

REPUBLIC OF TÜRKİYE
LOKMAN HEKİM UNIVERSITY
GUIDELINES ON THE APPLICATION, ENROLLMENT AND
ADMISSION OF INTERNATIONAL STUDENT CANDIDATES TO
POSTGRADUATE PROGRAMS
(Adopted at the meeting of the Senate of Lokman Hekim University on 3 December 2020)

PART ONE
Purpose, Scope, Basis and Definitions

Purpose

Article 1- (1) Purpose of this guideline is to specify the application, enrollment and admission for international student candidates concerning post graduate programs conducted by Institute of Medical Sciences, Lokman Hekim University.

Scope

Article 2- (1) This guideline covers the requirements for application, enrollment and admission for international student candidates concerning post graduate programs conducted by Institute of Medical Sciences, Lokman Hekim University.

Basis

Article 3- (1) This guideline is based on the followings;

- a) Article 6 (e) of Regulation on Students of Foreign Citizens who Receive Education in Turkey; published by Official Gazette dated 30/4/1985 no. 18740,
- b) Relevant provisions of Lokman Hekim University Postgraduate Education and Exam Regulation

Definitions

Article 4- (1) The following terms shall have the following meanings in this guideline;

- a) Institute shall mean Lokman Hekim University, Institute of Medical Sciences;
- b) EK shall mean the Institute Board
- c) EYK shall mean the Institute Administrative Committee,
- d) EABD shall mean the Institute Department,
- e) GMAT shall mean the Graduate Management Admission Test,
- f) GRE shall mean the Graduate Record Examination,
- g) Board of Overseers shall mean the Lokman Hekim University Board of Overseers,
- h) Rector shall mean Lokman Hekim University Rector,
- i) Senate shall mean the Senate of Lokman Hekim University.
- i) University shall mean the Lokman Hekim University,

j) International Relations Office shall mean the unit which is responsible to coordinate the application and pre-admission of international students subordinated to Lokman Hekim University International Relations Coordinator.

PART TWO

Applications

Requirements

Article 5- (1) International students are accepted to postgraduate programs within the quotation determined by EYK decision provided that they have received a bachelor's degree or graduate diploma from a higher education institution to be recognized by the Council of Higher Education of Türkiye and meet the requirements determined by the University.

(2) International student candidates who wish to receive postgraduate education with their own means shall apply through electronic environment. The international student candidates applying to the University shall deliver the following documents which are determined by the University within specified dates in the relevant Academic Calendar. Such documents shall be delivered to International Relations Office:

a) Application form,

b) Copy of the postgraduate diploma or Bachelor's degree certified by embassy or subordinated units (for nongraduates, an official letter from the enrolled relevant university evidencing that the student is still in the graduation process) and certificate of equivalence obtained from the Council of Higher Education (which should latest be delivered at the end of enrollment period),

c) Original academic record (grade) Certificate, (bachelor's degree/post-graduation),

d) Passport identity page copy,

e) 1 photograph,

f) Personal background,

g) Language Competency Certificate (language version of the Program).

(3) For candidates which apply to postgraduate and doctoral program to receive postgraduate education based on the bilateral agreements of the University, the Senate shall decide whether GRE, GMAT etc. exams are required for postgraduate programs; if accepted the minimum points of the candidates.

(4) In order to ensure admission of the international student candidates who apply for postgraduate programs and is required to have English competency, they should have got the point specified for central foreign language exams accepted by the Council of Higher Education and the international language exams which the equivalence is accepted by Student Selection and Placement Center (ÖSYM).

(5) International student candidates who have failed to get the necessary point as specified in paragraph 4 concerning one of the types of English competency exams but want to receive postgraduate program education shall enter to a language competency exam to be conducted by Foreign language Unit. Unsuccessful candidates may enroll as student to English Preparatory program opened by University's Foreign Language Unit.

English preparatory program duration shall not be taken into account as a part of postgraduate program. Students who enroll to English preparatory program should complete this program within 2 academic session. Those who fail at the end of this period or fail to submit one of the certificates referred in paragraph 4 shall be disengaged from the Institute.

(6) International student candidates who apply to Turkish postgraduate programs should certify that they have adequate Turkish language proficiency to receive education in Turkish. Those who prove that they have B1 level of Turkish language proficiency shall start to receive postgraduate education as of the following date of academic session. Candidates who fail to demonstrate Turkish language proficiency shall be forwarded to language courses. The period of the course is not deemed to be a part of postgraduate education. Students should complete the language course within 2 academic sessions. Those who fail at the end of this period shall be disengaged from the Institute.

(7) International student candidates who apply for Turkish postgraduate program and hold B1 level and/or higher level of Turkish language proficiency certificate obtained from a center recognized by the Council of Higher Education or University or is graduated from a university providing Turkish education is deemed to have met the Turkish proficiency requirement as referred in paragraph 6.

(8) International student admission requirements by lateral transfer to postgraduate programs is determined by EABD's opinion which conducts the program and relevant EYK decision. Provisions of Article 19 of Lokman Hekim University Education and Exam Regulation shall apply for international student admission by lateral transfer. These provisions also apply to applicants having state scholarship under bilateral agreements.

(9) A "Conditional Student Admission" document is provided to applicants having state scholarship under bilateral agreements in order to allow them to obtain a certificate evidencing his/her scholarship status.

(10) International student candidates who meet the aforementioned requirements shall be free of any disciplinary punishment involving disengagement imposed by any of the higher education institution.

PART THREE

Application Evaluation, Announcement of the Results, Enrollment evaluation and Admission

Article 6- (1) Application files of the international students who apply for postgraduate programs are evaluated by the relevant Institute Department of the program in line with Lokman Hekim University Postgraduate Education and Exam Regulation

(2) Applications are received in every academic session. Applications and admission is conducted within the dates specified in the University's Postgraduate education Academic Calendar.

(3) International student candidates who apply excluding the academic calendar to receive education based on bilateral agreements which the university is a part of shall be accepted as a student after receiving the relevant program Institute Department's opinion and relevant Institute Board decision.

(4) Excluding those with state scholarship in line with bilateral agreements, tuition fees and payment conditions are determined each year prior to the beginning of the academic year by Board of Overseers.

Principles for Notification of Results, Final Enrollment and Education Implementation

Article 7- (1) Application results are announced in the web site of the Institute.

(2) Enrollment is performed by Education Department Student Affairs Coordinator of the University in the dates specified in the above announcement.

(3) Students qualified for final enrollment shall be personally present during enrollment process.

(4) Students qualified for final enrollment shall be required to deliver the following documents:

a) Diploma or graduation certificate (In case not issued in English/Turkish, notarized translation to these languages shall be provided),

b) Original academic record (grade) Certificate (In case not issued in English/Turkish, notarized translation to these languages shall be provided),),

c) Copy of the passport,

ç) 2 photographs (taken within the last six months),

d) Certificate demonstrating that the tuition fees will be paid within the enrollment period for students who have state scholarship under bilateral agreement,

e) Recognition certificate of the institute where the student completed his/her study (Recognition and Diploma Equivalency Certificate) shall be obtained by the candidate from Council of Higher Education and submit it until the end of period of the program where he/she enrolled. Students who fail to submit this certificate shall be disengaged from the Institute.

f) No recognition or equivalency certificate is required from students with state scholarship under the bilateral agreements.

g) Foreign Language competency certificate (for students enrolling to doctorate program).

(5) Students who are granted final enrollment but have missing documents shall complete and submit them within the duration specified to them; otherwise they will be disenrolled although they are granted final enrollment.

(6) Students who submit falsified or incorrect documents during enrollment shall be disenrolled although they are granted final enrollment.

(7) Continuity schedules for the received classes of international students having state scholarship whom are accepted under bilateral agreements shall be forwarded to International Relations Office by the Institute at the end of each academic session. Students with unexcused absence who fails to participate to compulsory classes as specified in Article 25 of Lokman Hekim University Postgraduate Education and Exam Regulation shall be reported to Migration Management by International Relations Office at the end of relevant session.

PART FOUR
Miscellaneous and Final Provisions

Situations for which there are no provisions

Article 9- (1) The relevant provisions of Lokman Hekim University Postgraduate Education and Exam Regulation and other legislative provisions are applied for situations not covered with provisions in this guideline.

Enforcement

Article 10- (1) This guideline shall enter into force as of the Spring Semester of 2020-2021 Academic Year.

Execution

Article 11- (1) Provisions of this guideline shall be executed by the University Rector.