T.R. BAHÇEŞEHİR UNIVERSITY GRADUATE SCHOOL DOCTORATE DEGREE APPLICATION AND ADMISSION PROCESS GUIDE

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1. Purpose and Scope

This guide has been prepared to provide guidance to candidates planning to apply for doctoral programs at Bahçeşehir University and to the relevant academic units. The doctoral application and admission processes are a critical stage for candidates to achieve their academic and research goals, requiring the complete preparation of application documents, fulfillment of academic and scientific qualification criteria, and the effective management of the process.

The content of this guide is structured around the following headings:

- What is the Application Process?
- What Are the Stages of the Application Process?
  - Checking the Application Requirements
  - Preparing Application Documents
  - Submitting the Online Application
  - Evaluation of Your Application
  - Interview and/or Written Exam
  - Announcement of Results
  - Registration Procedures
- Course Selection Procedures
- Important Notes
- Units That Will Assist You During the Application Process
- What Can You Do to Monitor the Process?
- Frequently Asked Questions (FAQs) About Application and Admission Processes

This guide outlines the necessary steps for applying to doctoral programs and provides comprehensive answers to frequently asked questions regarding the process.

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1. What is the Application Process?

Our university admits students to doctoral programs in various fields each year. Below, you will find detailed information about the doctoral application process, required documents, and evaluation stages. Student admissions for graduate programs are conducted twice a year (Fall and Spring), in accordance with the dates specified in the Academic Calendar. The doctoral application process is carried out online. We do not accept applications through hand delivery or mail. It is sufficient to upload the documents to the system completely; there is no need to print and submit them separately.

*Please carefully follow the steps below to successfully complete your application.

2. What Are the Stages of the Application Process?

1. Checking the Application Requirements:

- Check the official university website for announcements regarding the start and end dates of applications and the programs offered.
- Review the general minimum requirements for candidates applying to doctoral programs.
- Verify whether the field-specific requirements are suitable for you.

2. Preparing Application Documents:

- **Photocopy of the military service status document for male applicants.**
- **A photocopy of the document showing all courses and grades obtained at the undergraduate level** (A diploma supplement can also be used in place of the transcript).
- A photocopy of the document (transcript) showing all courses and grades obtained at the master's level (A diploma supplement can also be used in place of the transcript). *Active student transcripts are not accepted.
- **Master's Degree Diploma:** A photocopy of the bachelor's diploma or temporary graduation certificate (A graduation certificate obtained from e-Government will also be accepted). A photocopy of the master's diploma or temporary graduation certificate (A graduation certificate obtained from e-Government will also be accepted). A master's degree with thesis is mandatory for the program you are applying to.

**According to the regulation published on February 6, 2013, candidates who enrolled in non-thesis master's programs on or after this date (including February 6, 2013) will not be considered in the doctoral application process.
(See: http://www.resmigazete.gov.tr/eskiler/2013/02/20130206-10.htm)

- **Curriculum Vitae (CV):** A current CV that includes your educational background, academic achievements, work experience, and other competencies.
- **ALES Certificate:** A photocopy of the Academic Personnel and Graduate Education Entrance Exam (ALES) or an equivalent exam result document for our doctoral programs (ALES results are valid for 5 years). A minimum score of 60 or its equivalent in the relevant score type (as specified for each program) is required.
- **Language Proficiency Certificate:**
    - Language Score Requirements:
  (YDS and YÖKDİL are valid for 5 years, TOEFL is valid for 2 years.)
  For programs conducted in English: YDS/YÖKDİL: 65, TOEFL: 79, PTE: 67
  For the English Language Education program: YDS/YÖKDİL: 80, TOEFL: 96
  For the Mathematics Education (TR) program: YDS/YÖKDİL: 65, TOEFL: 79
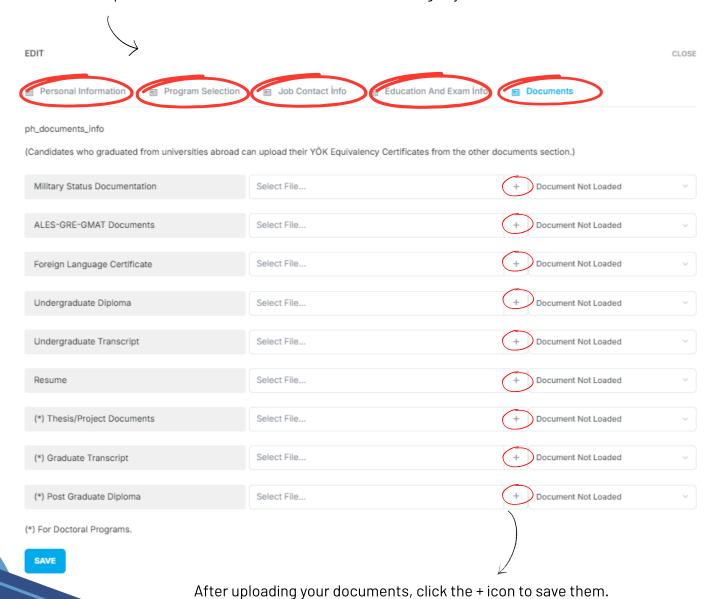 For programs conducted in Turkish: YDS/YÖKDİL: 55, TOEFL: 66, PTE: 50

- **PDF version of the Thesis/Project Documents**

3. Submitting the Online Application:

- You must apply online using the university's application portal. Complete the relevant fields and upload your documents to finalize your application.
- Monitor the emails sent to you weekly to check whether you have any missing documents.
- You can only apply to one program in the system.

You can access the online application link **here**.

You must complete the sections marked in red without leaving any fields blank.

After uploading your documents, click the + icon to save them.

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4. Evaluation of Your Application:
- If your documents are complete, your application will proceed to the evaluation stage.
- An interview or academic exam may be conducted for certain programs. Follow the dates communicated to you. You can check these dates **here**.
- Your application is reviewed based on the evaluation criteria set by the academic staff. You can access the detailed evaluation criteria through our **website**.

5. Interview and/or Written Exam:
Some programs may require applicants to participate in an interview or a written exam. We kindly ask you to check our website to see which programs require an interview, as this process may vary each semester.

Candidates invited to the interview will be evaluated by the oral academic exam committee determined by the program coordinator.

6. Announcement of Results:
- Application results are generally announced on our website and through the UMIS system. If your application is accepted, you will receive an acceptance letter.
- Accepted candidates are announced, and acceptance letters are sent.

7. Registration Procedures:
After receiving acceptance, you must complete your registration within the dates specified by the university. The required documents for registration are as follows:
- Military Service Status Document (for male applicants)
- Copy of ID
- ALES Certificate
- Foreign Language Proficiency Certificate
- 1 Photograph
- Undergraduate Transcript and Master's Transcript
- Undergraduate Graduation Certificate, Diploma, and Master's Graduation Certificate, Diploma

8. Course Selection Procedures:
- After completing your registration, you must log in to the system using the UMIS address and password provided by our Student Affairs Office and proceed with course selection. For further information regarding course selection procedures, you can contact the Graduate School Student Affairs Unit.

9. Important Notes

- Candidates applying for the doctoral program must fulfill all the application requirements completely.
- If any documents are missing or incorrect during the application process, the application will not be accepted, and the reason for the rejected documents will be sent to you via email from the system.
- Once the missing or incorrect documents are corrected and re-uploaded, the application will be re-evaluated.
- It is important to regularly check the university's website for application dates and the most up-to-date information.

10. Units That Will Assist You During the Application Process:

1. Graduate School
- Graduate School Application and Admission Unit: Provides support regarding master's programs, admission requirements, scholarship opportunities, and the registration process.
- Graduate School Academic Planning Unit: Assists international students with course assignments and any course-related matters.
- Graduate School Student Affairs Unit: Provides comprehensive support for Turkish students regarding course assignments, course registration, leave of absence, thesis/non-thesis program transfers, and more.
2. Student Affairs Department
3. Graduate Program Academic Staff: You can obtain detailed information about the program from your program coordinator or the ECTS page of our university.
4. CO-OP Directorate: Provides support regarding CO-OP collaborations. Detailed information can be accessed **here**.

11. What Can You Do to Monitor the Process?

- Regularly check our institute's website and announcements to avoid missing application deadlines.
- Review and complete any missing documents each week.
- Monitor the acceptance results on the announced dates.
- Add interview and academic exam dates to your calendar.

You can contact the **Graduate School** at any stage of the application process for further information.

The email address of our Application and Admission Unit is: kabulkayit@gs.bau.edu.tr

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Frequently Asked Questions (FAQs) About Application and Admission Processes:

What is the validity period of language exams such as YDS, YÖKDİL, BAU, TOEFL, and PTE?

Each language exam has a different validity period. Here are the general validity periods:
- YDS and YÖKDİL: The validity period for both exams is 5 years.
- TOEFL and PTE: The validity period for both exams is 2 years.

Regardless of whether you are a graduate of Bahçeşehir University or any other English-medium university, you are still required to submit a language certificate. If the validity period of your exam has expired, you will need to retake the language exam.

What are the requirements to apply for a doctoral program?

- Candidates applying must hold a master's degree with thesis.
- A minimum score of 60 must be obtained in the relevant ALES score type for the applied program (this may vary for some programs).
- For the language proficiency exam, a minimum score of 55 is required for programs conducted in Turkish.
- The application evaluation is based on the ALES score, undergraduate/master's GPA, and the result of the scientific evaluation/interview.

If my master's degree is non-thesis, can I apply for a doctoral program?

- No, you must have a master's degree with thesis to apply for a doctoral program.

Is there a foreign language requirement for applying to the doctoral program?

- Yes, you must obtain at least 55 points from a centrally recognized foreign language exam approved by YÖK or an equivalent international exam score. For programs with English as the language of instruction: YDS/YÖKDİL: 65, TOEFL: 79, PTE: 67
- The foreign language score requirement may be increased according to the specific program, based on decisions made by the Institute Board and the Senate.

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Can I apply to the doctoral program without the ALES requirement?

- For graduates of doctoral, art proficiency, medical specialization, dental specialization, veterinary specialization, and pharmacy specialization programs, the ALES requirement is not mandatory.
- In this case, applicants are assigned an ALES score determined by the Senate and included in the evaluation process.

Is There a Place Where I Can Get Information About Payment Procedures for Program Fees?

- For detailed information and assistance regarding payments and fees, you can contact our Accounts Services Unit. You can reach the Accounts Services Unit at 444 28 64. You can obtain information about payment terms, installment options, and other payment procedures from this unit.

Where can I find information about program fees?

- You can find detailed information about program fees **here**.

What Types of Programs Are Available at Your University, and Are All Programs Offered Every Semester?

- Our university offers thesis, non-thesis, and distance education programs. However, not all programs are offered every semester. The availability of programs varies depending on the semester.

Can Scholarships Be Combined?

- According to the BAHÇEŞEHİR UNIVERSITY Associate, Undergraduate, and Graduate Scholarship and Support Directive, under the Graduate General Conditions, ARTICLE 20 – (4): Scholarship rates defined for graduate programs cannot be combined. The highest scholarship rate the student is entitled to will be applied.
You can access the scholarship opportunities **here**.

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Frequently Asked Questions (FAQs) About Application and Admission Processes:

Which campus are the classes held on?

- The campus where classes are held varies depending on the programs. For the most up-to-date and accurate information, please contact the Institute.