

1- FROM THE GENERAL DIRECTOR

Public Administration Institute for Turkey and the Middle East (TODAIE) is founded in accordance with was technical assistance agreement signed between the Republic of Turkey and the United Nations in 1952. Celebrating its 65th 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 Middle East, the Balkans, and the Caucasus. 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 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 TODAIE, 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, TODAIE 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

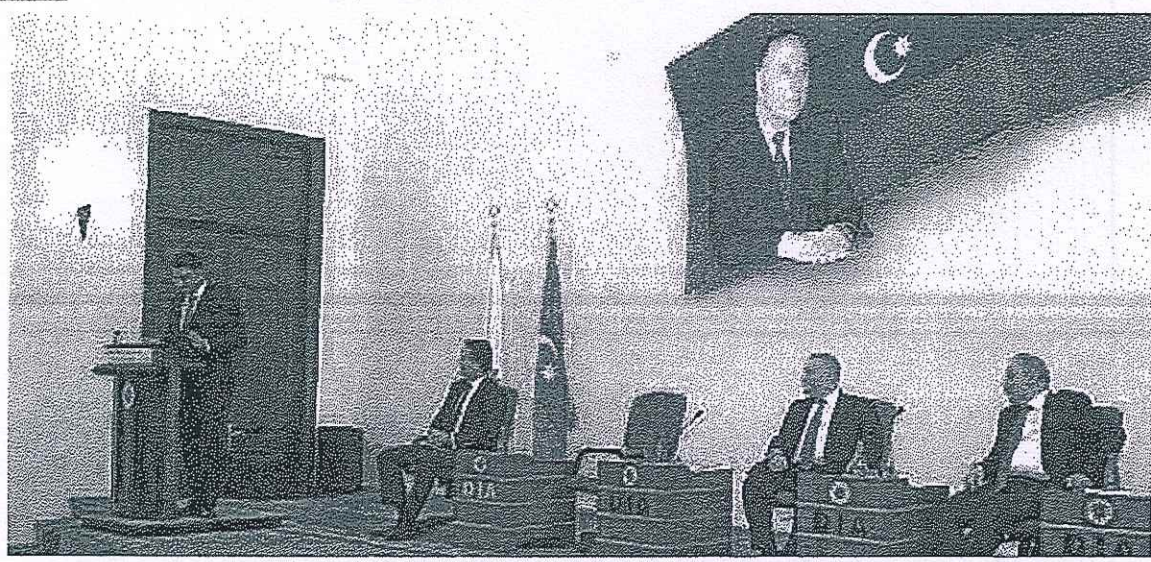
aiming to provide training in the field of public administration. Moreover, International Advanced Public Executive Master Program APEP) in which medium language is English formed for public officials of foreign countries.

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

Prof. Dr. Onur Ender ASLAN
General Director



3- DISCOVER TODAIE



3.1. About TODAIE

Public Administration Institute for Turkey and the Middle East (TODAIE) 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 65th 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 Caucasus 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 via three main fields of activity:

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

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

- Local Governments Center
- Continuous Education Center
- Foreign Affairs Center

- Human Rights, Citizenship and Migration Management Center
- Caucasian Research and Education Center (Baku)

TODAIE 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 countries experiences in international platforms.

4- ACADEMIC PROGRAMS

4.1. 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 around 25 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 or 80 IBT IELTS 6 will be a reference point for the sufficient level).

APEP Courses:

There are three compulsory courses and fifteen 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 (courses may change in the 2017-2018 academic year):

| | |
|--|---|
| Advanced Research Methods in Public Administration | Assoc. Prof. Dr. Sutay YAVUZ |
| Comparative Local Government | Prof. Dr. Ruşen KELEŞ |
| Comparative Politics | Assoc. Prof. Dr. Nuran SAVAŞKAN AKDOĞAN |
| Comparative Public Local Administration | Lecturer Dr. Filiz DEMİRCİ |
| Economic Analysis of Public Policies | Assoc. Prof. Dr. Ali Murat BERKER |
| Environmental Issues and Policy | Prof. Dr. Kivılcım ERTAN |
| International Terrorism and the State | Dr. Recep DEMİR |
| International Relations | Assoc. Prof. Dr. Burak TANGÖR |
| Management Information Systems | Prof. Dr. Türksel KAYA BENSGHİR |
| The Politics of Globalisation and Nation-State | Dr. Recep DEMİR |
| New Public Management | Assoc. Prof. Dr. Hasan Engin ŞENER |
| Public Administration Theory | Assoc. Prof. Dr. Yılmaz ÜSTÜNER |
| Public Policy Theory | Prof. Dr. Argun AKDOĞAN |
| Public Policy Analysis | Prof. Dr. Argun AKDOĞAN |
| Research Methods | Assoc. Prof. Dr. Sutay YAVUZ |
| Comparative Government | Prof. Dr. Gencay ŞAYLAN |
| Turkish Lesson | Mesut DURSUN |
| Social Development and Transition | Assoc. Prof. Dr. Özgür SARI |

4- ACADEMIC PROGRAMS



THESIS PROGRAM

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

NON-THESIS (DISSERTATION) PROGRAM

Students need to 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.

4.2. PhD in Political Science and Public Administration

Department of Public Administration and Political

Science aims to equip students with 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.

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 should 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.

The list of courses to be offered as part of PhD program is as follows (courses may change in the 2017-2018 academic year):

4- ACADEMIC PROGRAMS



| | |
|-----------------------------------|---|
| Comparative Government | Prof. Dr. Gencay ŞAYLAN |
| E-Government | Prof. Dr. Türksel BENSĞİR |
| Politics, Ideology and the State | Assoc. Prof. Dr. Nuran SAVAŞKAN AKDOĞAN |
| Public Policy Theory | Prof. Dr. Argun AKDOĞAN |
| Turkish Politics | Prof. Dr. Filiz KARTAL |
| Contemporary Political Philosophy | Prof. Dr. Filiz KARTAL |

4.3. Academic Calendar

The students will select their Autumn Semester courses on 18 September 2017 following the students affairs announcements from TODAIE website.

Academic Calendar for APEP:

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

- 18 September 2017 and 18 May 2018 for the thesis program
- 18 September 2017 and 29 June 2018 for non-thesis program

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

Fall Semester: 18 September 2017 - 29 December 2017 (14 weeks)

Spring Semester: 15 January 2018 - 27 April 2018 (14 weeks)

Summer Semester: 07 May 2018 - 29 June 2018 (7 weeks)

Academic Calendar for the PhD Program:

The students will select Autumn Semester courses on 18 September 2017.

Autumn Semester: 18 September-29 December 2017

Course selection for Spring Semester: 11 January 2018.

Spring Semester: 15 January - 27 April 2018.

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

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

Phone: +90 312 231 73 60 /1601

Fax: +90 312 231 47 64

todim@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 80 IBT and 6 IELTS will be a reference point for the sufficient level)

4.5. Turkish Language

Courses

Turkish language courses are obligatory for all international students unless they know Turkish.

5- APPLICATION

5.1. Who can apply?

The Programs are only open to public officials. You need to have a bachelor (BA) degree (only those who were born no earlier than 01.01.1982) to be eligible for the program.

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: Graduate Diploma
- Transcripts

5.2. Application dates

The deadline to apply for TODAIE scholarships is 30 June 2017. For Turkey Scholarships check the following website: <https://www.turkiyeburslari.gov.tr/en/english-home/>

5.3 Registration

Stamped and signed copies of the original documents are accepted. Following documents are required for registration:

For APEP:

- 6 biometric photos
- High School Diploma
- Undergraduate diploma
- Transcripts and Cumulative GPA

- An official document declaring the leave of absence permission for to the participant by his/her employer organization
- Document to prove Foreign Language score

For the PhD Program:

- 6 biometric photos
- High School Diploma
- Undergraduate diploma
- Graduate diploma
- Transcripts and Cumulative GPA
- Document to prove Foreign Language score
- An official document declaring the leave of absence permission for to the participant by his/her employer organization.

5.4. Tuition fee, costs and scholarships

There is no tuition fee for the programs. There are two types of scholarship; Türkiye and TODAIE - Enderun Scholarship Programme.

TODAIE Enderun Scholarship for APEP:

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

A monthly stipend of 850 TL at minimum will be paid (This amount may change for 2017-2018 academic year).

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

TODAIE Enderun Scholarship for PhD Program:

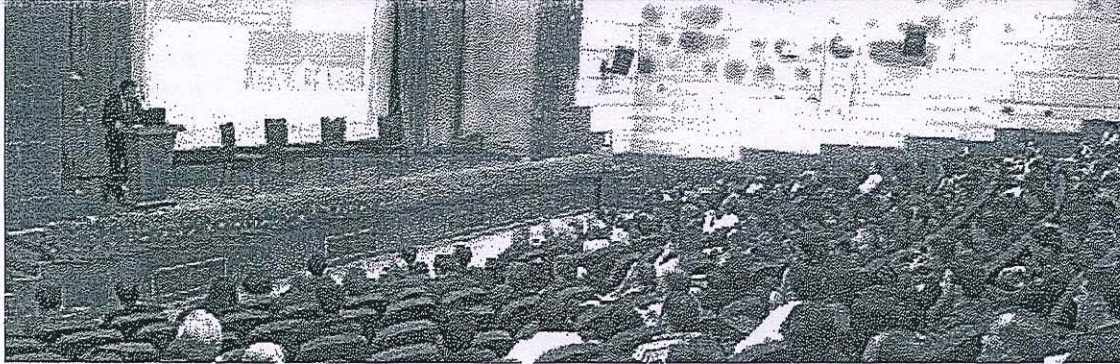
Throughout the nine-month training period, each student will be allocated a single room in the TODAIE guesthouse, dining fees will be covered for meals in the cafeteria including breakfast, lunch and dinner.

A monthly stipend of 1200 TL at minimum will be paid (This amount may change for 2017 - 2018 academic year).

Round trip airfare will be covered as well.

How to apply for TODAIE Enderun scholarships?

For APEP and PhD Program, the candidates should fill in the electronic application form at TODAIE website and send the filled form with the scanned versions of the indicated documents to todim@todaie.edu.tr e-mail address before the deadline.



We also offer PhD Program in Political Science and Public Administration. TODAIE Public Administration Master programs were 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 397 books in the fields of public administration.

Periodicals:

Amme İdaresi Dergisi (TODAIE's Review 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:

- Yearbook of Human Rights (in Turkish)
- Yearbook 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.

• 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.

• 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, and short-term training projects for in-service training.

3- DISCOVER TODAIE



TODAIE Public Administration Master program is accredited by European Association for Public Administration Accreditation (EAPAA) since 2009.

3.2. 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 36.000 books and approximately 8.000 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.

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

3.3. Academic and Research Environment

Currently TODAIE consists of 14 professors, 6 associate professors, 4 assistant professors, 5 lecturers, and 9 research assistants.

The fact that our master programs are merely open to public official 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.



3- DISCOVER TODAIE

- Human Rights, Citizenship and Migration Management Center: It contributes to enhancement of public administration in the field of human rights and citizenship issues.

TODAIE and The Academy of Public Administration under the President of the Republic of Azerbaijan have established Caucasus 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

Several Conferences, Seminars and Training Programs were organized. Some include:

- Seminar with rectors and senior managers from Azerbaijan on Administration of Higher Education
- Seminar on the Latest Developments in Human Rights
- Speech on the "Public Administration Reform in Macedonia" by Deputy Minister of Macedonia for Information Society and Administration
- Capacity Development Training Program for The Public Executives, Azerbaijan
- Trade Unionism and Social

Policy Certificate Program conducted in collaboration with SESRIC and MEMUR-SEN

- Capacity Development Training Program for The Public Executives, Azerbaijan

3.5. Memorandum of Understandings:

TODAIE has signed protocols with several countries.

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

3.6. Life in Ankara and Turkey

As the capital city of Turkey, Ankara is where a 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.

<http://goturkey.com/en>

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

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

<http://www.tripadvisor.co.uk/Tourism-g292656-Ankara-Vacations.html>

