



PUBLIC ADMINISTRATION INSTITUTE
FOR TURKEY AND THE MIDDLE EAST

2018 - 2019
MASTER & PhD PROGRAMS
CATALOGUE

Modern Enderûn





FROM THE GENERAL DIRECTOR

Public Administration Institute for Turkey and the Middle East (TODAIE) has been founded in accordance with the technical assistance agreement signed between the Republic of Turkey and the United Nations in 1952. Celebrating its 66th anniversary, TODAIE 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 Africa, Middle East, Asia, the Caucasus, East Europe and the Balkans regions. Incorporating the education, research and publishing activities in the field of public administration, TODAIE is not only an academic institution providing theoretical knowledge and conducting research, but it is also a common space for our students to share bureaucratic experience.



TODAIE Public Administration Master Program is the only one in Turkey which has been accredited by European Association for Public Administration Accreditation. Amme İdaresi Dergisi (Journal of Public Administration), one of the six journals published by TODAIE, has been indexed by the Social Sciences Citation Index (SSCI).

Prof. Dr. Onur Ender ASLAN

General Director



DIRECTORATE OF EDUCATION AND TRAINING DEPARTMENT

The Directorate of Education and Training Department aims to bring up senior public executives to the public administration by regulating training programs. The “master” and “PhD” programs which consist of the basis of the education and training activities of the Institute are planned by the department and applied with the help of the directorate of Student Affairs. In TODAIE, there are still nine master programs and one PhD program among Turkish programs. The master programs are; Public Administration (daytime), Local Governance (daytime), Security Management (evening), Justice Management (evening), Education Management (evening), Public Administration (evening), Disaster Management (evening), Migration Management (evening), and Energy Management (evening). There is only one PhD Program on Political Science and Public Administration. 5420 public servants have been graduated from our programs till the end of 2017.

TODAIE actualizes International Public Administration Master Program – APEP and Political Science and Public Administration PhD Program (English) to which the public servants from the different countries that signed a Memorandum of Understanding with TODAIE can attend. More than sixty public servants have been graduated from those aforementioned programs since 1994. The Public Administration Master Program of TODAIE has been accredited by European Association for Public Administration Accreditation (EAPAA) since 2009. The Institute gives information to the international attendants about the Turkish Public Administration System in the frame of the international short term training programs. In this regard, the Institute provides its the most successful public administrator candidate students with attending the short term training programs actualized in Azerbaijan, Luxemburg and China.

Currently TODAIE consists of 13 Professors, 7 Associate Professors, 5 Assistant Professors, 5 lecturers, and 9 research assistants. 69 of the courses are conducted by Professors, 40 by Associate Professors, 22 by Assistant Professors, 7 by Doctor titled and 3 by the Experts of their fields.

The Institute offers 86 courses in Master Programs, and 62 courses in evening programs; in total 148 credit courses, 26 non credit seminar and 24 non credit term project courses; 20 courses in Political Science and Public Administration PhD Program (Turkish), 25 courses in International Public Administration Master Programme-APEP (English) and 5 courses in Political Science and Public Administration PhD Program (English). In this frame, the Institute has opened about 190 courses in an academic year.



DISCOVER TODAIE

About TODAIE

Public Administration Institute for Turkey and the Middle East (TODAIE) has been established in accordance with the technical assistance agreement signed between the Republic of Turkey and the United Nations in 1952. As the Institute has more than sixty years past, it has gained the status one of the most powerful and respectable public administration institutes of not only in Turkey but also in Africa, Middle East, Asia, the Caucasus, East Europe and the Balkans, regions.

General purpose of the institution is to conduct activities for the development of public administration in accordance with contemporary thoughts and approaches, educate public officials for administration and help to train young scholars in the field of public administration.

TODAIE realizes these goals through three main fields of activity:

- Education and Training
- Research and Research Grants
- Collection and Publication

TODAIE has been the national representative of the International Institute of Administrative Sciences (IIAS) based in Brussels since 1992; a member of International Association of Schools and Institutes of Administration (IASIA), Caucasus University Association. The institute aims to share its national experience and benefits from other countries experiences in international platforms. TODAIE Public Administration Master program has been accredited by European Association for Public Administration Accreditation (EAPAA) since 2009.





Life at TODAIE

TODAIE 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. TODAIE has its own Guest House, near to its institutional building, with 88 bed capacity.

TODAIE Library holds more than 40.000 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 TODAIE.

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.

TODAIE cafeteria serves three meals in a day including breakfast, lunch and dinner.

Academic and Research Environment

TODAIE consists of 13 Professors, 7 Associate Professors, 5 Assistant Professors, 5 Lecturers and 9 Research Assistants currently.

The fact that our master programs are merely open to public officers, the Institute 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, Disaster Management, Energy Management. We also offer PhD Program in Political Science and Public Administration.

TODAIE Public Administration Master program was second time accredited by European Association for Public Administration Accreditation (EAPAA) in September 2016. Our programs attract high number of applicants from public institutions from Turkey and foreign countries.

As a research and education oriented institution TODAIE has published about 400 books in the fields of public administration.





Periodicals:

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

Other periodicals are:

- Year book of Human Rights (in Turkish)
- Year book of Human Rights (in English)
- Journal of Contemporary Local Governments (in Turkish)
- Turkish Public Administration Annual (in English)

Academic Centers:

There are 5 academic centers operating to support education, research, international, cooperation, publishing and documentation activities.

- Caucasus Research and Education Centre (KAEM):

It has been established in coordination between TODAIE and The Academy of Public Administration under the President of the Republic of Azerbaijan. Training programs in KAEM are launched in January 26, 2015 in Baku.

- Continuous Education Center:

It organizes and plans various seminars, and short-term training projects for in-service training

- Foreign Affairs Center:

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

- Human Rights, Citizenship and Migration Management Center:

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

- 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.

Events and Activities

Study visits both to the major public institutions in Turkey and also the offices of the International Organizations (such as UN, ILO, SESRIC etc.) in Turkey. Several Conferences, Seminars and Training Programs have been organized. Some include:

- International Academic Meetings
- Seminar with rectors and senior managers of Higher Education Institutions
- Seminar on the Latest Developments in Human Rights
- Capacity Development Training Programs for The Public Servants
- Capacity Development Training Programs for The Public Executives
- Senior Public Servants Training Program
- Public Servants Regime Training Program
- Trade Unionism and Social Policy Certificate Program conducted in collaboration with the Trade Unions in Turkey

Memorandum of Understandings

TODAIE has signed protocols with several countries.

Some countries that MoUs have been signed include Afghanistan, Albania, Azerbaijan, China, France, Italy, Kazakhstan, Kyrgyzstan, Kosovo, Macedonia, Mongolia, Poland, Sudan, Tunisia, Turkish Republic of Northern Cyprus and Ukraine.





Life in Ankara and Turkey

As the capital city of Turkey, Ankara is where public officials 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.

<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>



ACADEMIC PROGRAMS

International Public Administration Master Program (APEP)

A UNIQUE PUBLIC ADMINISTRATION PROGRAM THAT ONLY ACCEPTS PUBLIC OFFICIALS

International Public Administration Master Program (APEP) offered in English language it serves several public officials each year from various countries. The student body is selected among the applicants who have the potential to become a senior public executive. Students expected to have a sufficient level of English to be able to pursue the program (a TOEFL score of 550 PBT, 213 CBT or 80 IBT IELTS 6,5 is a reference point for the sufficient level).

THESIS PROGRAM

Students should take 9 courses / 27 credits, a seminar and write a thesis to complete the program.

NON-THESIS (DISSERTATION) PROGRAM

Students must take 11 courses / 33 credits and to write term project to successfully complete the program.

Required course credits may be reorganized by the decision of the Executive Board. Students are required to participate to conferences and seminars conducted in TODAIE.

PhD in Political Science and Public Administration

Public Administration and Political Science PhD Program aims to equip students with necessary skills for carrying out independent research in the area of "Political and Administrative Sciences", interpreting facts and phenomena through scientific perspective, and taking steps to develop new synthesis.

Each course hour is one credit. The student has to take at least 8 courses which are distributed equally between semesters. The student has to take at least 24 credits of courses.

In every semester one of these courses can be selected from other higher education Institutions in Turkey or from other programs of TODAIE with the suggestion of the Program Council and the decision of the Executive Council. The Program has to be completed in maximum 12 semester. 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 conferences and seminars conducted in English.



APEP and PhD Courses:

There are three compulsory courses and twenty two optional courses in total. APEP and PhD students must take these three compulsory courses. APEP students must complete nine and PhD students must complete five other optional courses successfully. The list of courses to be offered as part of APEP and PhD programs is as follows (courses may change in the 2018- 2019 academic year):

OBLIGATORY COURSES	ELECTIVE COURSES
Public Administration Theory	Comparative Government
Research Methods in Public Administration	Comparative Local Government
Turkish Lesson-Fundamental (without credit)	Comparative Politics
	Comparative Public Local Administration
	Contemporary Political Philosophy
	Economic Analysis and Public Policies
	Environmental Issues and Policy
	Fundamental Concepts of Politics
	History of Ottoman Civilization
	International Relations
	Introduction to Public Administration
	Management Information Systems
	Media Usage in Public Administration
	New Public Management
	Public Policy Theory
	Public Policy Analysis
	Politics, Ideology and the State
	Social Development and Transition
	Social Movements
	The Politics of Globalisation and Nation-State
	Turkish Judicial System
	Turkish Public Law

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, 213 CBT or 80 IBT and 6,5 IELTS is a reference point for the sufficient level)

Turkish Language Courses





Turkish language courses are obligatory for all international students unless they know Turkish. The scholarship of the students who failed in Turkish courses is cancelled.

Academic Calendar

*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 website.

CONTACT DETAILS

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-  +90 312 231 73 60 /1368
-  +90 312 231 47 64
-  enderun@todaie.edu.tr





2018-2019 ACADEMIC CALENDAR

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	WEEK	INTERNATIONAL PUBLIC ADMINISTRATION MASTER PROGRAM - APEP
2018	SEPTEMBER						1	2		
		3	4	5	6	7	8	9		
		10	11	12	13	14	15	16		12 September- Course Selection for Fall Semester
		17	18	19	20	21	22	23	1	17 September-2018-2019 Academic Year, First Day of Fall Semester
	24	25	26	27	28	29	30	2	24 September-Add/Drop	
	OCTOBER	1	2	3	4	5	6	7	3	
		8	9	10	11	12	13	14	4	
		15	16	17	18	19	20	21	5	
		22	23	24	25	26	27	28	6	
		29	30	31					7	29 October-Republic Day of Turkey
	NOVEMBER				1	2	3	4		
		5	6	7	8	9	10	11	8	
12		13	14	15	16	17	18	9		
19		20	21	22	23	24	25	10		
26		27	28	29	30			11		
DECEMBER						1	2			
	3	4	5	6	7	8	9	12		
	10	11	12	13	14	15	16	13		
	17	18	19	20	21	22	23	14	21 December- Last Day of Fall Semester	
	24	25	26	27	28	29	30		24 - 28 December-Final Exams for Fall Semester	
	30								30 December-18 January Mid-Semester Break	

TODAIE, reserves the right to make changes in the calendar.

2019	JANUARY		1	2	3	4	5	6		1 January-New Year; 4 January-Deadline for Submission of Grades/ Announcement of the Grades
		7	8	9	10	11	12	13		7 January-Last Date of Application for Master with Thesis
		14	15	16	17	18	19	20		16 January-Course Selection for Spring Semester
		21	22	23	24	25	26	27	1	21 January-First Day of Spring Semester;
		28	29	30	31				2	28 January-Add/Drop
	FEBRUARY					1	2	3		
		4	5	6	7	8	9	10	3	
		11	12	13	14	15	16	17	4	
		18	19	20	21	22	23	24	5	
		25	26	27	28				6	
	MARCH					1	2	3		
		4	5	6	7	8	9	10	7	
		11	12	13	14	15	16	17	8	
		18	19	20	21	22	23	24	9	
		25	26	27	28	29	30	31	10	
	APRIL	1	2	3	4	5	6	7	11	1 April-Last Day for the Submission of the Thesis Topic and Supervisor Choice
		8	9	10	11	12	13	14	12	
		15	16	17	18	19	20	21	13	
		22	23	24	25	26	27	28	14	26 April-Last Day of Spring Semester;Submission of the Thesis; 23 April-National Sovereignty and Children's Day
		29	30							29 April-3 May-Final Exams for Spring Semester; Submission of the Term Project to the supervisor
	MAY			1	2	3	4	5		1 May-Labor and Solidarity Day;7 May-Deadline for Submission of Grades/ Announcement of the Grades; 9 May-Course Selection
		6	7	8	9	10	11	12		8 May-Foundation Day of TODAIE; 11 May-TODAIE Alumni Day
		13	14	15	16	17	18	19	1	13 May-First Day of Summer Term and Return Date to The Institute for the Thesis Program Students; 19 May-Commemoration of Atatürk, Youth and Sport's Day
		20	21	22	23	24	25	26	2	
		27	28	29	30	31			3	
	JUNE						1	2		
		3	4	5	6	7	8	9	4	5-7 June-Ramadan Feast, Religious Holiday
		10	11	12	13	14	15	16	5	
17		18	19	20	21	22	23	6		
JULY	24	25	26	27	28	29	30	7	28 June-Last Day of Summer Term	
	1	2	3	4	5	6	7		1-5 July-Final Exams;Term Project Submission	
	8	9	10	11	12	13	14		8 July-Return Date to their country for the non-thesis program students, 9 July-Submission of Grades; Announcement of Grades	
	15	16	17	18	19	20	21			

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2018-2019 ACADEMIC CALENDAR

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	WEEK	POLITICAL SCIENCE AND PUBLIC ADMINISTRATION Ph.D.
2018	SEPTEMBER						1	2		
		3	4	5	6	7	8	9		
		10	11	12	13	14	15	16		12 September- Course Selection for Fall Semester
		17	18	19	20	21	22	23	1	17 September-2018-2019 Academic Year, First Day of Fall Semester
	24	25	26	27	28	29	30	2	24 September-Add/Drop	
	OCTOBER	1	2	3	4	5	6	7	3	
		8	9	10	11	12	13	14	4	
		15	16	17	18	19	20	21	5	
		22	23	24	25	26	27	28	6	
	29	30	31					7	29 October-Republic Day of Turkey	
	NOVEMBER				1	2	3	4		
		5	6	7	8	9	10	11	8	
12		13	14	15	16	17	18	9		
19		20	21	22	23	24	25	10		
26	27	28	29	30			11			
DECEMBER						1	2			
	3	4	5	6	7	8	9	12		
	10	11	12	13	14	15	16	13		
	17	18	19	20	21	22	23	14	21 December- Last Day of Fall Semester	
	24	25	26	27	28	29	30		24 - 28 December-Final Exams for Fall Semester	
30								30 December-18 January Mid-Semester Break		

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2019	JANUARY		1	2	3	4	5	6		1 January-New Year; 4 January-Deadline for Submission of Grades/ Announcement of the Grades
		7	8	9	10	11	12	13		
		14	15	16	17	18	19	20		16 January-Course Selection for Spring Semester
		21	22	23	24	25	26	27	1	21 January-First Day of Spring Semester;
	28	29	30	31				2	28 January-Add/Drop	
	FEBRUARY					1	2	3		
		4	5	6	7	8	9	10	3	
		11	12	13	14	15	16	17	4	
		18	19	20	21	22	23	24	5	
	25	26	27	28				6		
	MARCH					1	2	3		
		4	5	6	7	8	9	10	7	
		11	12	13	14	15	16	17	8	
		18	19	20	21	22	23	24	9	
	25	26	27	28	29	30	31	10		
	APRIL	1	2	3	4	5	6	7	11	1 April-Last Day for the Submission of the Thesis Topic and Supervisor Choice
		8	9	10	11	12	13	14	12	
		15	16	17	18	19	20	21	13	
		22	23	24	25	26	27	28	14	26 April-Last Day of Spring Semester;23 April-National Sovereignty and Children's Day
	29	30							29 April-3 May-Final Exams for Spring Semester	
	MAY			1	2	3	4	5		1 May-Labor and Solidarity Day;
		6	7	8	9	10	11	12		7 May-Deadline for Submission/Announcement of Grades; 8 May-Foundation Day of TODAIE; 11 May-TODAIE Alumni Day
		13	14	15	16	17	18	19	1	19 May-Commemoration of Atatürk, Youth and Sport's Day
		20	21	22	23	24	25	26	2	
	27	28	29	30	31			3		
	JUNE						1	2		
		3	4	5	6	7	8	9	4	
		10	11	12	13	14	15	16	5	
17		18	19	20	21	22	23	6		
24	25	26	27	28	29	30	7			

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APPLICATION

Who Can Apply?

The Programs are open only to public officials and only those who were born no earlier than 01.01.1983 are accepted to Master Program. Candidates need to have a bachelor (BA) degree for the Master Program. However, those graduated from Political Science and Public Administration and related departments have priority; such as International Relations, Law, Economics, Finance, Business Administration, Public Relations, Human Resources, Sociology.

Additional requirements for the PhD Program:

The personnels and academic staffs of Public Administration Schools and other Academic Institutions have priority. Additionally, candidates are expected to have undergraduate or graduate degree (with thesis) in Political Science and Public Administration or from a related discipline mentioned above.

Documents Needed For Application

Only scanned versions of officially verified copies of the original documents (stamped and signed copies) are accepted for application.

For APEP:

1. Filled Electronic Application Form
2. 1 biometric photo
3. High School Diploma
4. Undergraduate diploma
5. Transcripts showing Cumulative GPA
6. Document to prove Foreign Language score
7. An official document declaring the leave of absence permission for to the participant by his/her employer organization

For PhD:

1. Filled Electronic Application Form
2. 1 biometric photo
3. High School Diploma
4. Undergraduate diploma
5. Graduate diploma (with thesis)
6. Transcripts showing Cumulative GPA
7. Document to prove Foreign Language score
8. An official document declaring the leave of absence permission for to the participant by his/her employer organization

Important:

The candidates who are accepted for registration have to deliver the stamped and signed copies of the original documents with 6 biometric photographs to the Institute.

Application dates

The deadline to application for TODAIE is 17 July 2018.

Tuition Fee, Costs and Scholarship

There is no tuition fee for the programs. There is one type of scholarship;

TODAIE Enderun Scholarship Programme.

How to apply for TODAIE for APEP and PhD Program and Enderun scholarships?

For APEP and PhD Program, the candidates are expected to fill the electronic application form TODAIE website and send the filled form with the scanned versions of the indicated documents to enderun@todaie.edu.tr e-mail address before the deadline. Candidates who apply for TODAIE education programs are accepted as to applied for TODAIE Enderun Scholarship. In order for the applications to be evaluated, all required documents must be submitted. The applications for education programs and Enderun scholarship are assessed separately.





TODAIE Enderun Scholarship for APEP and PhD Program:

Candidates who apply for TODAIE education programs are accepted as to applied for TODAIE Enderun Scholarship. The applications are assessed separately.

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

A monthly stipend for APEP students is 850 TL, for PhD students is 1 200 TL at minimum. (This amount may change for 2018- 2019 academic year).

Round trip airfare (return tickets included) will be covered as well.

Accommodation

TODAIE offers accommodation at student guesthouse for Enderun Scholarship holders without any payment. Additionally three meals a day will be offered free of charge in TODAIE facilities. Only students are allowed to accomodate in TODAIE dormitory. No other guest is accepted to the Guesthouse.



PREPARING FOR TODAIE

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 students must register to TODAIE within one month.

The candidates who are accepted for registration are responsible for making necessary investigations for visa conditions and making necessary preparations. For further information, they can apply the nearest Turkish Embassy and the website of Ministry of Foreign Affairs of Turkish Republic (<http://www.mfa.gov.tr>).

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 Directorate General of Migration Management:

- The Residence Permit Application Form
- A valid long-term passport and the student visa and their copies
- Proof of sufficient financial resources during education (bank account, scholarship etc.)
- The fee for Residence Permit
- 4 Photos

* Directorate General of Migration Management might require additional 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 paid 20% of the prescribed medication. Coverage of expenses for eye glasses etc. is in accordance with the Directive for Health Applications.

Students have to pay a balance if they choose to go to a private hospital. This contribution 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 increase 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 takes refund of 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 2018 and paid (assumingly) 950 TL, he or she is assured for until October 2019. 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.



How to get to TODAIE?

TODAIE 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- Çayyolu subway lane. It takes 2 minutes on foot to arrive TODAIE after getting off at the Necatibey metro station.

From Kızılay – the city center – to TODAIE, 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 11 TL.

From the bus station (AŞTi), you can take the metro or you can prefer taxi. Taxi costs approximately 30 TL from the bus station. Taxi cost approximately 15 TL from Kızılay to TODAIE





INTERNATIONAL STUDENTS OFFICE (ISO)

In order to ensure easy transition of the students, International Student Office (ISO) provides assistance and guidance to international students through all phases of their academic and social conduct. In addition, ISO informs students on procedural matters such as application process, course selection and accommodation opportunities. With orientation programs, ISO offers ongoing help to all international students.

We will always be happy to host you at TODAIE 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 TODAIE!

The Office of International Students



INFORMATION FOR INTERNATIONAL STUDENTS

Things to Do for Students

Obligatory

1. Inform TODAIE before two days of your departure the date of your arrival.
2. Submit the letter given by your institution and a copy of your passport to the Student Affairs Center as soon as arrival.
3. Go to Directorate General of Migration Management with the required documents. Please don't throw away the receipt of payment to get the residence permit as you will take a reimbursement from TODAIE upon submitting your receipt in two weeks'time.
4. Determining which courses to be enrolled in by going to the International Student Office before the starting date of the courses.
5. Opening an account at Ziraat Bank after obtaining the residence permit. Then, you should give the account number and a copy of passport to the Social Affairs Center in order to receive your scholarship.
6. Going to Ankara Social Security Institution with the necessary documents to get the health insurance within the first month.

Optional

1. Obtaining EGO Card to use public transportation with tickets at reduced rate by going to the underpass of Kizilay Metro Station with one photo, 5 TL and the document issued by the Student Affairs to the Directorate General of Ego.
2. Obtaining user card from the National Library by taking TODAIE student ID card from the International Student Office.
3. Obtaining photocopy card from the TODAIE Publications Sales Office at the ground floor of TODAIE to make photocopies at library, and asking for help from the librarians if photocopy is made for the first time.



Rights and Responsibilities of Students

1. Inform the Directorate of Social Affairs with a petition when you leave Turkey at least 2 week ago
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 TODAIE security may be informed.
7. To use the TODAIE buses, students can apply with a petition.
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 TODAIE.
10. For those guests who want to stay in the dormitory, a petition must be submitted.
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 TODAIE 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 TODAIE Library.



Dian Diack DIAKITE / APEP

Guinea / Consular and Administrative Assistant, Embassy of Guinea Republic

TODAIE, from their hospitality here, the teaching method, the accommodation system, and the environment, I can say the best Institute I ever attended yet for studying. At TODAIE you'll be missing the food of your country, but not your friends because these new friends from all parts of the world with different cultures, languages are very gorgeous, caring and lovely, such as friends from Afghanistan, Albania, Azerbaijan, Ethiopia, Guinea, Gambia, Ghana, Kenya, Kyrgyzstan, Liberia, Malawi, Pakistan, Ukraine, but I can't name all. Many thanks to the board of TODAIE for giving us such kind of opportunity to meet our family, and to learn in a very good condition.

In this Institute, students are Kings & Queens because all materials are put in our possession in order for us to study, (library, printers, photocopiers, internet etc...) And one thing you must be familiar while in TODAIE is "reading", because "You must read while sitting, you must read while lying and you must even read while playing". The teachers in TODAIE are very wonderful, by here "Je tire mon chapeau pour les Professeurs de TODAIE", because even on their busy hours these teachers give us the time to discuss with anything related or not related to the course. In TODAIE all Staff are wonderful and I advise all Public Servants or anyone willing to learn the "Public Administration" to do their best to come at TODAIE.

Oh TODAIE! Many thanks again to the board of administration of the Institute for giving us also the opportunity to visit some places, and being accommodated in the best hotels of the cities we visited and planning to visit also. I won't be able to forget about the visits of Beypazari, Kapadokya, and Bursa.

While we can be thinking that the services done for us by the administration are enough, they can't get tired asking us about 'What do we need?' and 'what are the problems we are facing?' (Problem yok) I can divide the learning in TODAIE into 2; one is classroom learning which is taken at TODAIE and the second is outside learning which is like visiting some ministries/ institutes/ companies where these ministries/ institutes/ companies shared their experiences with us and while listening to them, there it can come to our mind that "We need to share these same experiences with our respective countries, so that our country can follow these footsteps". I can tell the world that "Turkey is the best country in hospitality".





Valeriia DYNTU / APEP

Ukraine / Associate Professor, National University- Odessa Academy of Law



Success begins with a dream. Serve people, benefit society and develop native state are cherished wishes of any civil servant. However, the implementation of the above-mentioned ambitious plans requires an excellent higher education, which can be gotten in TODAIE. For foreign students was created International Public administration master program in which I was lucky upon to participate.

Looking over my shoulder I realized how eventfully and interested was spent my time in TODAIE. Professors' individual approach to each student, progressive and innovative teaching methods that are combined with the practical implementation of gained knowledge establish the unique TODAIE's style of education. Furthermore, numerous visits to the Turkish government authorities and international organizations, provided as the part of APEP curriculum, enable the students to learn the leading practices in the public administration field.

But the most important what gives APEP program is the spirit of multinational unity, which strikes the heart and stays there for whole entire life. Now I have friends more than from 26 countries. They introduced me the traditions and customs of their states and opened for me incredible beauty and diversity of their native lands. Moreover, during the training we generously shared with each other the invaluable experience of public administration of our countries which allowed us to create a special atmosphere of international exchange of knowledge and lore. TODAIE will be always in my heart.

I can say that APEP is a unique opportunity to get high quality education and international experience in the public administration field.



Ahmad Masood OMAR / APEP

Afghanistan / Social and Cultural Advisor, Kandahar Governance Office



In 2016 one of colleague who is working as head of recruitment directorate for IDLG (Independent Directorate of Local Governance) has told me about his scholarship from TODAIE and explained everything about the Institute and the procedure how some to get the scholarship. From that day I decided that by any chance I should get this golden opportunity to study here at TODAIE in Turkey.

Studying abroad is the best thing that has ever happened to me. Within 3 ½ months, I had the opportunity to travel to Turkey and started my master here at TODAIE which is one of the best institute which provide high quality education, both master and PhD levels in public administration.

When I reached here for the first time I meet different students from different countries, different languages, and different religions, I realized it is not only home of Turkish, perhaps home of diversity where my goal is not only limited to hold a master degree in the public administration perhaps I can learn more a lot about these and different cultures. Now it seems that I achieved that goal, for instance I have good friends from Kyrgyzstan, Macedonia, Ukraine, Azerbaijan, Pakistan and some African countries, in other hand it's a big achievement for me in my life that I have international friends and I know about their countries and their cultures, I would like to credit this achievements to TODAIE.

At TODAIE I am not only doing my master perhaps I am exploring a country through different cultural and social programs provided by the Institute and posture visits to some historical cities of Turkey is another opportunity for international students to know more about the historical part of the country and also the through this period we have already visited some the public units of Ankara for practical studies and more to come further for the same purpose. So in this regard I would like to thank from my heart to the Government of Turkish Republic for supporting TODAIE and I would like to thank the top management for giving me and my colleagues a golden opportunity to study here. And I would like to thank professors, employees, cooks, cleaners and the entire staff of the Institute for creating a friendly environment and wish all of you great success in the future. I learned and experienced a lot I am pretty sure I can bring my knowledge in practice and share my experienced with my colleagues to have positive changes in our organization.



Gular NAZARLI / *Public Administration Program (Turkish)*
Azerbaijan / Lecturer in Academy of Public Administration



Things that changed my life; Turkey and TODAIE...

I started as a lecturer in the Academy of Public Administration under the President of Republic of Azerbaijan after I completed my master degree. I worked for two years in the Academy and then to continue my education I applied TODAIE Political Science and Public Administration Ph.D Program.

Throughout your education in TODAIE, you take some obligatory and elective courses and you both broaden your horizon and educate yourself too. Because the course period is a preparation process for the thesis writing period, the education that you take during that period helps you in thesis writing period a lot. With the contribution of your precious professors, you don't feel yourself alone in third period.

The main sources for the information are books. Because the TODAIE Library has more than 40,000 books and periodicals, the Institute has a leading role in that issue too. And with the reason that the Institute has a collaboration with the other huge libraries in the city, you can benefit from both TODAIE Library and the other libraries and can continue your studies easily.

The trips organized by TODAIE to the various beautiful and natural places will help you to recognize this wonderful country.

More than 40 students from Albania to Mongolia have been taking education in TODAIE and this means that 40 public servants working in different public institutions from 40 different countries come together under the roof of TODAIE. By having new friends from various cultures will contribute you too.

I can say that Turkey has changed my vision.

Lastly, I thank from my heart to The Republic of Turkey, General Directorate of TODAIE, honourable professors and all TODAIE staff for everything that they made for us.



PUBLIC ADMINISTRATION INSTITUTE FOR TURKEY AND THE MIDDLE EAST

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