**APPLICATION AND ADMISSION PROCESS TO THE MASTER’S PROGRAM**

**THE PROCESS OF DECLARING THE QUOTA OF THEPROGRAM**

The quota requests submitted to the Institute by the Department in accordance with the Academic Calendar are discussed and resolved by the Institute Board and the quotas for the Master Programs are announced on the Institute’s website.

**APPLICATION PROCESS**

**DIPLOMA**: Applicants must have a bachelor's degree or be in the last year or last semester of their university education.

**ALES**: Applicants must have at least 55 points in ALES or an equivalent score of GRE or GMAT exams determined by the Senate.

**FOREIGN LANGUAGE**: Applicants must have at least 55 points (validity period 3 years) from the foreign language proficiency exam held by the School of Foreign Languages or at least 50 points (validity period 5 years) from the central foreign language exam accepted by YÖK.

**OTHER DOCUMENTS**:

1. Copy of the identity card
2. Curriculum Vitae (CV)
3. Diploma / temporary graduation certificate
4. ALES/GRE/GMAT certificate
5. English foreign language certificate
6. Transcript
7. Letter of intent (written in English)
8. Three reference letters (in closed envelopes, brought to the interview)

**EVALUATION**

In order to be considered successful, the candidate must obtain at least 65 out of 100 points, with 25% derived from the evaluation grades, 25% from the undergraduate grade point average, and 50% from the ALES grade. Based on the score, the candidates are ranked and accepted to the programs they applied for in the order of the ranking.

The undergraduate grade point average of senior students who have not graduated yet at the time of the application, is based on their current grade point average. In case of equality in the ranking, the candidate with the highest undergraduate GPA is given priority.

**MASTER’S EDUCATION PROCESS**

**Master’s duration and courses**:

The Master's program consists of 7 courses, a seminar, a specialization course, and a thesis with a minimum of 21 credits. The total number of courses the student needs to take in each semester must be 30 ECTS. The total ECTS of the thesis is 60. The total ECTS of the program is 120 and the duration of the program is at most three years.

**First semester**:

The advisor of the student is determined at the beginning of the first semester. The student chooses the courses in the curriculum, with at least 30 ECTS (maximum 2 undergraduate courses, provided that they were not previously taken during undergraduate education). The students take the midterm and final exams in accordance with the academic calendar on the dates determined by the department.

**Second semester**

The student chooses the courses in the curriculum, with at least 30 ECTS. The students take the midterm and final exams on the dates determined by the department. The student proposes the thesis subject (with the approval of the Ethics Committee if necessary) to the Institute by the end of the second semester.

**Third and fourth semesters:**

* Students that have completed the courses will continue with their specialization and thesis courses.
* Students must take the failed courses again, and if they have elective courses, they can take another course with the same credit value.
* Students who cannot successfully complete the credit courses and seminar courses at the end of the fourth semester are dismissed from the university.
* Students who fail the thesis or do not take the thesis defense exam within the required time frame are dismissed from the university.
* The duration of the Master's program, including the thesis, is four semesters regardless of whether or not they are registered for each semester.

**MASTER'S THESIS EXAM**

The thesis jury for the Master thesis defense exam consists of three or five faculty members, one of them is the thesis advisor of the student and at least one of them is from outside of the university. The jury members meet within one month from the date of the thesis submission for the thesis defense exam. Students whose theses are rejected are dismissed from the university.

Students who are requested to do corrections in the thesis defense must make the correction within three months and apply a second time for the thesis exam in front of the same jury. Students whose theses was accepted must submit three copies of the thesis, the thesis data form, the English and Turkish thesis summaries (saved in pdf-format), and other documents required for the graduation within 1 month from the date of the thesis exam. Then the student is entitled to receive a MASTER’S DIPLOMA.