

**T.C.**  
**YEDİTEPE UNIVERSITY**  
**FACULTY OF EDUCATION**  
**2019-2020 ACADEMIC YEAR**

**APPLICATION REQUIREMENTS FOR PEDAGOGICAL FORMATION CERTIFICATE PROGRAM**

With reference to the article number 75850160-104.01.07.01-E-81330, dated 31.10.2019 by the Council of Higher Education (YÖK), it was decided to provide 100 quotas for the certificate program that is going to be implemented by Yeditepe University during 2019/2020 academic year. Within this framework, pre-registration process for the above mentioned program has already started. In the event of not completing the quota with senior students at Yeditepe University, the quota will be allocated to Yeditepe University graduates. To be eligible for application, Yeditepe University undergraduate students must be at graduation stage by providing their transcripts approved by their supervisors.

**Quotas (100 people in total) by Academic Fields can be seen in the table below.**

<b>Academic Fields</b>	<b>Yeditepe University Undergraduate Student</b>	<b>Eligible Departments for Application</b>
English Teaching	20	English Literature and Language, American Culture and Literature, Translation and Interpreting (English), English Language Science Department of English Linguistic, Translation Studies (English), English Language and Culture
Mathematics Teaching	4	Mathematics
Physics Teaching	4	Physics
History Teaching	8	History
Psychological Counseling and Guidance	12	Psychology
Philosophy Group Teaching	8	Philosophy, Sociology
Turkish Language and Literature Teaching	44	Turkish Language and Literature, Contemporary Turkish Dialects and Literatures

**\*In case of not having enough students for the departments in the table above, the remaining quota will be allocated to the departments that have more applications.**

## **APPLICATION PROCEDURE**

The complete applications must be submitted **IN PERSON**. The faculty will not accept applications by postal mail, fax or cargo. During the application process, applicants must show their student or national ID card.

Location for pre-registration applications: Yeditepe University Faculty of Education, the Building of Faculty of Fine Arts Building, 5th. Floor, Office Number 530/A.

Contact information: Cem Şişman/Mehmet Özel: 578 00 00/3366-3262 (extension).

## **DOCUMENTS REQUIRED FOR APPLICATIONS**

- 1) Completed application petition
- 2) For Yeditepe University undergraduate students: valid student ID card;
- 3) For bachelor's degree holders: valid certificate of graduation or valid copy of diploma  
Note 1: In the event of submitting a copy of diploma, the original diploma that is approved by the higher education program/pedagogical formation department.  
Note 2: Applicants who graduated from universities abroad should present their diploma equivalency certificates
- 4) For bachelor's degree holders, official transcripts: For senior students at Yeditepe University, their transcripts approved by their supervisors.
- 5) Copy of national identification with original at hand to be presented during application process
- 6) Three passport size photographs
- 7) Students, whose transcripts are based on 100-point system, should provide a formal document for correspondence to 4:00 point scales.

## **IMPORTANT DATES**

### **FIRST SEMESTER**

<b>Preregistration</b>	<b>: 13.01.2020 – 17.01.2020 (until 5 pm)</b>
<b>Announcement of Results</b>	<b>: 20.01.2020</b>
<b>Dates for Payment</b>	<b>: 21.01.2020– 24.01.2020</b>
<b>Dates for Final Enrollment</b>	<b>: 27.01.2020 – 31.01.2020</b>
<b>Beginning of Classes</b>	<b>: 03.02.2020</b>
<b>End of the First Semester</b>	<b>: 08.05.2020</b>
<b>Final Exams</b>	<b>: 11.05.2020 - 15.05.2020</b>
<b>Make-up Exams</b>	<b>: 18.05.2020 – 22.05.2020</b>

## **CLASS HOURS**

Classes are going to be held between **18.00-22.00** on the days that will be determined by the faculty. **Class attendance is compulsory; Yeditepe University Rules and Regulations are applied to determine exams and final grade criteria. In accordance with these rules and regulations, it is essential that students should attend classes; No more than 20% legitimate absenteeism in an academic semester will be acceptable. Students who fail due to absenteeism do not have any right to be granted a final exam or a makeup exam. The minimum passing grade is 2.00/4.00.**

## **GUIDELINES FOR EVALUATING APPLICATIONS**

- 1) All applications are classified according to existing undergraduate programs as well as undergraduate departments that are completed by applicants.
- 2) Students, who are eligible for final enrollment, are determined based on their undergraduate 4:00 point system GPA. **Students, who are interested in applying but have an overall GPA below 2.00, will not accepted for the program.** In the case of having two applicants with same GPA, priority is given to younger applicant.
- 3) Each department is going to be ranked based on applicants' GPA and applicants are going to be placed according to predetermined quota.

## **DOCUMENTS REQUIRED FOR FINAL REGISTRATION**

Bank receipt as a proof of payment for pedagogical formation fee.

## **LOCATION FOR FINAL ENROLLMENT**

Final enrollment will take place at Yeditepe University, the Rectorate Building, Ground Floor.

## **TUITION FEE FOR PEDAGOGICAL FORMATION CERTIFICATE PROGRAM**

1. Tuition fee for pedagogical formation certificate program is 2.054,00 TL (two thousand and fifty-four Turkish Liras); the tuition fee can be paid in two equal installments (1.027,00TL) by the due dates announced at the beginning of each academic semester.  
Account Information: Yapı Kredi Bank, İnönü Street Branch (TL) IBAN Nu.: TR 60 0006 7010 0000 0092 6671 92 (Account Number.: 9266 7192). Payments can be made by the branch of Yapı Kredi Bank on the Yeditepe University campus.
2. In case of paying for tuition fee and completing final enrollment process, there is no refund under no circumstances even if an applicant drops out before the beginning of the semester.

## **BASIC PRINCIPLES FOR CARRYING OUT PEDAGOGICAL FORMATION CERTIFICATE PROGRAM**

In carrying out the certificate program, *procedures and principles of the Council of Higher Education (YÖK) on Pedagogical Formation Certification Program, dated November 18, 2015, as well as guidelines and legislation provisions of Yeditepe University Pedagogical Formation Certificate Program will be taken as a basis.*

### **COURSE WAIVERS**

*In consideration of the procedures and principles of the Council of Higher Education (YÖK) on Pedagogical Formation Certification Program, dated November 18, 2015, as well as guidelines and legislation provisions of Yeditepe University Pedagogical Formation Certificate Program:*

*Candidates, who start the program, can apply for some course waivers within ten days starting from their enrollment dates.* Participants shall not be entitled to any reimbursement for course waivers.

Candidates, who have at least one academic year work experience in either private education institutions or in schools under the cover of the Ministry of National Education (MEB), can be exempted from teaching practice course. Likewise, substitute teachers working at schools under the guidance of MEB, teachers working in private education institutions based on contract, or candidates teaching the Quran course in institutions under the guidance of Religious Affairs Administration can be exempted from teaching practice course.

### **BASIC PRINCIPLES FOR CARRYING OUT TEACHING PRACTICE COURSE**

*Teaching practice course is carried out according to guidelines and procedures of General Directorate of Teacher Training under the Ministry of National Education regarding teaching practice course, dated by June 25, 2018.*

**Faculty Coordinator for Pedagogical Formation Certificate Program:** Assistant professor Berke Kırıkkanat

**Faculty Internship Coordinator:** Associate professor Hülya Kılıç

#### **Department Internship Coordinators:**

**Primary school mathematics teaching program:** Associate professor Hülya Kılıç

**The Turkish language and literature teaching program:** Assistant professor Osman Bülent Yorulmaz

**English language teaching program:** Assistant professor Evrim Eveyik Aydın

**Guidance and psychological counseling program:** Instructor Zeynep Pekin