

**BARTIN UNIVERSITY ADMISSION AND REGISTRATION OF INTERNATIONAL
STUDENTS PRINCIPLES
DIRECTIVE**

PART ONE

Purpose, Scope, Basis and Definitions

Objective

Article 1- (1) This directive has been prepared in order to regulate the applications to be made to the international student quota of the University and the principles of admission, registration, exemption and transfer within the University.

Scope

ARTICLE 2- (1) The provisions of this directive cover the students who apply to the university from the international student quota.

Basis

ARTICLE 3- (1) This directive has been prepared based on Article 1 under the title "A- General Principles" of the "Principles Regarding the Admission of Students from Abroad" of the Council of Higher Education.

Definitions

ARTICLE 4- (1) In this Directive;

- a) Academic Unit: Faculties, colleges and vocational schools of the university with international student quota,
- b) Commission: The commission consisting of five original and two substitute members selected by the Rector from among the academic and administrative staff to evaluate the applications of international students and to determine the candidates to be placed,
- c) High School: Foreign educational institutions recognised as equivalent to high schools in Turkey,
- ç) Tuition Fee: Within the scope of the fee limits determined by the Presidential Decree, The fee determined by the University Administrative Board for international students,
- d) Rector: Rector of Bartın University,
- e) Senate: Bartın University Senate,
- f) Collateral: The amount determined by the University Board of Directors to be used for the student's essential expenses and the balance to be returned when the student graduates from the University,
- g) Turkey Representation Student candidate nationality where it was found country Turkish Embassy or Consulates,
- ğ) University: Bartın University,
- h) YÖS: Foreign National Student Examination conducted by universities in Turkey,
- ı) BARTIN-TÖMER: Bartın University Turkish Language Teaching Application and Research Centre Centre,
- i) Turkish Proficiency Certificate: It refers to the document obtained as a result of the Turkish Proficiency Exam conducted by universities in Turkey or Yunus Emre Institute.
- j) TR-YÖS: Turkish International Student Admission Examination to be held by ÖSYM,

PART TWO
General Conditions, Announcement and Application, Commission, Application
Evaluation and Announcement of Results, Registration Procedures and Tuition Fees

General Terms and Conditions

ARTICLE 5- 1) Provided that they have graduated from high school / secondary education institution at most 3 years before the date of application to Bartın University;

a) Foreign nationals, (provided that those studying in secondary education (high school) institutions in Turkey have enrolled before the 2022-2023 academic year [except for embassy schools, international private education institutions included in the MOBİS system and foreign nationals brought to our country within the framework of the project carried out by the Ministry of National Education])

b) Those who were Turkish citizens by birth but lost their Turkish citizenship by obtaining a permission to renounce Turkish citizenship from the Ministry of Interior and those who document that they have a blue card issued to those who have lost Turkish citizenship upon request (provided that those who are studying in secondary education (high school) institutions in Turkey have enrolled before the 2022-2023 academic year) (Article 7 of the Turkish Citizenship Law No. 5901. Article 7 of the Turkish Citizenship Law No. 5901 states that "(1) A child born within or outside Turkey to a Turkish citizen mother or father within the union of marriage is a Turkish citizen." and it is beneficial for candidates who will apply for admission quotas from abroad to examine the Turkish Citizenship Law),

c) Foreign nationals who have acquired Turkish citizenship through acquired citizenship while they were foreign nationals / dual nationals in this situation (provided that those studying in secondary education (high school) institutions in Turkey have enrolled before the 2022-2023 academic year),

1) Students of Turkish nationality who have completed the last three years of their secondary education (high school) in a foreign country other than the TRNC (including those who have completed their entire secondary education (high school) in Turkish schools opened by the Ministry of National Education in a foreign country other than the TRNC) who have been attending secondary education abroad before 01/02/2013 can apply for student admission quotas from abroad."

2) Candidates who started secondary education abroad after 01/02/2013 can apply for admission quotas from abroad for those who have completed their entire secondary education (high school) in a foreign country other than TRNC (including those who have completed their entire secondary education (high school) in Turkish schools opened by the Ministry of National Education in a foreign country other than TRNC),

ç) Accepting the applications of TRNC nationals who reside in TRNC and have GCEAL exam results who have completed their secondary education (high school) in TRNC, and those who have or will have GCE AL exam results by enrolling and studying in colleges and high schools in other countries between 2005-2010,

d) **(Amended: Senate Decision No. 2023/10-11 dated 07/07/2023)** The high school / secondary education graduation year limitation requirement is not sought from those who have the results of the Turkish Foreign Student Admission Examination (TR-YÖS) conducted by ÖSYM.

e) **(Additional Clause: Senate Decision dated 07/07/2023 and numbered 2023/10-11)** For those who graduated from any associate degree programme in Turkey, the high school / secondary education graduation year requirement is not sought.

2) The applications of the following candidates are not accepted.

a) Turkish citizens who have completed their secondary education (high school) in Turkey or TRNC,

b) Turkish Republic of Northern Cyprus nationals (except for those who have completed their entire secondary education (high school) in Turkish Republic of Northern Cyprus high schools and have GCE AL results and those who have or will have GCE AL exam results by enrolling and studying in colleges and high schools in other countries between 2005-2010),

c) Dual nationals whose first nationality is Turkish Republic by birth as defined in subparagraph 2 of Article (a) (except for those who meet the conditions in subparagraph 4 of Article

ç) Dual nationals, one of whose nationality is TRNC (except those who have completed their entire secondary education (high school) in TRNC high schools and have GCE AL results and those who have or will have GCE AL exam results by enrolling and studying in colleges and high schools in other countries between 2005-2010),

d) Turkish nationals studying at schools under the embassies in Turkey and foreign high schools in Turkey, or dual nationals whose first nationality by birth is Turkish as defined in subparagraphs (b) and (d) of paragraph 1 of Article 5.

e) TRNC citizens and those who renounced Turkish citizenship/Blue Card holders and foreign nationals (except for embassy schools and international private education institutions included in the MOBİS system and foreign nationals brought to our country within the framework of the project carried out by the Ministry of National Education) who will enrol in secondary education institutions in Turkey as of the 2022-2023 academic year,

Advertisement and Application

ARTICLE 6- (1) Applications are made online to a maximum of 5 (five) programmes between the dates specified in the academic calendar determined for foreign nationals.

(2) The documents required for the application are listed below:

- a) A scanned copy of the high school diploma or a scanned copy of its translation certified by the Turkish Representative Office,
- b) A scanned copy of the transcript showing the courses taken in high school and the grades of these courses or a scanned copy of the translation certified by the Turkish Representative Office
- c) YÖS result certificate taken within the last 2 years or scanned copies of the results of national or international university entrance exams (SAT, etc.) taken from other countries, provided that there is a verification code of the relevant university, if any
- ç) A scanned copy of the page of the passport showing the identity information approved by the Turkish Representative Office,
- d) Scanned copies of the results of the exams approved by the Council of Higher Education (Abitur, International Baccalaureate, GCE, Tawjihi, etc.), which have the status of high school graduation exams,

Evaluation Commission

ARTICLE 7 - (1) An Evaluation Commission consisting of five regular and two substitute members selected by the Rector from among the academic and administrative staff is established to evaluate the status of international student candidates applying to the University. The term of office of the commission members is 3 (three) years.

(2) Members whose term expires may be reappointed. In place of those who leave before the end of their term and those who are assigned outside the University for more than six months, new members are appointed in the same manner to complete the remaining term.

Quotas and evaluation of applications

ARTICLE 8- (1) Quotas and special conditions, if any, are determined by the Senate.

(2) One student en more than 5 (five) different department/programme can apply; but is placed in a department/programme.

(3) Special talent exam The evaluation of the applications made to the academic units that admit students is made according to the provisions regulating the special aptitude exam.

(4) a) In the placement process, firstly, the students who have previously enrolled in our University are taken into consideration and a general country quota of 20% is applied to the applications made from the same country. However, if the students of the relevant countries have scores from YÖS, SAT, ABITUR, ACT, GCE, International Baccalaureate, French Baccalaureate, Matura, WAEC, WASSCE or Attestat exams or diplomas in the Appendix, the general country quota is not applied.

b) After the general country quota, the number of applicants from the same country cannot exceed 10% of the quota of the relevant department/programme. However, if the quota is not filled, the country quota is not applied.

c) Students to be admitted from abroad; In order to be admitted to university programmes, according to the type of programme they apply for, high school graduation exams, university entrance exams

The conditions related to the exams and secondary education grade point averages and the base points to be taken are given in the Annex. This list is updated by the senate decision.

(5) The Commission announces as many main candidates as the announced quota of the relevant unit. If deemed necessary, a substitute candidate may be announced.

(6) The approval and rejection procedures of online applications are carried out by the International Students and Study Abroad Coordination Office, and the evaluation of the applications and the determination of the candidates to be placed are carried out by the evaluation commission.

(7) The applications of candidates who do not fulfil the application conditions are not taken into consideration. Meeting the application requirements does not mean that the candidate is placed.

(8)(Amended: Senate Decision No. 2023/14-2 dated 13/09/2023) The order of priority in the ranking of the main and substitutes is made as 1-TR-YÖS 2- Country exams 3- YÖS exams and 4-Diploma grade. In the evaluation phase of TR-YÖS, Country exams and YÖS exams, the scores of the candidates are converted to 100 system according to the priority order and starting from the candidate with the highest score, they are ranked until the candidate with at least 70 (seventy) points. If the quota is not filled, starting from the candidate with the highest secondary education achievement score, the ranking is carried out until at least 65 (sixty-five) points for associate degree programmes and 75 (seventy-five) points for undergraduate programmes. If there is a vacancy as a result of placement, students are admitted by ranking up to the candidate with the lowest 50 (fifty) points in TR-YÖS and YÖS exams according to the priority ranking.

(9) In the evaluation of the application, ranking is made according to the floor and ceiling scores of the country exams in the table in the annex. For those outside these exams, it is converted based on the 100 system of the Council of Higher Education.

(10) Candidates who have the opportunity to apply for student admission quotas from abroad in accordance with Article 45/f of the Higher Education Law No. 2547 amended by Law No. 6287 and the Principles Regarding the Admission of Students from Abroad determined by the Council of Higher Education, candidates who are Turkish citizens by birth in accordance with the Turkish Citizenship Law and who have lost Turkish citizenship by obtaining permission to renounce Turkish citizenship from the Ministry of Interior, Candidates who document that they have a blue card issued to those who have lost their Turkish citizenship upon request, and candidates who have completed the last three years of their secondary education (high school) in a foreign country other than the TRNC by attending secondary education abroad before 01/02/2013, or who have completed their entire high school education in high schools abroad (except TRNC high schools), can apply for student admission quotas from abroad within the framework of the criteria determined by the universities. In addition to the fact that candidates with dual nationality and Turkish nationality can apply for student admission quotas from abroad within the framework of the criteria determined by the universities, 10% of the quota in the fields specified for these candidates shall not be exceeded, except for the 'Teaching' programme included in the student admission quotas from abroad proposed by the University and determined by the Higher Education Council.

(11) The University is free to fill the quotas announced or not. Meeting the application requirements does not require admission to the department and/or programme.

Announcement of results

ARTICLE 9- (1) Placement results are announced on the University's web page.

(2) In order for the acceptance letter to be sent to the candidate, the candidate must pay the tuition fee. The acceptance letter is sent to the e-mail address of the candidates who have paid the tuition fee. Applicants can obtain the acceptance letter from the application page. The deposit fee is paid together with the registration.

(3) Since the candidates who are eligible for enrolment are required to obtain a "Student Visa" in order to study at our University, the candidates who are eligible for enrolment can obtain the acceptance letter issued for them from the online application page where they apply to our University. Candidates are required to obtain a student visa by applying to the Turkish Embassy in their country (or nearest) with this letter.

(4) The originals of the documents declared during the application must be submitted at the final registration stage. Candidates who cannot submit the originals of the declared documents or who are found to have submitted forged documents will not be registered. The information of the candidates in this situation is notified to the Migration Administration.

Registration

ARTICLE 10- (1) Registrations are made through the International Students and Study Abroad Coordination Office planning and supervision.

(2) Registrations are made every year between the dates specified in the announcements for international students. However, students who wish to register at a later date due to visa barriers may be allowed to register in the relevant academic semester in which they are entitled to register, provided that their passport records show that they have arrived in Turkey within the last 15 days.

(3) The candidate gains the right to be a student with the completion of the registration process and is subject to the provisions applied to other students of the university, provided that they do not contradict the provisions of the directive.

(4) **(Change: Senate Decision dated 07/07/2023 and numbered 2023/10-11)** Conditional enrolment of students with missing documents during registration is made. Of the conditionally enrolled students, a) Those who have a Turkish Proficiency Certificate (C1) at the time of registration or who are successful in the Proficiency Exam conducted by BARTIN-TÖMER and start their education in the department are asked to complete their missing documents within the first 3 (three) months from the date of course registration. Those who cannot complete their missing documents and have a written and valid excuse may be given an additional 3 (three) months with the decision of the academic unit board of directors. The registrations of those who do not complete the missing documents within the specified period are deleted by the decision of the board of directors of the academic units. Students who apply for recognition will not be deregistered until the application process is finalised if they prove it with an official document. b) Those who do not have a Turkish proficiency certificate (C1) and start language education at BARTIN-TÖMER complete their missing documents until they graduate from TÖMER. The registrations of those who do not complete their missing documents within the specified periods are deleted with the decision of the board of directors of the academic units.

(5) The pre-registration process of the candidate who receives the acceptance letter is carried out by the International Students and Study Abroad Coordination Office. If the candidate who has paid the tuition fee for the acceptance letter does not come to the final registration, the fee will not be refunded. Documents Required for **Registration**

ARTICLE 11- (1) The documents required from students who are eligible to enrol at the University are listed below.

a) Turkish Proficiency Certificate:

b) High school diploma: Original diploma and its translation certified by the Turkish Representative Office,

c) Diploma Equivalency Certificate: The original of the Equivalence Certificate to be obtained from the Ministry of National Education or the Turkish Representative Office showing that the high school diploma is equivalent,

ç) The original and a translation of the transcript certified by the Turkish Representative Office,

d) Photocopy of the passport and the original to be returned after examination,

e) Letter of Acceptance,

f) Study residence permit (Submitted to the relevant academic unit within one month at the latest after registration)

g) If they are placed with any of the YÖS, SAT, ABITUR, ACT, GCE, International Baccalaureate, French Baccalaureate, Matura, WAEC, WASSCE or Attestat exams in the annex, the result document of the relevant exam (YÖS, SAT, WAEC, ACT, etc. confirmation from the result page of the exams is taken as basis. The registration rights of candidates who cannot be confirmed are cancelled).

ğ) Applicants who apply as a dual national citizen and come to register for the programme they have won are asked for a copy of their birth certificate.

Delete Record

ARTICLE 12- (1) Students who withdraw their enrolment are not refunded their contribution/tuition fee.

(2) (Change: Senate Decision No. 2023/10-11 dated 07/07/2023) Students who do not register for courses in the last 2 (two) semesters, whose residence permit has been notified of

(3) The provisions of Bartın University Turkish Language Teaching Application and Research Centre Regulation are applied regarding the registration status of students who receive Turkish proficiency education.

Actions to be taken against those who do not have Turkish Proficiency Certificate

ARTICLE 13- (1) Candidates may submit their Turkish Proficiency Certificates obtained from other universities or Yunus Emre Institute at the registration stage of the University. The student who has a Turkish proficiency certificate is enrolled in the department.

(2) (Change: Senate Decision No. 2023/10-11 dated 07/07/2023) Those who do not have a Turkish Proficiency Certificate are taken to the Turkish Language Proficiency Exam conducted by Bartın University. Unless the proficiency level specified by the departments is different, the Turkish proficiency level required for Bartın University is C1 level. With the request of the departments and the decision of the relevant boards and the approval of the Senate, a proficiency level below or above this level can be determined. Those who do not have a Turkish proficiency certificate are enrolled in the Turkish preparatory programme of Bartın University Turkish Language Teaching Application and Research Centre (BARTIN-TÖMER) for a maximum of 1 year until they reach the required language proficiency level. Students whose active registration to BARTIN-TÖMER continues but who cannot be successful in the Turkish preparatory programme during this period are given additional time for their preparatory registration with the decision of BARTIN-TÖMER Board of Directors, provided that it does not exceed 1 year. Those who fail to meet the Turkish proficiency requirement in this period are deregistered from the preparatory programme with the decision of BARTIN-TÖMER Board of Directors. This situation is notified to the academic unit where the students are enrolled and their programme registrations are also deleted by the decision of the board of directors.

(3) (Amended: Senate Decision No. 2023/10-11 dated 07/07/2023) Those who are within the scope of paragraph 1 and do not enroll in BARTIN-TÖMER or do not continue their Turkish preparatory courses are notified to the academic unit where they are registered and their programme registrations are deleted with the decision of the board of directors.

(4) (Change: Senate Decision No. 2023/10-11 dated 07/07/2023) The graduation and dismissal procedures of the students enrolled in the Turkish preparatory programme are carried out by BARTIN-TÖMER. The status of the students whose graduation and dismissal procedures are carried out is notified to the academic unit they are enrolled in.

(5) Turkish Proficiency is not required for programmes that provide compulsory 100% foreign language education.

(6) Turkish Proficiency Certificates declared after enrolling in the preparatory programme at BARTIN-TÖMER are not accepted.

Tuitionfee

ARTICLE 14- (1) Candidates who are entitled to enrol pay the tuition fee determined by the University Administrative Board for international students within the fee limits determined by the Presidential Decree.

Exemption

ARTICLE 15- (1) Tuition fees to be charged annually to students to be admitted from abroad and exemptions from these fees are determined by Presidential Decree.

Horizontal

ARTICLE 16- (1) First education students (excluding Turkish Preparatory Programme) can transfer to the department of their choice for one time in Fall or Spring semesters within the first 2 semesters of the programme, at the latest within the add-drop week following the start of the courses, if there is a quota and the academic unit board of directors approves. Second education students can apply for transfer by taking advantage of the Ten Percent Principles of our University. There is no quota limitation for transfers from the first education programme of the same department to the second education programme.

(2) The placement score or diploma grade of the students who are entitled to internal transfer by this directive cannot be lower than the base score of the placement score or placement diploma grade of the international students who were last placed in the relevant department.

(3) Students who apply for transfer must submit the original diploma and its translation certified by the Turkish Representative Office.

(4) Students who apply for a transfer application must submit the Grade Status Certificate at the time of application.

(Transcript) and its translation certified by the Turkish Representative Office.

PART THREE
Responsibilities of International Students, Miscellaneous and Final Provisions

ARTICLE 17- (1) The equivalents of Bartın University Turkish Language Proficiency Levels to the European Language Portfolio Turkish Language Proficiency Levels are shown in Table:1.

Table: 1

TURKISH LANGUAGE COMPETENCE	ADP TURKISH LANGUAGE LEVEL OF COMPETENCE	EXPLANATIONS
A	C1, C2	Proficient in Turkish
B	B1, B2	His Turkish may become proficient in a short time.
C	A1, A2	He has no or inadequate Turkish.

Cases where there is no provision

ARTICLE 18- (1) In cases where there is no provision in this directive or there is a doubt in its application, the provisions of the Higher Education Council's Principles on the Admission of Students from Abroad and the relevant legislation shall apply.

Repealed regulation

ARTICLE 19- (1) The "Bartın University Directive on the Principles of Admission and Registration of International Students" accepted at the Senate meeting dated 24.03.2022 and numbered 2022/05-03 has been repealed.

Enforcement

ARTICLE 20- (1) This directive was accepted and entered into force with the decision of the Bartın University Senate dated 20.10.2022 and numbered 2022/17- 06.

Execution

ARTICLE 21- (1) The provisions of this Directive shall be executed by the Rector.

APPENDIX: Table 1

BARTIN UNIVERSITY DIPLOMA, CERTIFICATE and EXAMS USED FOR INTERNATIONAL STUDENT ADMISSIONS AND BASE and CEILING SCORES			
Sec re ta	International or National Examinations & Diplomas	Minimum Grade/Points (Required Minimum Points)	Maximum Grade/Points (Maximum Examination - Diploma Points)
1	TR-YÖS	200	500
2	SAT Reasoning (Scholastic Aptitude Test)	1000	1600
3	College Scholastic Aptitude Test (CSAT)	450	800
4	KONKUR - General State Examination	450	800
5	GAOKAO (National University Entrance Examination)	450	750
6	Azerbaijan National University Test (TQDK)	400	700
7	Belarussian Central Testing	350	600
8	Georgia High School Graduation Tests (GHS GT)	275	500
9	New Zealand University Entrance Exam	275	500
10	Sri Lanka General Certificate of Education Advanced Level (GCE-A Level)	280	420
11	Baccalauréat de l'Enseignement Secondaire	250	400
12	Russian National Final School Exam (EGE)	250	400
13	KONKUR - General State Examination	240	350
14	National University Entrance Examination (ORT)	14	250
15	Al-Shahada-Al Thanawiyya (Baccalaureate)	170	240
16	ZNO- Ukrainian External Independent Testing	100	200
17	GCE (General Certificate Education	80	140
18	Kazakhstan National Test (ENT), GCE-AL	80	140
19	Baccalaureate (out of 100)	65	100
20	Tawjihi	65	100
21	Matayom VI	65	100
22	Al-Shahada-Al-Thanawiyya (out of 100)	65	100
23	Shahodatnoma	65	100
24	SKHUN	65	100
25	Secondary/High School Leaving/Graduation Certificate/Diploma (out of 100)	65	100
26	YÖS (Foreign Student Examination)	50	100
27	ATAR (Australian Tertiary Admission Rank)	60	99,5
28	Ujian Akhir Nasional (UAN)	35	60
29	IB (International Baccalaureate)	28	45
30	ACT (American College Test)	24	36
31	French Baccalaureate (out of 20)	11	20
32	Iran Dabiristan Pishdaneshgahi	11	20
33	Higher Education Examination (out of 13)	8	13
34	Attestat (out of 12)	7	12
35	Baccalaureate (out of 10)	6	10
36	Matura (out of 10)	6	10
37	Marticipation Certificate (out of 10)	6	10

38	Secondary/High School Leaving/Graduation Certificate/Diploma (out of 10)	6	10
39	National Matriculation Examination (out of 7)	4	7
40	National Senior Certificate	4	7
41	Matura (out of 6)	4	6
42	Matura (out of 5)	3	5
43	Attestat (out of 5)	3	5
44	Kotogakko Sotsugyo Shomeisho	3	5
45	Secondary/High School Leaving/Graduation Certificate/Diploma (out of 5)	3	5
46	Secondary/High School Leaving/Graduation Certificate/Diploma (out of 4)	2	4
47	Abitur	3	1
48	Austrian Matura (out of 1)	3	1
49	Secondary School Graduation Certificate or Higher School Certificate (HSC)	25	1
50	West African Examinations Council (WAEC) - West African Senior School Certificate Examination (WASSCE)	6 of the subject every at least C5 from one	
51	Kenya Certificate of Education (KCSE)	English C+	
52	Hong Kong Advanced Level Examination (HKALE) Hong Kong Diploma of Secondary Education (HKDSE)	Math. and Liberal Studies minimum D Level	
53	Somaliland National Exam	At least C	
54	General Certificate of Education/Cambridge School Certificate/Cambridge Higher School Certificate	"Zimsec" At least A level one B and two C	

Score Correspondence with Min-Max Normalisation Method:

Min-Max Normalisation Method:	Student's Score Equivalent in BARU System = $\frac{((B-C)/(D-C)) * (F-E) + E}{100}$
Calculated Score: $\frac{((\text{Student's Score} - \text{Base Score}) / (\text{Ceiling Score} - \text{Base Score})) * (100 \text{ points ceiling score} - 100 \text{ points base score})}{100} + 100 \text{ points base score}$	