

2015 - 2016

**INTERNATIONAL ADVANCED
PUBLIC EXECUTIVE MASTER
PROGRAM (APEP)**

&

**POLITICAL SCIENCE AND
PUBLIC ADMINISTRATION
PH.D PROGRAM**



1- FROM THE GENERAL DIRECTOR



Public Administration Institute for Turkey and the Middle East (TODAİE) is founded in accordance with the technical assistance agreement signed between the Republic of Turkey and the United Nations in 1952. Celebrating its 62th anniversary, TODAİE has gained the reputation of being one of the most influential and prestigious institutes of the public administration not only in Turkey, but also in the geography of Middle East, the Balkans, and the Caucasus. Incorporating the education, research and publishing activities in the field of public administration, TODAİE is not only an academic institution providing theoretical knowledge and conducting research, but

it is also a share point of the bureaucratic experience.

Graduate programs of the Institute are the only ones in Turkey which have been accredited by the European Association for Public Administration Accreditation. Amme İdaresi Dergisi (Journal of Public Administration), one of the six journals published by TODAİE, has been indexed by the Social Sciences Citation Index (SSCI). The research activities being conducted by the Institute in various scopes provide an essential guideline for public administration.

Today, TODAİE has gained the status of a regional center for public administration research and education. In this respect,

Public Administration Research and Training Center for Caucasus was established in 2014 in cooperation with the Academy of Public Administration (Azerbaijan), aiming to provide training for public bureaucracy of Azerbaijan. Moreover, International Advanced Public Executive Master Program APEP) in which medium language is English formed for public administrators of foreign countries.

On behalf of TODAİE, we would be honoured to see you among us as the senior managers of the future.

Prof. Dr. Onur Ender ASLAN
General Director

2- FROM THE DIRECTOR OF EDUCATION AND TRAINING DEPARTMENT



Civil servants face complex problems every day. They are expected to develop fast, satisfactory and appropriate solutions for public interest. Education and training programs in TODAIE aim to provide students with skills and abilities so that they can tackle these problems with innovative and multidimensional approaches.

Educational programs provided by TODAIE covers public administration area as well as it embraces other related fields; political science, international relations, local governments, urbanization, law, finance and business.

Our faculty is composed of experienced academics who know the present conditions, needs and demands of public servants. The diverse background of the faculty staff and the high number of courses offered in the graduate programs distinguishes us from other higher education institutions. Education and training tradition of our institute extends over 60 years. However we constantly strive to improve the quality of our programs, enabling us to provide the best public administration education that the civil servants of the modern world require.

The academic environment in TODAIE is enriched by its students who are the civil servants of various Turkish and foreign public institutions. Students find opportunities to share their knowledge, information and experience with each other in classes as well as in out-of-class activities. This is another unique feature of TODAIE graduate programs.

We invite future leaders of civil service to join our programs.

Prof. Dr. A. Argun AKDOĞAN

Director of Education and Training Department

3- DISCOVER TODAİE



3.1. About TODAİE

Public Administration Institute for Turkey and the Middle East (TODAİE) is established in accordance with the technical aid agreement made between the Republic of Turkey and the United Nations in 1952. As the institute celebrates its 62nd anniversary, it has gained the status one of the most powerful and respectable public administration institutes of not only in Turkey but also in the Middle East, The Balkans and Caucasia regions.

General purpose of the institution is to conduct activities for the development of public administration in accordance with contemporary thoughts and approaches, educate people for administration, help to train young scholars for the field of public administration and ensure the development and specialization of civil servants in the field of administration. TODAİE realizes these goals through three main fields of activity:

- Education and Training Activities
- Research and Research Grants Activities

- Collection and Publication Activities

TODAİE has five centres that carry out their activities to furnish education, research, publishing and documentation services in their fields. These are:

- Local Governments Center
- Continuous Education Center
- e-Government Center
- Foreign Affairs Center
- Human Rights and Citizenship Studies Center

TODAİE has been the national representative of International

Institute of Administrative Sciences (IIAS) based in Brussels since 1992; and a member of International Association of Schools and Institutes of Administration (IASIA). The institute aims to share its national experience and benefits from other country experiences in international platforms.

TODAİE Public Administration Master's program and evening programs are accredited by European Association for Public Administration Accreditation (EAPAA) on 1 September 2009.



3- DISCOVER TODAİE



3.2. Life at TODAİE

TODAİE is located at a very privileged spot of the Ankara. It is very close to several other central locations. It is surrounded by several transportation networks including metro, bus and minibus. TODAİE has its own Guest House, near to its institutional building, with 88 bed capacity.

TODAİE Library holds more than 30.000 books and approximately 7.000 periodicals in its collection. It is the only library of expertise in the field of public administration in Turkey . It is possible to scan the library catalogue from the web page of TODAİE.

The library, serves all users between 9:30-17:30 during the weekdays with no break.

Alongside its seminar rooms, classrooms, and the student lounge where students can gather, read, study, and relax. The Institute has a Conference Hall where large number of audience can attend.

The TODAİE cafeteria serves three meals a day including breakfast, lunch and dinner.

3.3. Academic and Research Environment

Currently TODAİE consists of

ten professors, seven associate professors, four assistant professors, five lecturers, and ten research assistants.

The fact that our master programs are merely open to civil servants keeps the contents of the courses focused solely on public administration. The discussions during the courses are enriched by the knowledge and experiences of students coming from diverse public institutions.

Master programs for Turkish speaking students include Public Administration, Local Governments, Administration of Justice, Administration of Education, Administration of Law Enforcement, Administration of Migration, and Disaster Management. There is also Turkish Doctorate Program in Political Science and Public Administration. TODAİE Public Administration Master's program and evening programs were accredited by European Association for Public Administration Accreditation (EAPAA) on 1 September 2009.

Our programs attract a high number of applicants from public institutions. In 2014 the number of applicants was 1209 whereas only 237 people were admitted.

As a research and education oriented institution TODAİE has published 354 books in the fields of public administration, management, economics, law and EU.

Periodicals:

Amme İdaresi Dergisi (TODAİE's Review of Public Administration) is one of the 6 academic journals TODAİE publishes is included in the SSCI database. TODAİE also publishes State Agency Directory which is the main resource of Turkey's public organizations updated regularly.

Other periodicals are:

- Amme İdaresi Dergisi –AİD (Social Science Citation Index)
- TODAİE's Review of Public Administration (English version of AİD)
- Turkish Public Administration Annual
- Journal of Contemporary Local Governments (Turkish)
- Yearbook of Human Rights (Turkish)
- Turkish Yearbook of Human Rights
- State Agency Directory (Turkish)

Academic Centers:

There are five centers within the scope of the institution that carry out their activities to furnish education, research, publishing and documentation services in their fields.

- Foreign Affairs Center:

It carries out international educational and external administrative activities. It coordinates bilateral cooperation issues such as training, publishing, conducting joint researches with foreign institutes in accordance with signed MoU's.

- Local Governments Center :

It provides in-service training for those working in local

governments units and centers to conduct application-oriented research for the improvement of the local government system.

- Continuous Education Center

It organizes and plans various seminars, distance education programs and short-term training projects for in-service training.

- e-Government Center:

It does institutional and practical trainings, researches, support, consulting and publishing services in the field of eGovernment and public informatics issues.

- Human Rights and Citizenship Studies Center:

It contributes to enhancement of public administration in the field of human rights and citizenship issues.

TODAİE and The Academy of Public Administration under the President of the Republic of Azerbaijan have recently established Caucasia Research and Education Centre (KAEM). . Training programs in KAEM are launched in January 26, 2015 in Baku.

3.4. Events and Activities

- Study visits
- International Academic Meetings



- Wednesday Conferences

- Memorandum of Understandings:

TODAİE has signed 35 protocols with 17 different countries.

Some countries that MoUs have been signed include Afghanistan, Albania, Azerbaijan, Bahrain, China, France, Italy, Kazakhstan, Kyrgyzstan, Kosovo, Pakistan, Poland, Sudan, Tunisia, Ukraine, and Afghanistan.

- Several Conferences and Seminars. Some include:

- * Conference on "Poland's Experience of the EU"
- * Seminar with rectors and senior managers from Azerbaijan on "Administration of Higher Education"
- * Kosovo Minister of Public Administration Mr. Mahir Yağcılar's visit to TODAİE

• Several training and education programs. Some include:

- * Summer School for Afghan Scholars of Public Administration in partnership with Potsdam University
- * Training Program for Tanzania Public Service College on "Good Governance and Leadership"

- APEP Activities

- End of Semester Meeting

- Visit to Center for Strategic Research and Ministry of Foreign Affairs

- Sightseeing in the town of Beypazarı

3.5. Life in Ankara and Turkey

As the capital city of Turkey, Ankara is where a civil servant would like to get a higher education since it is the home of the Turkish Parliament, ministries, and foreign embassies. Ankara is also home to a lot of universities, festivals, museums, and social activities. It is also close to many touristic sites both natural and historical.

Some useful links:

<https://goturkey.com/en>

<https://goturkey.com/en/city/detail/ankara>

<http://www.ankara.bel.tr/en>

<http://www.tripadvisor.co.uk/Tourism-g298656-Ankara-Vacations.html>



4- ACADEMIC PROGRAMS



4.1. International Advanced Public Executive Master Program (APEP)

A UNIQUE PUBLIC ADMINISTRATION PROGRAM THAT ONLY ACCEPTS PUBLIC OFFICIALS

An International Advanced Public Executive Master Program (APEP) whose medium of instruction is English is receiving 25 public administrators each year from various countries. The student body is selected among the applicants who have the potential to become a senior public executive and have a sufficient level of English to be able to pursue the program (a TOEFL score of 550 PBT or 82 IBT could be a reference point for the sufficient level).

APEP Courses:

There are two compulsory courses and thirteen optional courses in total. APEP students

must take these two compulsory courses and must complete nine other optional courses successfully.

The list of courses to be offered as part of APEP program is as follows:

Compulsory courses:

1. Public Administration Theory
2. Research Methods in Public Administration

Elective courses:

3. State Theory
4. Fundamental Concepts of Politics
5. Public Policy
6. International Relations
7. Management of Information Systems and Knowledge Management in Public Administration
8. Ideologies and State
9. Comparative Public

Administration

10. Environmental Issues and Policy

11. Public Finance

12. Local Governments

13. Advanced Economics

14. New Public Management

15. European Union and Its Enlargement Process

THESIS PROGRAM

Students should take 11 courses/ 33 credits and write a thesis to complete the program.

NON-THESIS (DISSERTATION) PROGRAM

Students need to take 9 courses/ 27 credits to successfully complete the program.

*Required course credits may be increased by the Executive Board decision. Students are also required to participate in "Wednesday Conferences"

and other seminars that are conducted in English.

4.2. PhD in Political Science and Public Administration

Department of Public Administration and Political Science aims to provide its students necessary skills for carrying out independent research in the area of "Administrative Sciences", interpreting facts and phenomena through scientific perspective, and taking steps to develop new synthesis. Around 10 PhD students will be accepted in the 2015-2016 academic year for the English program.

Each course hour is one credit. The student has to take at least 8 courses which are distributed equally between semesters. Public Administration Theory and Research Methods in Public Administration are must courses for all students. The student has to take at least 24 credits of courses plus the expertise area course which has no credit. The students cannot take more than three courses (9 credits) per semester.

In every semester one of these courses can be elected from other higher education Institutions in Turkey or from other PhD Programs of TODAİE with the suggestion of the Program Council and the decision of the Executive Council. The courses can be opened during the summer school as well. It is obligatory to attend classes.

The Program is completed in maximum 5 years. Students are expected to pass the PhD qualification examination and then submit their theses. PhD diploma is submitted to the student whose thesis is accepted as successful.

*Required course credits may be increased by the Executive

Board decision. Students are also required to participate in the Wednesday Conferences and other seminars that are conducted in English.

4.3. Academic Calendar

The students will select their Autumn Semester courses on 10 September 2015 at 10.00-17.00. Following student affairs announcements at the TODAİE website is necessary.

Academic Calendar for APEP:

The International Advanced Public Executive Master Program (APEP) will take place between:

- 14 September 2015 and 4 July 2016 for the thesis program
- 14 September 2015 and 16 May 2016 for non-thesis program

Admitted students are expected to be in Ankara before the programs start.

Fall Semester: 14 September 2015- 18 December 2015 (14 weeks)

Spring Semester: 11 January 2016 – 15 April 2016 (14 weeks)

Summer Semester: 02 May 2016- 17 June 2016 (7 weeks)

Academic Calendar for the PhD Program:

The students will select Autumn Semester courses on 22 September 2015.

Autumn Semester: 28 September 2015 - 31 December 2015

Course selection for Spring Semester: 14 January 2016.

Spring Semester: 25 January 2016 - 29 April 2016.

Admitted students are expected to be in Ankara before the programs start.

Detailed information on the program can be received at the www.todaie.edu.tr address.

CONTACT DETAILS FOR THE DIRECTORATE OF STUDENT AFFAIRS

Address: 85. Cadde No: 8 06100 Yücepete / ANKARA

Telephone: +90 312 231 73 60 /2110-2109

Fax: +90 312 231 47 64

kyylp@todaie.edu.tr

4.4. Medium of Instruction

The language of instruction in both APEP and PhD Program is English. The students need to have a sufficient level of English to pursue the programs (a TOEFL score of 550 PBT or 82 IBT could be a reference point for the sufficient level)

4.5. Turkish Language Courses

TODAİE offers optional Turkish language courses for international students.



5- APPLICATION

5.1. Who can apply?

The Programs are only open to civil servants. You need to be a public servant with a bachelor (BA) degree (only those who were born no earlier than 01.01.1981) to be eligible for the program.

The students need to have a sufficient level of English to be able to pursue the programs (a TOEFL score of 550 PBT or 82 IBT could be a reference point for the sufficient level).

Additional requirements for the PhD Program:

To be eligible to take the entrance examination for the PhD program, the candidates must have:

- Proof of degree: Master's Diploma
- Transcripts proving that the candidate's Cumulative GPA is minimum 75 scores over 100 for the graduates of Master Programs with thesis, minimum 85 scores over 100 for the graduates of Master Programs without thesis.

5.2. Application dates

The deadline for applications for the 2015-2016 academic year is the 30 August 2015.

5.3. How to apply?

For APEP:

The candidates should fill in the electronic application form in TODAİE website and apply to the Directorate of Student Affairs together with the necessary information and documents until the indicated deadline.

For the PhD Program:

The candidates fill in the electronic application on the TODAİE website and apply to the Directorate of Student Affairs together with the necessary information and documents until the indicated deadline.

5.4. Evaluation and results

The results of the evaluation process for APEP and PhD program will be announced on 15th of July 2015 for those candidates who apply via the Presidency for Turks Abroad and Related Communities. However the applications will continue until the end of August for other candidates.

5.5 Registration

For APEP:

Documents required for registration of accepted students to be submitted to the Student Services Department of TODAİE are as follows:

- 6 biometric photos (Stamped and signed copies of the original documents are accepted).
- Undergraduate diploma
- Transcripts and Cumulative GPA
- An official document declaring the leave of absence permitted to the participant by his/her employer organisation
- Document to prove Foreign Language score

For the PhD Program:

The documents below must be submitted to the Directorate of Student Affairs

- The approved copy of Master diploma (Stamped and signed copies of the original documents are accepted).
- Graduate diploma
- 6 biometric photos
- Transcripts and Cumulative GPA
- Document to prove Foreign Language score

5.6. Tuition fee, costs and scholarships

There is no tuition fee for the program. TODAİE offers

accommodation via its student guesthouse. Accommodation plus three meals a day will be offered free of charge in TODAİE facilities.

For APEP:

Throughout the nine-month training period, each student will be allocated to single room in the TODAİE guesthouse; dining fees will be covered for meals in the cafeteria including breakfast, lunch and dinner.

A monthly scholarship of 850 TL at minimum will be paid.

Return air fare tickets will be covered as well.

For the PhD Program:

Throughout the nine-month training period, each student will be allocated a single room in the TODAİE guesthouse, dining fees will be covered for meals in the cafeteria including breakfast, lunch and dinner.

A monthly scholarship of 1200 TL at minimum will be paid.

Return air fare tickets will be covered as well.

6.1. Useful information

Student visa:

You will need a "student visa" to enter Turkey. You must definitely refrain from coming to Turkey with a tourist visa. Newly admitted graduate students are required to obtain their student visas by presenting their acceptance letters to the nearest Turkish Embassy. A student visa is usually valid for one month. Therefore, after their arrival to Turkey these students must register to the Institute within one month.

To get a student visa, you need an acceptance letter, a passport valid for at least two years, proof of sufficient financial resources for the period of your education in Turkey (bank statement, scholarship document, etc.) and the visa fee. Consulates may require additional documents.

Residence Permit:

In order to get a residence permit, students should submit the following documents to the Turkish National Police/Foreigners Unit (Emniyet Müdürlüğü/Yabancılar Şubesi):

1. The Residence Permit Information Form
2. A valid long-term passport and the student visa
3. Proof of sufficient financial resources during education (bank account, scholarship etc.)
4. The fee for Residence Permit
5. Additional possible documents

General Health Insurance (GHI)

Students who are covered by GHI may apply to state and university hospitals with their Foreign National Number as long as they have paid their premium. No payment is required at state and university hospitals. Therefore, it is recommended that all international students register for GHI. The patient should pay 20% of the prescribed medication. Coverage of expenses for eye glasses etc. is in accordance with the Directive for Health Applications (for example, a coverage of 45 TL for the frame + 11 TL for the glass is valid for 2015.)

Students have to pay a balance if they choose to go to a private hospital. This balance may be different at each hospital.

In order to register for GHI, international students must apply to the Social Security City Directorate within 3 months after they are registered to the Directorate of National Police in Ankara. After registration to the GHI, foreign students should pay the GHI premium to the bank and they become insured. Students have to pay the premium annually. GHI should be annually renewed as long as their education continues. The yearly premium amount is determined by Social Security Institution. Every year there is an increment in the premium amount after January. Students are responsible for being aware of and pay this amount.

The premium may be deposited in the relevant accounts at Vakıflar Bank, Ziraat Bank and Halk Bank by stating the Foreign National Identity Number.

When the students finishes his/her studies and returns to his/her country, he/she is reimbursed the premium for the remaining months unless he/she never uses any medical service from GHI. To give an example, assuming that the student registered for the GHI on October 2015 and paid (assumingly) 600 TL, he or she is

assured for until October 2016. Assuming that the student turns back to his/her country at the end June, he/she is entitled to get back the premium of three months.

*Further information will be provided to the admitted students before their arrival.

6.2. Accommodation

TODAİE offers accommodation via a student guesthouse. Accommodation plus three meals a day will be offered free of charge in TODAİE facilities.

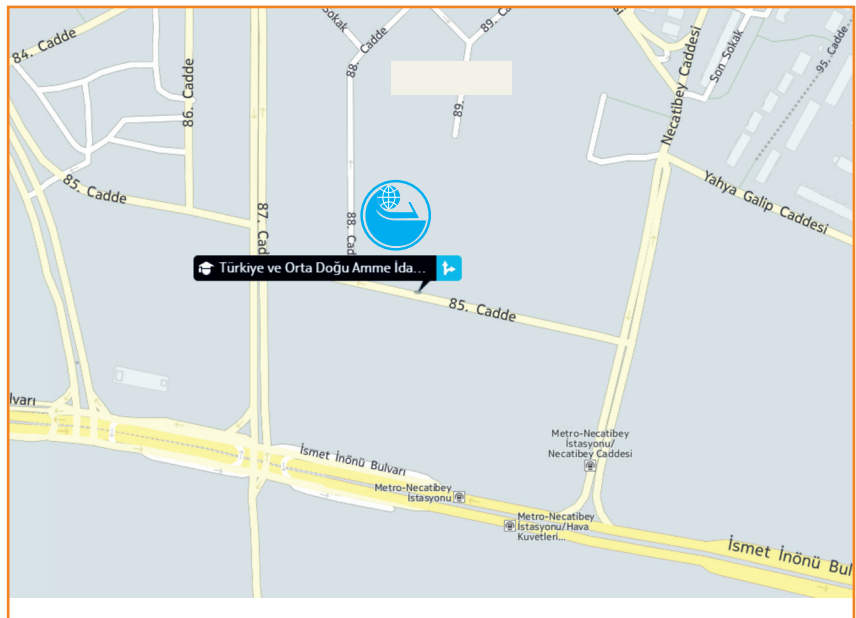
6.3. How to get to TODAİE?

TODAİE is at a very central district of Ankara close to major state buildings and the city's main square Kızılay, and other central districts such as Bahçelievler. The closest metro station is Necatibey the second stop in the Kızılay-Cayyolu subway lane. It takes 2 minutes on foot to arrive TODAİE after getting off at the Necatibey metro station.

From Kızılay – the city center – to TODAİE, it takes 15 minutes on foot and 5 minutes by car or bus.

From the airport, you can take Belkoair buses to go to the city center. It costs 8 TL.

From the bus station (AŞTi), you can take the metro or you can come by taxi. Taxi costs approximately 20 TL from the bus station.



7- International Student Office (ISO)

In order to ensure easy transition of the students, ISO provides assistance and guidance to international students through all phases of their academic and social conduct. As well as providing information on procedural matters, such as application process, course selection and accommodation opportunities, via orientation programs and cultural trips, The Office of International Students offer ongoing help to all international students.

We will always be happy to host you at TODAİE and hope you all have a memorable time here to remember and share with your family and friends for many more years ahead.

Welcome to TODAİE!

The Office of International Students

8- Information for International Students

8.1. Things to Do After Arriving at TODAİE

1. Informing TODAİE before arrival about the dates of arrival.
2. Submitting the letter given by their institutions and a copy of their passports to the Student Affairs.
3. Going to General Directorate of Security (as a group) with the student registration document given by the decision of the Executive Board.
4. Determining which courses they will be enrolled in by going to the Student Affairs before the start of the courses. If the courses had started, students should go to the office of the Director of Student Affairs. This may be different for APEP.
5. Opening an account at Ziraat Bank after obtaining the residence permit. Then, giving the account number and a copy of passport to the Social Affairs.
6. Going to Ankara Social Security Institution with the documents prepared by the Student Affairs to obtain health insurance.
7. Obtaining Ego Card to use public transportation with tickets at reduced rate by going to the underpass of Kızılay Metro Station with one photo, 5 liras and the document written by the Student Affairs to the Directorate General of Ego.

8. Obtaining user card from the National Library by taking TODAİE student ID card from the Student Affairs and paying 3.5 liras to use the National Library.
9. Obtaining photocopy card from the TODAİE Publications Sales Office at the ground floor of TODAİE to take photocopies at library, and asking for help from the librarians if photocopy is taken for the first time.

8.2. Rights and Responsibilities of Students

1. Informing the Directorate of Social Affairs with a formal letter if you leave Turkey during the time you are a student in Turkey.
2. Being a candidate for the Student Council and participating in elections.
3. Using Student Lounge for social needs such as reviewing Daily newspapers, watching TV, using the printer and the computers.
4. Giving the laundry to the cleaners only once a week.
5. Rooms are cleaned 3 times a week and the bed linens are changed once a week.
6. To use the Sports Center TODAİE security may be informed. Besides, Anittepe Sports Facilities may be used free of charge.
7. To use the TODAİE busses, students can apply with a formal letter to the Directorate General

of TODAİE.

8. Any problems related to the rooms and the dormitory should be reported to Social Affairs.
9. In case of any health problems, students should directly go to see the doctor or nurse in TODAİE.
10. For those guests who want to stay in the dormitory, a formal letter must be submitted to the Directorate General of TODAİE.
11. Ironing should be made in the space allocated for it in the hallways in the dormitory. Irons should be put back to their places if they are taken into the rooms.
12. One main dish, one side dish, one plate of salad, one dessert and one drink can be taken during meals in the TODAİE cafeteria.
13. To organize social events and give presentations, students should go to the Office of Director of Student Affairs.
14. Students can borrow up to 5 books from TODAİE Library.