

**T.R.**  
**Uşak University Rectorship**

**The Institute of Social Sciences of our university has specified the required documents together with the quota and special terms for the students who would like to apply for the postgraduate (MA) programmes of 2018-2019 Spring Semester.**

**Application and Final Enrollment Terms**

Ø Applications are allowed between 14-21 January 2019 until 17:30 via “Online Application” system posted on our institute’s website (excluding foreign national students).

Ø Foreign national students are required to apply in person.

ØALES exam result is valid for 5 years.

Ø The validity duration of the results of KPDS, ÜDS, YDS, eYDS, and YÖKDİL is 5 (five) years from the date of examination.

Ø It is essential that the required documents be filled in properly and correctly and uploaded on the system. “PDF” or “JPEG” versions of your headshot photo, diploma, transcript, ALES and foreign language documents are supposed to be uploaded to the system. More than one document should be attached together and uploaded as one document. The grade averages are arranged regarding 4-point grade system. The credentials are loaded via “NVI Search” option.

Ø No documents should be handed in during the online application process.

Ø The students to have lateral transfer are supposed to hand in their documents via post or in person to our institute after they have applied online. The documents including a student certificate, a transcript and all their course contents should be obtained from the institute where they have registry (all the documents have to be signed by the concerned authorities).

Ø Reminder: Our institute will not be responsible for the delays due to post delivery.

Ø The Online Application Approval will be notified to the candidate's e-mail address until January 21, 2019 by the Institute Student Affairs after the necessary checks are performed and application status can be seen in the online application screen. Applicants who have shortcomings in their application may correct their applications by January 22, 2019 (until 15:00).The applications approved by the Institute will not be changed by the student. Applications which are not approved by the Institute Student Affairs will not be evaluated (misplaced, rejected, etc.). In the online application, candidates who do not mark the part, “I accept and commit that the information I have entered in this form is correct.”, are not included in the ranking.

Ø A total of two programs, one without a thesis and one with thesis, can be applied.

Ø The names of the applicants who are eligible for the interview and / or written examination will be announced on the Institute Web site on January 25, 2019, Friday at 17:30 and the interview and / or written examination will be held on January 30, 2019. 3 times the announced quota will be called for an interview and / or a written examination.

Ø Candidates who are going to take the interview and / or written exams are obliged to have their Online Application Form print out and their identity cards.

Ø Candidates who do not take any of the interviews and / or written exams will not be included in the placement success ranking.

Ø The Final Results will be evaluated by the relevant Jury of Science and Art Exam and will be announced on Monday, February 4, 2019 at 17.30 on the Institute website .

Ø Final registration is to be done in person or via notarial procuration between 05-06 February 2019

Ø Students who are eligible for the final registration are required to disenroll from other institutes, if any, as it is not possible to be enrolled more than one postgraduate programme (MA).

Ø Students who completed their final registration will be able to register the courses online between 11-15 February 2019 by clicking

<https://obs.usak.edu.tr>

Ø Students admitted to final registration from the substitute candidate list will be announced on the institute's website on February 7, 2019.

Ø During the final registration, students are to indicate the originals of the documents. Applications of students who apply with a forged document or misstatement will be invalid and the authorized institute will take a legal action against them.

Ø Application of students who do not provide the documents between the registration dates or provide missing documents will be invalid and substitute candidate(s) will be called.

Ø Evaluation will be carried out within the frame of Senate Rules Article 8 related to Usak University Postgraduate (MA) Educational Regulations. The candidates who do not indicate a foreign language score sheet will be evaluated with zero.

Ø While calculating the graduation degree, equivalence table of 4-point system to 100-point system by Turkish Council of Higher Education will be considered.