

**TURKISH-GERMAN UNIVERSITY**  
**INSTITUTE OF SOCIAL SCIENCES**  
**2021-2022 ACADEMIC YEAR**  
**PhD in BUSINESS and ECONOMICS**

*Student Application and Admission Requirements, Quotas and Evaluation Criteria*

**I. IMPORTANT DATES**

<b>Student Admission Announcement on TGU Website</b>	June 14-18, 2021.
<b>Application Dates</b>	August 2, 2021 (from 09:00 am) –August 9, 2021 (until 05:00 pm).
<b>Announcement of the pre-evaluation results</b>	August 19, 2021, Thursday. Announcement of which of the candidates applying to the program are invited to the written (English) scientific evaluation exam and English-Turkish interview.
<b>Written (English) Scientific Evaluation Exam</b>	August 24, 2021, Tuesday, 09:30 – 12:30, at TGU Beykoz Campus. If necessary, the written (English) scientific assessment exam can be done online. The relevant announcement on this matter will be made on 19 <sup>th</sup> of August 2021 at the latest.
<b>Interviews (English or Turkish)</b>	August 24, 2021, Tuesday, from 02:00 pm, at TGU Beykoz Campus. If necessary, the written (English) scientific assessment exam can be done online. The relevant announcement on this matter will be made on 19 <sup>th</sup> of August 2021 at the latest.
<b>Announcement of the final results</b>	August 31, 2021, Tuesday. Announcement of candidates who are entitled to enroll in the program.
<b>Registration</b>	See Academic Calendar 2021-2022. ( <a href="http://sbe.tau.edu.tr/tr/akademik-takvim">sbe.tau.edu.tr/tr/akademik-takvim</a> )
<b>Beginning of the term</b>	See Academic Calendar 2021-2022. ( <a href="http://sbe.tau.edu.tr/tr/akademik-takvim">sbe.tau.edu.tr/tr/akademik-takvim</a> )

## II. QUOTAS

<i>Business Major</i>		<i>Economics Major</i>		Master GPA	Foreign Language (YDS or equivalent)	ALES EA Point (or equivalent GRE / GMAT)
Domestic Quota	Abroad Quota	Domestic Quota	Abroad Quota			
5	2	5	2	at least <b>3.0 / 4.0</b>	at least <b>80.0 / 100.0</b>	at least <b>70.0 / 100.0</b>

- Foreign nationals and T.R. citizens who have completed their education abroad must apply from the *Abroad Quota*, and T.R. citizens who have completed their education in Turkey must apply from the *Domestic Quota*.
- Applications cannot be made with master's diplomas with thesis obtained from programs other than those specified in Article 1 of the Application Requirements below.
- Which of the quotas for major of business administration and economics will be applied for, and therefore from which field the written (English) scientific evaluation exam will be taken, is determined by the candidate's field preference during the application.
- In the case that there are not enough applications and/or there are not enough people for the quota allocated for any of the majors of business and economics, the right to use the relevant existing quota for the other application group is reserved.
- If the total number of candidates who have *registered* for the doctorate program is less than 10, it *may be* decided not to open the program.

## III. APPLICATION REQUIREMENTS

TGU Institute for Social Sciences PhD in Business and Economics Program is carried out according to the "[Graduate Education and Examination Regulations](#)" of the University. Candidates must meet all of the conditions stated below for the type of quota they are applying for.

### 1. Master's Degree with Thesis

Candidates who will apply to the Ph.D. Program are required to have completed their master's degree with thesis in higher education institutions in Turkey or abroad. However, in accordance with Transitional Article 3 of the [Regulation on Graduate Education and Training](#) of Higher Education Council (YÖK), students who were registered or are graduated from non-thesis master's programs before February 6, 2013, can also apply to the program.

To apply and enroll in the program, candidates must have a master's degree with thesis from any of the following fields:

- Business
- Business Administration
- Marketing
- Management and Organization
- Management Sciences
- Management and Strategy
- Management Information Systems
- Organizational Behavior
- Logistics and Supply Chain Management
- Human Resource Management
- Production Management and Quantitative Methods
- Quantitative Methods

- Business Engineering
- Industrial Engineering
- Accounting
- Accounting and Auditing
- Accounting and Finance
- Money, Capital Markets and Financial Institutions
- Banking and Finance
- Finance
- Financial Economics
- Financial Econometrics
- International Finance
- Economics
- Applied Economics
- Economic Policy
- Economic Theory
- Theory and History of Economics
- Economic History
- International Economics
- Economic Development and International Economics
- Econometrics
- Applied Econometrics

It is not possible to apply to our doctoral program with *master's diplomas with thesis* obtained from programs *other than those mentioned above*. Regardless of which (undergraduate and) graduate field the candidates have received, whether they will take the *written (English) scientific evaluation exam* from the major of business or economics will be determined according to the field preference they will make at the time of application.

## 2. Master GPA Requirement

Candidates who will apply to the program must have a GPA of at least **3.0 / 4.0 (76.6 / 100.0)** from their master program.

For the equivalents of the grades, see: [oyv.yok.gov.tr/Documents/Anasayfa/4lukSistem.pdf](http://oyv.yok.gov.tr/Documents/Anasayfa/4lukSistem.pdf)

## 3. ALES Score

Candidates who have completed their higher education in Turkey are required to have obtained at least **70** out of 100 points in the [Academic Personnel and Graduate Education Entrance Examination](#) (ALES) score in equal weight (EA) score type. The validity period of the ALES result is five (5) years as of the application deadline.

Graduates of doctorate / proficiency in art / specialty in medicine / specialty in dentistry / specialty in veterinary medicine / specialty in pharmacy are not required to enter ALES exam, and the ALES score of **70** is accepted from the candidates who have these degrees.

The scores of Graduate Record Examination (GRE) and Graduate Management Admission Test (GMAT) exams are equivalent of the ALES certificate. Foreign national candidates are exempt from ALES. However, foreign applicants are required to have the equivalent of ALES **70** EA points and a valid GRE or GMAT certificate.

For the equivalence table to be used to convert ALES, GRE and GMAT scores to each other, please see: [3fcampus.tau.edu.tr/uploads/cms/sbe.tau/5332\\_2.pdf](http://3fcampus.tau.edu.tr/uploads/cms/sbe.tau/5332_2.pdf)

#### 4. Language Requirement

The language of instruction of the program is English. Candidates must have a minimum of **80.0 / 100.0** [YDS](#) score (or an equivalent exam result) and be documented in English. The validity period of [YDS](#), [e-YDS](#) and [YÖKDİL](#) foreign language exams is five years as of the application deadline.

For the table of equivalences of foreign language exams, see:

[dokuman.osym.gov.tr/pdfdokuman/2016/GENEL/EsdegerlikTablosu25022016.pdf](http://dokuman.osym.gov.tr/pdfdokuman/2016/GENEL/EsdegerlikTablosu25022016.pdf)

#### IV. ASSESSMENT CRITERIA

The total score will be calculated as follows for Turkish and foreign national candidates applying to the program:

<i>Components of the Total Score</i>	<i>Percentage</i>	
	<i>Domestic Quota Applicants</i>	<i>Abroad Quota Applicants</i>
<b>ALES EA Point or equivalent GRE / GMAT Point</b>	<b>% 50</b> (at least 70 ALES EA point or equivalent GRE or GMAT point)	<b>% 50</b> (at least 70 ALES EA point or equivalent GRE or GMAT point)
<b>GPA from Master's with Thesis (at least 3.0 / 4.0 or 76.6 / 100.0)</b>	<b>% 10</b>	<b>% 10</b>
<b>Written (English) Scientific Evaluation Exam Grade</b>	<b>% 20</b>	<b>% 20</b>
<b>Interview Score</b>	<b>% 20</b>	<b>% 20</b>

In order to be admitted to the program, the candidates must have at least **80** (eighty) out of 100 (one hundred) of total score regarding all percentage weighting of the all components of the total score and must be among the first five people (Domestic Quota) or two people (Abroad Quota) according to the total score ranking in the relevant field category.

After the evaluation of the applications of the candidates, the results will be announced on the [sbe.tau.edu.tr](http://sbe.tau.edu.tr) page. In addition, an electronically signed acceptance letter will be sent by e-mail to the accepted candidates by the Institute of Social Sciences.

#### V. REQUIRED DOCUMENTS FOR APPLICATION

Applications will *only* be made *electronically*, through the [obs.tau.edu.tr/oibs/ina app/](http://obs.tau.edu.tr/oibs/ina_app/) link between the specified dates. Candidates are required to send the information and to upload document files required for the application to the system within the period specified above.

Candidates should also ensure that the three reference letters requested from them are sent to [phdbusecon@tau.edu.tr](mailto:phdbusecon@tau.edu.tr) by the deadline (August 9, 2021, 05:00 pm).

Required documents for the electronic application are the followings:

**a) Application Form:** It should be downloaded from the [sbe.tau.edu.tr/tr/phdbusecon0](http://sbe.tau.edu.tr/tr/phdbusecon0) link, filled in, signed, scanned, converted to *pdf* format and uploaded to the system.

**b) National ID Card:** The image of the front and back sides of the ID card should be scanned and uploaded to the system as a single *pdf* file.

**c) Passport:** For foreign applicants (instead of national ID card), the relevant pages of the passport should be uploaded to the system as *pdf*.

**d) Photo:** The photograph must have been taken within the last six months and must be submitted in *pdf* format.

**e) Undergraduate and Master with Thesis Diploma (or Temporary Graduation Certificate for Master Program):** Both documents must be uploaded to the system as *pdf* documents at the time of electronic application. The original of the diploma or the original of the temporary graduation certificate must be submitted during registration at the latest.

**f) Undergraduate and Graduate Transcripts:** It must be uploaded to the system as a *pdf* document at the time of application. Certified translations of transcripts that are not Turkish, English or German must be uploaded.

**g) Language Certificate:** The exam result of YDS, e-YDS, YÖKDİL or any exam result, which is accepted by ÖSYM and shows the level of English equivalent to at least **80** points, must be attached to the application in pdf format.

**h) ALES (or equivalent GRE/GMAT) Exam Result:** It should be added to the system as a *pdf* during the application.

**i) Recognition Certificate:** Foreign national candidates (including [Mavi Card](#) students) and Turkish nationals who have completed their education abroad can apply to PhD program with the “University Recognition Letter” they will receive from the Turkish Higher Education Council ([YÖK](#)). Necessary information about whether higher education institutions abroad are recognized/not recognized by the Presidency of YÖK will be given to the relevant people after the original signed university recognition letter is filled in completely and submitted to YÖK by hand or by mail.

Click [here](#) to access the “University Recognition Letter Sample”.

Postal Adress: Yükseköğretim Kurulu Başkanlığı TR 06539 Bilkent Ankara/Türkiye

Turkish students who have completed their education abroad and registered with a university recognition letter are required to submit the equivalence documents they will receive from the Turkish Higher Education Council to our University until they graduate from the graduate program they are enrolled in.

University recognition letter can also be obtained by logging in via [e-Devlet](#). Turkish citizens living abroad must apply to the Embassies and Consulates to obtain an e-Devlet password. (E-

Devlet password is given to Turkish citizens who are over the age of 15, *Mavi Card* holders and foreigners holding a foreign ID number at Foreign Representatives.)

**j) Reference Letters:** Reference letter, requested from three faculty members from whom a graduate course has taken during master, should be sent in the attachment of an email titled as “Reference Letter” by the relevant faculty member to the [phdbusecon@tau.edu.tr](mailto:phdbusecon@tau.edu.tr) by **9 August 2021 05:00 pm at latest**. At most, one of the three reference letters can be requested from a faculty member from whom an undergraduate course has taken during the undergraduate education period instead of the master education. Faculty members who will write references can download the reference letter form from [sbe.tau.edu.tr/tr/phdbusecon0](http://sbe.tau.edu.tr/tr/phdbusecon0). Relevant faculty members should scan the reference letter they have signed, and send it in pdf format to [phdbusecon@tau.edu.tr](mailto:phdbusecon@tau.edu.tr) from their corporate (business) e-mail addresses.

**i) CVs and Letter of Intention:** The candidate must add an academic CV prepared in English and a letter of intent, in which s/he explains her future career plans and reasons for applying to the program, to the system as two separate pdf files during the application.

**Attention:** Applications with missing documents or that are made after 05:00 pm on August 9, 2021, which is the deadline, or made by applicants who do not fulfill all of the above-mentioned conditions, will not be processed. Being invited to the written (English) scientific evaluation exam and interview and/or meeting the minimum total success score requirement does not mean that the candidate is entitled to enroll in the program. To enroll in the program, candidates must be among the top 5 (Domestic Quota) or 2 (Abroad Quota) candidates who are the most successful in terms of the relevant field quota.

## VI. REQUIRED DOCUMENTS FOR REGISTRATION

1) The original of the undergraduate and graduate diploma or the graduation certificate approved by the University from which the degree is taken.

Candidates who graduated from higher education institutions abroad must submit their diplomas or graduation documents with their Turkish translation made by a certified translator and with the notary or consular certification.

2) A notarized or certified (by the relevant higher education institution) copy of the transcript showing the SPAs, GPA and grades of all courses taken during undergraduate and graduate education.

Candidates who graduated from higher education institutions abroad must submit their transcripts with their Turkish translation made by a certified translator and with the notary or consular certification

3) The internet printout of the ALES result of the candidate applying from the Domestic Quota or the original of the equivalent (GRE/GMAT) exam result.

4) Internet printout of [YDS](#) result or the original of the equivalent exam result.

5) The “University Recognition Letter” to be received from the Presidency of the Turkish Higher Education Council (YÖK) for foreign candidates (including students with Mavi Card) and Turkish candidates who have completed their education abroad.

- 6) It is sufficient to show the original of the ID card at the registry.
- 7) For foreign nationals (if any), a photocopy of the residence permit and a document showing the Foreign National Number.
- 8) Photocopy of the pages showing the ID information and validity period of the passport for foreign nationals.
- 9) Military service status document showing that Turkish male candidates are not related to any military service.
- 10) Official document to be obtained from the relevant institutions for Turkish candidates who are research assistants at our university or other universities.

**IMPORTANT:** Candidates cannot be current student of more than one PhD Program (simultaneously). Candidates who are already a student of a different PhD Program can register to our Institute only if they cancel their registration at the other higher education institution (in accordance with Article 35 (6) of the YÖK Graduate Education and Training Regulation dated 20 April 2016).

**NOTE:** The final enrollment of those who make false statements and those whose documents are incomplete or falsified are not made, and their registration are canceled even if their final enrollment are made.