

ADMISSION AND ENROLLMENT GUIDELINE FOR INTERNATIONAL STUDENTS AT BARTIN UNIVERSITY

FIRST CHAPTER

Aim, Scope, Basis and Definition of Terms

Aim

ARTICLE 1- (1) This Guideline is prepared to regulate the admission, enrollment, exemption and undergraduate transfer principles regarding international student applications at University.

Scope

ARTICLE 2- (1) The provisions of this Guideline cover the candidate students who are applying to enroll to the university under international student placement.

Basis

ARTICLE 3- (1) This Guideline is prepared based on the Principles on Foreign Student Admission approved on the meeting of the Council of Higher Education on 21/01/2010 and on the 14th article of Higher Education Law no 2547.

Definition of Terms

ARTICLE 4- (1) Below stated terms used in this guideline are used to mean the following;

- a) Academic Unit: Faculties, colleges and vocational schools at the university having a quota set for international students,
- b) Commission: The commission consisting of five principal and two substitute members, who have been selected among the academic and administrative staff by the rector,
- c) High School: Foreign countries' education institutions which are accepted to be equivalent to the high schools in Turkey,
- ç) Tuition fee: The fee set by the University Administrative Board for foreign students within the wage limits set by the Council of Ministers,
- d) Rector : Rector of Bartın University,
- e) Senate : Bartın University Senate,
- f) Deposit: The amount of Turkish Lira set by the University Administrative Board to be used for the necessary expenses of the student and to be reimbursed when the student is discharged from the university,
- g) Turkey Representation: Turkish Embassy or Consulate in the country that the students are from,
- h) University: Bartın University,
- i) YOS: Foreign Student Exam carried out by the universities in Turkey,

SECOND CHAPTER

General Requirements, Application and Enrollment

1- ARTICLE 5- (1) The applications of those below stated will be accepted on condition that they are graduates or in the last year of high school:

a) Those holding a foreign nationality,

b), Those who were born in Turkish nationality but later got an allowance to be out of Turkish citizenship and the children of those who document that they have the relevant document to use the given rights given in accordance with Turkish Nationality Law for their minor children who are specified in their document for allowance to be out of Turkish citizenship,

c) Those with dual nationality, who were foreign nationals by birth, then took the citizenship of the Republic of Turkey

d) Those who are Turkish citizens and completed the last three years of high school education in a foreign country except for the Turkish Republic of Northern Cyprus (TRNC),

e) Those who are nationals of the Turkish Republic of Northern Cyprus (TRNC), reside in the Turkish Republic of Northern Cyprus (TRNC), completed the secondary education in the Turkish Republic of Northern Cyprus (TRNC), and own General Certificate of Education A Level “GCE AL” exam results,

2- (2) Applications of applicants stated below will not be accepted:

a) Those who are Turkish citizens, (except for those who completed the last three years of high school education in a foreign country except for the Turkish Republic of Northern Cyprus (TRNC),

b) Those who are nationals of the Turkish Republic of Northern Cyprus (TRNC), (except for those who completed the secondary education in the Turkish Republic of Northern Cyprus (TRNC) and own General Certificate of Education A Level “GCE AL” exam results),

c) Those with dual nationality who are Turkish citizens, (except for those who completed the last three years of high school education in a foreign country except for the Turkish Republic of Northern Cyprus (TRNC),

d) Those with dual nationality who are citizens of the Turkish Republic of Northern Cyprus (TRNC), (except for those who completed the secondary education in the Turkish Republic of Northern Cyprus (TRNC) and own General Certificate of Education A Level “GCE AL” exam results),

e) Those who are Turkish citizens and completed high school education in the Turkish Republic of Northern Cyprus (TRNC).

Application

ARTICLE 6- (1) Applications will be made online within the dates specified in the academic calendar for foreign nationals to maximum 5 (five) programs.

(2) Required documents for application are;

a) Application Form for Foreign Students which will be filled out online,

b) Original high school diploma or certified copy of the diploma by the Turkey Representation,

c) Translated and certified copy of the high school transcript of the applicant by the Turkey Representation,

ç) Foreign Student Exam (YOS), if there is any,

d) The certified copy of the passport’s page which shows the identity information of the applicant by the Turkey Representation.

Evaluation Commission

ARTICLE 7 – (1) An Evaluation Commission, which consists of five principal and two substitute members selected among the academic and administrative staff by the rector, will be established to evaluate the status of foreign student candidates, who have applied to the university. The term of Office of the commission members is 3 (three) years.

(2) Members, who have completed this period, can be charged again. New members will be appointed instead of those who have left before the completion of the term of office and those who have been assigned outside of the university for more than six months in order to complete the remaining period.

Quotas and Evaluation of Applications

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

(2) A student can apply to 5 (five) different departments / programs at most. Candidates who are in any of the principal lists are not included in the substitute lists. Students who are on the principal list of more than one department / program can enroll for a single department / program.

(3) The evaluation of the applications made to the academic units receiving students with the Special Talent Exam is made according to the provisions, which regulate the Special Talent Exam.

(4) The number of the placed candidates of the same national cannot be more the 30 % of the quota of the relevant program. However, if the quota is not filled, the country quota is not applied.

(5) The commission declares so many principal candidates as declared in the quota of the relevant department. The number of the substitute candidates to be declared by the commission is twice as many as declared in the quota.

(6) The acceptance and rejection procedures of the online applications is carried out by the relevant units and the evaluation of the applications and the determination of the candidates to be placed is carried out by the evaluation committee.

(7) Applications of the candidates who do not provide the conditions will not be evaluated. Providing application conditions does not mean that the candidate has been placed.

(8) The ranking of the principal and substitute candidates starts from the applicant who entered the Foreign Student Exam (YOS) and received the highest score and continues to the applicant who received from the Foreign Student Exam at least 70 (seventy) points. If the quota is not filled, another ranking is made according to the secondary school achievement score starting from the applicant, who has got the highest secondary school achievement score to the applicant, whose secondary school achievement score is at least 65 (sixty five) points. After these rankings if there is still an empty quota, students will be ranked according to the Foreign Student Exam (YOS) scores, and applicants who have got at least 40 (forty) points will be accepted.

(9) In the evaluation of the applications, grades other than the grading system of 100 are converted based on the system of 100 of the Council of Higher Education.

Announcement of the Results

ARTICLE 9- (1) Placement results are announced on the web page of the university.

(2) The acceptance letter is sent to the candidate's e-mail address. Candidates can obtain the acceptance letter from the application page.

Registration

1- **ARTICLE 10-** (1) Registrations will be made by the relevant academic unit.

(2) The registrations of foreign students are made between the dates specified in the academic calendar every year. Those who do not register between these dates lose their rights.

(3) The candidates gain the student right with the completion of registration procedures and is subject to the provisions applied to other students of the university provided that they do not contradict with the provisions of the regulation.

Documents Required for the Registration

ARTICLE 11- (1) Documents required from students, who gained the right to register at the university, are listed below:

a) Turkish Proficiency Certificate

b) High school diploma: The original diploma and the translation of it, which has been approved by the Turkish Representation,

c) Diploma Equivalency Certificate: The original Certificate of Equivalence, which indicates that your high school diploma is equivalent. It will be received from the Turkish Representation or from the Turkish Republic Ministry of National Education.

d) The original transcript and the translation of it, which is approved by the Turkish Representation,

e) Photocopy of the passport and the original to be returned after being examined,

f) A bank receipt showing that the tuition fee has been paid,

g) A bank receipt showing that the deposit is blocked,

h) Residence permit for educational purposes (It must be submitted to the relevant academic unit latest within a month after the registration.)

i) 4 (four) passport photos.

Procedures for those who do not have a Turkish Proficiency Certificate

ARTICLE 12- (1) Those who do not have a Turkish Proficiency Certificate must enter the Turkish Language Proficiency Exam, which is held by the university. Those who achieve C1 / C2 level in this exam will be enrolled. Those who do not have a certificate of proficiency in Turkish join the Turkish preparatory programs at Bartın University Language Education Application and Research Center (BUDEM) until they achieve C1 / C2 level or they are granted leave of absence for 1 (one) year. Registrations of those who cannot provide the proficiency in Turkish during this period will be deleted from their programs.

Tuition Fee

ARTICLE 13- (1) Candidates, who gained the right to register, will pay the tuition fee, which is set by the University Administrative Board for foreign students. The tuition fee will be within the wage limits set by the Council of Ministers.

Exemption

ARTICLE 14- (1) Candidates with the conditions listed below are exempt from the tuition fee:

a) Syrian nationals, who are placed in higher education institutions according to the principles determined by the Council of Higher Education,

b) Blue Card holders,

c) Turkish nationals, who have completed the secondary school education in a foreign country except for the TRNC,

d) Turkish nationals, who have completed the secondary school education in Turkish schools in a foreign country except for the TRNC, continue their education at daytime education and open education programs within the program periods, and who have recently registered, do not pay the tuition fee. The tuition fees of these students are paid from the budget of the Presidency for Relative Communities Abroad on behalf of the students concerned.

Those, who are enrolled in the daytime education and open education programs and could not graduate within the program period, will continue to pay the tuition fee. Those, who are enrolled in the evening education programs and those, who will enroll in these programs for the first time, are subject to the principles of tuition fees determined for the evening education.

Undergraduate transfer

ARTICLE 15- (1) Students, who have made the final registration and want to transfer to another department/program, may benefit from the undergraduate transfer right with the board decision of the relevant academic unit for once only, if there is an empty quota.

THIRD CHAPTER

Miscellaneous and Final Provisions

ARTICLE 16- Bartın University Turkish Language Proficiency Levels, which correspond to European Language Portfolio Turkish Language Proficiency Levels, are shown in Table 1.

TURKISH LANGUAGE PROFICIENCY	ELP TURKISH LANGUAGE PROFICIENCY LEVEL	EXPLANATIONS
A	C1, C2	Proficient in Turkish
B	B1, B2	Turkish can be sufficient in a short time.
C	A1, A2	No Turkish or Turkish is insufficient.

Table 1

Situations for which there are no provisions

ARTICLE 17- (1) Decisions about the situations, where there are no provisions in this regulation or there are doubts about the implementation, are made by the Commission on condition that it does not contradict with the provisions of the related legislation.

Repealed regulation

ARTICLE 18- (1) “Bartın University Foreign Students Admission and Enrollment Regulation”, which has been approved at the meeting dated 24/03/2010 and numbered 2010/05 has been repealed.

Enforcement

ARTICLE 19- (1) This regulation has been approved and come in force at the meeting of the Bartın University Senate dated 31.05.2018 and numbered 2018/08.

Executive

ARTICLE 20- (1) The provisions of this Guideline are executed by the Rector of Bartın University.