year Social Sciences Programs Outside the Field	2	1	Equally-Weighted
		Graduates of International Relations, Political Science and International Relations, Public Administration, Political Science and Public Administration, Bachelor of Law	13	2	Graduates of 4-Year Social Sciences Programs Outside the Field	2	1	
	Master's Degree with Thesis in English	Foreign national candidates who will apply to this program must also provide the following conditions. <ul style="list-style-type: none"> • Being a native English speaker, • To graduate from an educational institution that provides English education in the country of residence. • [Obtaining and certifying at least the score shown against them from any of the language exams mentioned below also meets the above conditions: YDS/YÖKDİL: To have received a score of 80 and above. TOEFL-IBT: To have received a score of 79 and above.] 			Foreign national candidates who will apply to this program must also provide the following conditions. <ul style="list-style-type: none"> • Being a native English speaker, • To graduate from an educational institution that provides English education in the country of residence. • [Obtaining and certifying at least the score shown against them from any of the language exams mentioned below also meets the above conditions: YDS/YÖKDİL: To have received a score of 80 and above. TOEFL-IBT: To have received a score of 79 and above.] 			Equally-Weighted

Department of Management Information Systems	Master's Degree with Thesis	Graduates of Management Information Systems	5	1	Other undergraduate graduates that are outside the field	4	1	Equally-Weighted
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Table 3. Doctoral Programs Graduation Areas and Quotas

Department	Discipline/ Program	Graduation Areas and Quotas Accepted to the Program							ALES Score Types
		In Field	T.C.	F.N.	Out- of- Field	T.C.	F.N.	UNI P	
Western Languages and Literature	Doctorate	Graduates of Applied Linguistics, English Language and Literature, English Language Education, English Language Teaching, English Culture and Literature, American Language (Culture) and Literature	6	2	-	-	-	2	Linguistic

Econometrics	Doctorate	Graduates of the Master of Econometrics	3	1					
		Graduates of the Master's Degree in Labor Economics and Industrial Relations, Economics, Business Administration, Finance, Public Administration and International Relations	2	1	Other undergraduate graduates that are outside the field	2	1	2	Equally-Weighted
Economics	Doctorate	Graduates of the Master of Economics	10	-	-	-	-	2	Equally-Weighted
Business Administration	Doctorate	Graduates of the Master of Business Administration	10	1	-	-	-	2	Equally-Weighted

		Management Engineering, Industrial Engineering Master's Degree Graduates	1	1					
Public Administration	Doctorate	Graduates of the Master's Degree in Public Administration, Political Science and Public Administration, International Relations, Political Science and International Relations and Graduates of the Bachelor's Degree in Public Administration who have Completed their Master's Degree in Another Department	5	1	Graduates of the Master's Degree in History, Sociology, Philosophy, Architecture, City and Regional Planning	-	-	2	Equally-Weighted

Finance	Doctorate	Having Done at Least One of the Bachelor's and Master's Degrees in the Field of Finance	5	-	-	-	-	2	Equally-Weighted
Sociology	Doctorate	Graduate from the Master's Program with Thesis in Sociology	5	1	Graduates of Economics and Administrative Sciences, Literature, Education, Communication, Architecture, Health Sciences, Theology, Faculty of Law (All Departments) and Faculty of Science, Department of Statistics, Bachelor's and Master's Degrees	2	-	2	Equally-Weighted

History	Doctorate	Graduates of the Master's Degree in History	8	2	Graduates of the Master's Degrees in History Teaching (with Thesis), Law, Islamic History and Arts, International Relations, Theology, Art History, Sociology, Political Science and Public Administration	2	-	2	Linguistic
Gender Studies	Doctorate	Graduate from Any Master's Program with a Thesis	5	-	-	-	-	2	Equally-Weighted
Department of Turkish Language and Literature	Doctorate	Graduates of the Master's Degree in Turkish Language and Literature	5	-	-	-	-	2	Linguistic

International Relations	Doctorate	Bachelor's and Master's degree; Having a degree in International Relations, Political Science and International Relations, Public Administration, Political Science and Public Administration, Law and International Law.	10	2	-	-	-	2	Equally-Weighted
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5. Application Requirements for Graduate Programs

5.1. Application Requirements for Distance Education Non-Thesis Master's Programs:

- ✓ ALES and Foreign Language Scores are not require
- ✓ Only the undergraduate graduation grade of the candidate who will apply to this program will be taken into account and the ranking will be made accordingly.
- ✓ There will be no Interview / Written / Oral Exam etc.

5.2. Application Requirements for Master's Programs with Thesis:

- ✓ The candidate who will apply to this program;
 - ❖ Graduated from the program specified in the Thesis Master's Degree Graduation Program and Quotas Table (Table 2),
 - ❖ Must have received at least 60.00 points from the relevant ALES score type.
 - ❖ Diploma grade is not required for student applications to Graduate Programs.
 - ❖ The success score, which consists of the sum of 60% of the relevant ALES score and 40% of the undergraduate graduation grade, must be at least 65.00 points out of 100.

5.3. Application Requirements for Doctoral Programs:

- ✓ The candidate who will apply to this program;
 - ❖ Graduation from the program specified in the Doctoral Graduation Program and Quotas Table (Table 3),

The student must have obtained at least 55 points from the Inte-runiversity Council Foreign Language Exam (UDS), Foreign Language Proficiency Level Determination Exam (YDS), Higher Education Institutions Foreign Language Exam (YÖKDİL) or Public Personnel Foreign Language Proficiency Level Determination Exam (KPDS) or a score equivalent to this score from an exam accepted by the Inter-university Council.

[The validity period of the foreign language exams conducted by YÖK in the application is 5 (five) years from the date of announcement of the exam result.]

- ✓ It is mandatory to take the Online Interview exam, the application of candidates who do not take the online interview exam will not be evaluated.
- ✓ In addition to these; the candidate who will apply for a doctorate with a master's degree with a thesis;
 - ❖ According to the program she/he wants to apply, she/he graduated from the master's programs with thesis in Table 3,,
 - ❖ According to the program she/he wants to apply for, she/he must have received at least 70.00 points from the desired ALES score type.
 - ❖ Diploma grade is not required for student applications to Graduate Programs.
 - ❖ The success score, which will consist of 55% of the relevant ALES score, 20% of the undergraduate graduation grade, 10% of the master's graduation grade with thesis and 15% of the online interview exam grade, must be at least 70.00 points out of 100.

6. Inter-University Cooperation Program (UNIP)

- ✓ Graduate applications within the scope of UNIP will be evaluated within the framework of the quota determined for UNIP.
 - ❖ Candidates can apply to the doctoral programs announced for Turkish citizen candidates in this Guide. In order to apply to the programs, the minimum requirement required from Turkish citizen candidates must be provide. Candidates who want to benefit from graduate education within the scope of UNIP will submit their petitions and the necessary documents to their universities. Applications sent to our University by the relevant rectorates will be answered through the Rectorate of Karadeniz Technical University.
 - ❖ Applications made before each semester will be evaluated by the relevant department presidency taking into account academic averages and ALES score within the framework of the quota determined for UNIP. If the final evaluation scores of the candidates are equal, priority will be given to the one with the highest ALES score.
 - ❖ Applications for the 2024-2025 Academic Year Fall Semester must reach our University by the end of working hours on Monday, July 1, 2024. Applications received by our University after this date will not be evaluated.

7. Evaluation of the Graduation Grade:

- ✓ The graduation grade used in the calculation of the achievement score is evaluated according to the 100 system. According to this;
 - ❖ Graduation grades of candidates organized according to the 100 system are the graduation grades; graduation grades of candidates organized according to the 4 system For grade equivalents in the 100 system, the values in the table “Equivalents of Grades in the 4 System in the 100 System” determined by the Council of Higher Education will be taken into account.
 - ❖ Graduation grades are organized according to the 4-point system, as well as the 100-point system converted by the relevant universities, only the equivalents of the candidates' grades in the 4-point system in the “Equivalents of Grades in the 4-point System in the 100-point

System” table determined by the Higher Education Council participate in the calculation of the application score.

- ❖ Only the undergraduate graduation average of those who have completed their undergraduate education through vertical transfer or undergraduate completion is used in calculating the success score in accordance with the above explanations.
- ❖ Candidates whose graduation grade is organized according to the 100 system will write their graduation grade as well as their graduation grade; candidates whose graduation grade is organized according to the 4 system will write their grade in the 4 system, and candidates whose graduation grade is organized according to both the 4 system and the 100 system will write only their graduation grade in the 4 system on the interactive application page. The application of the candidates who enter the graduation grade incorrectly on the interactive application page will be considered invalid.

8. Admission of Students to Vacant Quotas

- ❖ Candidates on the waiting list who apply to our Institute interactively between 24 June - 01 July 2024 and whose interactive evaluation results are announced will be able to apply for the vacant quotas.
- ❖ Placements will be made starting from the top of the waiting list.
- ❖ If there are any vacancies for Doctorate and Master's Programs with Thesis, students will not be admitted.
- ❖ In Non-thesis Master's Degree Programs, empty quotas will be placed in empty quotas in 4 stages, respectively, first reserve placement, second reserve placement, third reserve placement and last reserve placement.

9. Uploading the Application Documents to the System Online

- ❖ During the document upload, the information of the candidates on the relevant interactive application page and the application documents must be compatible.
- ❖ Document upload operations will be performed on the dates announced in this Guide from the links announced on the Institute's web page. Candidates who do not upload documents within the deadline will lose all the rights they have obtained.
- ❖ Those who are determined to have applied in accordance with the principles specified in this Guide as a result of document uploading will be granted the right to final registration. The applications of candidates whose graduation grade, ALES score, information such as YDS, YOKDIL, UDS, KPDS etc. required for the doctorate application requirement are incorrect, who do not mark the quota suitable for their graduation and who upload misleading documents, which are used in calculating the success score, will be deemed invalid.
- ❖ Registration for Master's Degree without Thesis, Master's Degree with Thesis and Doctoral Programs <http://basvuru.ktu.edu.tr/Lisansustu> it will be done interactively through the address. Students will also not come to document control at the Institute.

10. Documents Required and to be Examined During Document Upload

- ❖ Interactive Application Result Page will be available at the link (<http://as2.ktu.edu.tr/onkayit/>)
- ❖ List of Documents Required to be Uploaded by Students Eligible for Final Registration

It is available at (https://ktu.edu.tr/dosyalar/sbe_b00ad.pdf) and the candidate must upload it to the system for the program in which he/she will register. The required documents will be checked here.

Note: Male students who are definitely registered are required to upload documents showing their military status to the system during the application to be used in deferment procedures.

11. Presentation of Documents

- ❖ Diploma, transcript, documents taken from foreign language exams accepted by the Inter-university Council (except for YDS, UDS, YOKDIL, KPDS exams) will be the original or e-Devlet output, if any. The approval of documents that are not original or e-Government output will be made to the notary public or the institutions where the documents are issued. Documents that have been erased, scraped and not read will not be accepted.
- ❖ Internet (e-Government) printouts of ALES, YDS, UDS, YOKDIL and KPDS documents will be accepted.
- ❖ Applications with incomplete documents, documents such as photocopies and faxes will not be accepted.

12. Admission of Foreign National Candidates to Graduate Programs

12.1. Application Requirements

- 1) For application to Master's programs with / Without Thesis, it is required to be a graduate of a bachelor's program with a duration of at least four years, and for application to doctoral programs, it is required to be a graduate of a master's program with a thesis or a master's program with a duration of at least five years, except for a preparatory class.
- 2) Candidates who can apply as an international student;
 - a) Foreign nationals,
 - b) Those who are Turkish citizens by birth and who have received permission from the Ministry of Internal Affairs to renounce their Turkish citizenship and their Turkish according to the Law obtained by the minor children registered on the citizenship renunciation certificate in accordance with the Turkish Citizenship Law Those who certify that they have Documents Related to the Exercise of Recognized Rights,
 - c) Dual nationals who became citizens of the Republic of Turkey with the citizenship acquired later while being a foreign citizen,
 - ç) Including those who completed their studies at Turkish schools in a foreign country other than the TRNC, they are citizens of the Republic of Turkey and have a bachelor's degree those who have completed their entire education in a foreign country can apply.
- 3) Those whose mother and/or father are Turkish citizens and have been granted Turkish citizenship by birth,
those who have not received all their undergraduate education in a foreign country except the T.R.N.C. or have not renounced their Turkish citizenship cannot apply for international student quotas..
- 4) To apply for master's degree programs with thesis, the bachelor's degree specified in Table 2; to apply for doctoral programs, to graduate from the master's degree programs with thesis specified in Table 3,

- 5) ALES score is not required from foreign students.
- 6) Applications will be made interactively over the internet and evaluated through the system by the department chairs.
- 7) The successful candidates will upload their documents to the system and their final registration will be made between 04 - 09 July 2024.
- 8) Candidates will make one choice.
- 9) Foreign students are subject to the legislation and Graduate Regulations applied to students of the Republic of Turkey in terms of Education and training.
- 10) Candidates who are placed in our institute's thesis master's and doctoral programs are subject to a foreign language preparatory class. (Review the information provided under the title of Article 13, Foreign Language Preparatory Class)
- 11) A scientific preparation program is applied to students who have the right to enroll from a program's out-of-field quota in order to compensate for their deficiencies. (Review the information provided under the title of Article 14, Scientific Preparation Class)

12.2. Documents Required for Application

- 1) The application will be made interactively through the system at (<http://basvuru.ktu.edu.tr/>)
- 2) For postgraduate applications from international student candidates who provide the application conditions:
 - a) Photo (size 4,5x6, taken in the last six months and biometrically),
 - b) CV,
 - c) Copy of Passport,
 - d) A Turkish Language Proficiency Certificate from the Turkish Teaching Center (TÖMER) is not required for application during the application or registration, the candidate who has at least a B2 Turkish Language Proficiency Certificate (certified copy) from the Turkish Teaching Center (TÖMER) declares his/her document to our Institute, If the candidate who does not have at least B2 Turkish Language Proficiency Certificate from the Turkish Teaching Center (TOMER) registers to the program he/she has applied for, he/she will have to obtain at least B2 Turkish Language Proficiency Certificate from the Turkish Teaching Center (TÖMER) within 1 (one) year from the start of education at the latest and must declare the Proficiency Certificate to our Institute.

A student who does not declare the relevant document within the specified period is dismissed from the relevant program. However, Turkish Language Proficiency Certificate is not required from foreign students who apply to graduate programs that practice education with 100% foreign language.
 - e) For master's degree program applications, a certified copy of the undergraduate graduation certificate/diploma and transcript translated into Turkish or English, approved by foreign representatives (for those who graduated from a higher education institution in Turkey, E-Government printouts with a QR code) are also valid.
 - f) English Turkish or certified copies of bachelor's and master's degree graduation certificates/diplomas and transcripts approved by foreign representative offices are valid for doctoral program applications (square coded E-Government output documents are also valid for graduates of a higher education institution in Turkey),

- g)** Certificate of equivalence for those who are citizens of the Republic of Turkey and have completed all their undergraduate education in a foreign country, including those who have completed it in Turkish schools in a foreign country, except the T.R.N.C.,
- h)** Those who are foreign citizens and have graduated from a higher education institution abroad are asked for a diploma equivalency certificate in their field.
- 3)** In order to apply for doctoral programs, it is necessary to take the central foreign language exams (YDS, YOKDIL, etc.) accepted by the relevant Higher Education Council in the relevant foreign language and the equivalent of the international foreign language exams, the minimum score determined by the relevant Institute Board of Directors or the equivalent score of this score from an exam accepted by the OSYM. A higher foreign language score may be required as a condition of application in the student admission announcement of the graduate school where the application is made.
- 4)** In order to be exempt from the foreign language preparatory class, it is necessary to take the central foreign language exams (YDS, YOKDIL, etc.) accepted by the relevant Higher Education Council in the relevant foreign language or an exam whose equivalence is accepted by the OSYM, to obtain the minimum score determined by the relevant Institute's Board of Directors. A higher foreign language score may be required as a condition of foreign language exemption in the student admission announcement of the graduate school where the application is made. The validity period of foreign language documents is five years from the date of announcement of the exam result.

12.3. Student Admission and Registration Principles

1) International student evaluation and admission; The opinion of the relevant department head is finalized with the approval of the Institute Board of Directors. It is announced on the relevant institute website

2) Final registration and course registration procedures are completed within the periods specified in the academic calendar. A student is registered to only one department.

3) A student who has completed his undergraduate or graduate education in programs related to foreign language education, but wants to continue his graduate education in a different field of foreign language education, must take the score determined by the relevant Institute's Council of Directors from the international foreign language exam, which is considered equivalent to the central foreign language exams approved by the Higher Education Council, in the language of education of the program to which he applies.

4) The student status of an international student who is a dual national and enrolls in graduate programs with a foreign nationality will not be changed during his/her education.

5) A student who enrolls in a graduate program as an international student and becomes a citizen of the Republic of Turkey during his/her education continues his/her education by paying the contribution fee determined by the legislation for international students.

6) Candidates who apply for postgraduate education based on bilateral agreements to which the university is a party are accepted as students outside the quota with the opinion of the Head of the Department of the relevant program and the Decision of the Institute's Council of Directors.

7) Students who apply to graduate programs from outside their field and gain the right to final registration are subject to education in the Scientific Preparation Class for a maximum of one year, depending on the adaptation status to be determined by the relevant department's adjustment commission. Students who cannot complete the Scientific Preparatory Class within one year are dismissed from the University.

8) If the information and documents declared during the application process are missing or incorrect, the candidate will be dismissed from the University even if he/she is accepted to the program.

12.4. Evaluation of Applications

- ❖ When calculating the success score for master's degree programs with thesis, a ranking will be made based on the undergraduate graduation grade, and the success score must be at least **65** out of **100** points.
- ❖ When calculating the success score for doctoral programs, the success score, which will consist of a total of **25%** of the bachelor's graduation grade, **20%** of the master's graduation grade with thesis and **55%** of the online interview exam grade, must be at least 70 points out of 100 points.
- ❖ The graduation averages of the candidates will be evaluated by converting them to the 100 system..
- ❖ Candidates applying to doctoral programs are required to take the online interview exam on July 02, 2024. (*see page 4*). Applications of candidates who do not take the online interview exam to be held by the Department Heads of the programs to which they applied will not be evaluated.
- ❖ In case there are empty quotas in the quotas of foreign students, recruitment will be made from substitute students in order.
- ❖ Among the foreign national candidates who have gained the right to register, those who do not register within the registration period to be announced are deemed to have lost their right to register.

13. Foreign Language Preparatory Class

Candidates who have settled in the master's and doctoral programs with thesis of our Institute are subject to the foreign language preparatory class. Students take the foreign language placement test and the exemption exam (those who are at B1 level as a result of the placement test) on the date specified in this guide. According to the score obtained from the exam, it is determined whether the student is exempt from the foreign language preparatory class and at what level she/he will study in the foreign language preparatory class.

Circumstances Exempt from Foreign Language Proficiency Exam

- ❖ Students who receive the minimum scores specified in the written foreign language exams in the table below are exempt from the foreign language proficiency exam.
- ❖ There is no foreign language requirement for the distance education non-thesis master's program.
- ❖ There is a mandatory foreign language preparatory class for master's and doctoral programs with thesis. In order to be exempt from the foreign language class, candidates must obtain at least 60 points from YDS, UDS, KPDS and YOKDIL or an equivalent score from an exam accepted by the Presidency of the Interuniversity Council of the Republic of Turkey.
- ❖ The exams conducted by OSYM to be used in the exemption are valid for 5 (five) years from the date of announcement of the exam result. In equivalent exams, the validity date on the document is taken as a basis. The validity period for equivalent documents accepted by the council is 2 (two) years. The validity period for the Foreign Language Exemption Exam conducted by universities is 5 (five) years.
- ❖ Those who do not have an exemption certificate can take the exemption exam to be held by KTU School of Foreign Languages. Those who are not successful must attend a Foreign Language Preparatory School.

Note: In addition, a copy of the documents to be used for exemption should be added to the Interactive Application Result Page and delivered to the Institute.

Foreign Language (English) Exemption Scores Equivalence Table

YDS/ÜDS/KPDS/YOKDİL	TOEFL-IBT	Pearson PTE	CAE	CPE	KTU-YDMS
60	7 2	55	C	C	6 0
YDS	Foreign Language Proficiency Exam				
YOKDİL	Higher Education Institutions Foreign Language Exam				
ÜDS	Inter-university Council Foreign Language Exam				
KPDS	Public Personnel Foreign Language Exam				
TOEFL-IBT	Test of English as a Foreign Language - Internet Based Test				
PTE	Pearson Test of English Academic				
CAE	Certificate in Advanced English				
CPE	Certificate of Proficiency in English				
KTU-YDMS	Karadeniz Technical University-Foreign Language Exemption Exam				

- ❖ Those who are exempt from the foreign language level determination exam and students who attend the foreign language preparatory class and succeed in the foreign language exam held at the end of the year; those who have settled in the graduate program out-of-field are eligible to attend scientific preparatory courses, and those who have settled in the field are eligible to continue their graduate courses.
- ❖ The student who is not successful in the foreign language exam held at the end of the second semester of the preparatory class, can attend the preparatory class for an additional one or two semesters or improve his foreign language knowledge with his own means, and if he is successful in the foreign language exam held at the end of the semester, he will be eligible to enter the postgraduate education given in a foreign language. can continue the program.
- ❖ The time spent in the foreign language preparatory class is not added to the normal completion time of the registered program.

14. Scientific Preparatory Class

- ❖ A scientific preparation program is applied to students who are entitled to enroll from the out-of-field quota of a program in order to eliminate their deficiencies. These students are required to course assignments of the relevant program determined by the decision of the Institute Council of Directors and announced on the Institute website.
- ❖ Scientific preparation program courses must be completed in 2 (two) semesters. Otherwise, the student will be dismissed from the program. The time spent in the scientific preparatory class is not added to the normal completion time of the registered program.