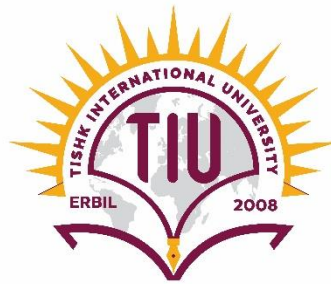



# Postgraduate Studies Process

## Process Definition



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QMS COORDINATOR

	<b>Postgraduate Studies Process</b>		<b>Document No</b>	<b>TIU.QM.PR.026E</b>
			<b>Issue Date</b>	25-12-2017
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## 1. SUMMARY

- 1.1. This document defines the process of enrolment and joining Master Degree Programs at Tishk International University.
- 1.2. The relationship between this process and the other processes within the Tishk International University management system is illustrated in the process flow map included in the [Quality Manual Doc IU.QM.IN.001E].

## 2. REVISION AND APPROVAL

This procedure is prepared, reviewed and approved as follows.

Prepared by	Reviewed by	Approved by
Rasha Alkabbanie	Dr. Mehmet Ozdemir	Dr. Idris Hadi Salih


#	Issue date	Ver.	Validity	Description of Change	Prepared by	Reviewed by	Approved by
1	25/12/2017	0	3 years	Original Release	Rasha Alkabbanie	Dr. Mehmet Ozdemir	Dr. Idris Hadi Salih

## 3. PROCESS DEFINITION

- 3.1. The purpose of this process is to ensure an easy and smooth joining of the students into Master Degree Programs at Tishk International University.

## 4. PROCESS OBJECTIVES AND METRICS

- 4.1. Process objectives for this process are defined in the "Quality Objectives of Tishk International University" document.

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4.2. In addition, each objective has at least one metric (or KPI) with which management can measure the effectiveness of the process. These are also defined in the “Quality Objectives of Tishk International University” document.

4.3. The targets of each objective are determined in October of every academic year.

4.4. The achievement of the quality objectives are discussed in the Management Review Meeting.

Quality Objective	Key Performance Criteria (KPI)	Other process contributes to the final target
Ensuring smooth joining of students to the master degree programs	Number of Students Petition Letters complaining about this process	Students Affairs

## 5. PROCESS OWNERS AND RESPONSIBLE PARTIES

5.1. The owner of this process is the **Manager of Postgraduate Studies Office**

5.2. **Staff of Postgraduate Studies Office** will ensure proper fulfillment of the requirements of this process.

5.3. The **Joint Master Degree Office** will ensure proper resources are provided for this process.

## 6. TYPICAL PROCESS INPUTS AND RESOURCES

6.1. Technical Information Needed.

- All Tishk International University Policies and regulations.
- Rules and regulations of the Ministry of Higher Education regarding Master Degree Programs
- Students Handbook.
- Staff Handbook.

6.2. Resources/Facilities and Techniques needed:

- Agreements of Joint Master Degree Programs Establishment

6.3. Resources/Personnel needed:

- Postgraduate Studies Office Staff.
- Postgraduate Studies Committee Members.

6.4. Special training needed


- None.

## 7. SUP-PROCESSES WITHIN THIS PROCESS:

- Applying Process
- Checking the Applications
- Conducting the Entrance Exam of the Master’ Programs
- Evaluating the applications

## 8. TYPICAL PROCESS OUTPUTS

8.1. Service produced:

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- Applications to the Master Degree Programs submitted
- Applications evaluated properly
- Students meeting the evaluation criteria join the programs

8.2. Documents produced :

- None.

8.3. Records produced:

- Master' Program Application Form(IU.MS.FR.002)
- Evaluation Form (IU.MS.FR.003)


## 9. RELATED RISKS AND OPPORTUNITIES

Risk	Likelihood	Severity	Assessment Method	Mitigation
Unsatisfactory understanding of the application process and evaluation criteria	Somewhat likely to happen	Low	None	Posting detailed explanations of the process on the website of the university

## 10. STEPS

### **10.1: Applying Process**

- Applicant fills the Master' Program Application Form(IU.MS.FR.002)available online in the webpage of master degree .
- Applicant submits his/her filled Application Form attached by a hard copies of the following documents to the Program Managers.
  - a. Bachelor Degree Certificate (in English or Translated to English) .
  - b. Bachelor Degree Transcript (in English or Translated to English) .
  - c. National / Citizenship ID Card .
  - d. English-language test score (TOEFL / IELTS) .
  - e. Two letters of recommendation .
  - f. Official Permission from the job place .

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### **10.2 : Checking the Applications .**

- The Program Manager checks the submitted documents .
- The Program Manager sends the valid documents to the Director of Master Programs.
- The Director of Master Programs prepares Names List of applicants nominated for attending the Entrance Exam of the Master’ Programs and another list for the nominated participants in the English-Language Proficiency Exam .

### **10.3: Conducting the Entrance Exam of the Master’ Programs :**


- The Director of Master Programs publish and announce the Names List of applicants nominated for attending the Entrance Exam of the Master’ Programs by posting it on the university’ webpage and by sticking it in the announcement panels .
- The Director determine the date & time of the exam and announce it .
- The Director asks the Academic Staff to prepare questions for the Entrance Exam.
- Academic Staff submits their questions to the Director .
- The Entrance Exam of the Master’ Programs are held in the university .
- Academic Staff checks the exam answers papers and submit the scores into the PIS system.

### **10.4: Evaluating the applications :**


- The Program Manager fills the Evaluation Form (IU.MS.FR.003) .
- The Program Manager calculates the Total points of each applicant and send to the Director .
- The Director decides the accepted applicants according to the allowed capacity .
- The Director submits a Names List of the accepted applicants attached by the Evaluation Form to the University Council .
- The University Council approves the list and send it to the Ministry of Higher Education and Scientific Research for their approval .
- When the ministry sends the approval , the registration process starts .

#### **10.4.1. Admission Requirements :**

1. Bachelor’s degrees in Information technology, Computer science, Computer engineering and Civil Engineering.
2. Application form and Resume/CV

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3. Academic transcripts: Official transcripts from all colleges and universities attended.
4. Letter of Motivation: This should describe briefly your motives for applying to the proposed program, your experience for this field of study, study interests, future career plans, and other aspects of your background and interests which may aid the admissions committee in evaluating your aptitude and motivation.
5. Two Letters of Recommendation: Letters of recommendation should be from faculty or others (supervisors, professional colleagues, etc.) qualified to evaluate your potential for graduate study.
6. Results from English proficiency exams (IELTS with score of minimum 5 or TOEFL with score of minimum 60) Who has no TOEFL, IELTS or any other equivalent international English proficiency score, they can apply the master program with the pass score obtained from English proficiency exam held by Tishk International University. During the academic year they can submit their TOEFL or IELTS scores.
7. Grade point average (GPA) score: minimum 60 or to complete his/her Bachelor's degree in a range of first quarter.
8. Field proficiency exam: Entrance exam is specific to a certain type of the master program. These tests permit fair comparisons of students from a variety of universities and colleges with potentially differing grading standards.
9. Official permission: Applicants who employed by Government need to submit official permissions and other applicants need to submit official certificate with the indication of non-government employee approved by the court.
10. On the basis of the GPA, English proficiency and field proficiency exam scores applicants will be able to obtain the discount up to maximum 25% by way of:
  - Who has GPA score higher than 85 - 10% discount
  - Who has TOEFL score higher than 85 - 10% discount
  - Who has Field proficiency exam score higher than 85 - 10% discount
11. If the list of eligible candidates has more than needed students for the joint master program, a selection will be done by how well candidates demonstrated achievement in GPA score weighted 50%, field proficiency exam weighted 30% and English proficiency exam 20%.
12. Tuition fees for Joint master program for Computer engineering, Civil engineering and Mechanical & Energy engineering are 14000\$. Payment can be done termly (in four terms) and also every term can be done in four installments.

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**10.4.2 Evaluation Criteria :**

<b>GPA</b>	<b>Entrance Exam Result</b>	<b>English-Language Test Score</b>	<b>Total</b>
<b>55%</b>	<b>35%</b>	<b>10%</b>	<b>100%</b>