

DIRECTIVE ON ACCEPTANCE OF STUDENTS FROM ABROAD

**IŞIK UNIVERSITY**

**DIRECTIVE ON ACCEPTANCE OF ASSOCIATE, UNDERGRADUATE STUDENTS FROM ABROAD**

**SECTION ONE**

**Purpose, Scope, Basis, Definitions**

**Purpose**

**ARTICLE 1** - (1) The purpose of the present Directive is to regulate the procedures and principles related with acceptance of students from abroad for associate and undergraduate programmes.

**Scope**

**ARTICLE 2** – (1) The present Directive consists of the provisions on the procedures and principles related with application, acceptance, and registration of students from abroad in Işık University’s associate and undergraduate programmes.

**Basis**

**ARTICLE 3** – (1) The present Directive has been prepared on the basis of the 14<sup>th</sup> Article of the Law of Higher Education No: 2547 and the resolution of the General Council of Higher Education on “Principles Related with Acceptance of Students from Abroad”.

**Definitions**

**ARTICLE 4** – (1) Definitions of some of the terms used in the present Directive are as follows:

- (a) Candidate: The candidate students that apply through the student from abroad quota;
- (b) Faculty: The faculties of Işık University;
- (c) Board of Overseers: The Board of Overseers of Işık University;
- (d) ÖİDB: The Department for Student Affairs of Işık University;
- (e) Programme: The Faculty and Vocational School of Higher Education programmes at Işık University;
- (f) Rector: The Rector of Işık University;
- (g) Senate: The Senate of Işık University;
- (h) UİDB: The Department of International Relations at Işık University;
- (i) University: Işık University;
- (j) YÖK: The Council of Higher Education;
- (k) Administrative Board: The Faculty Administrative Boards;
- (l) School of Higher Education; The Vocational Schools of Higher Education at Işık University.

**SECTION TWO**

**Application, Acceptance and Registration**

**Terms of Application**

**ARTICLE 5** – (1) In order to apply within the scope of the present directive, a candidate shall be a final year student or graduate of high school at time of application.

(2) In order to apply within the scope of the present directive, a candidate shall meet at least one of the below requirements.

- (a) Being a foreign national;
- (b) Having renounced the Turkish citizenship through permission of the Ministry of Internal Affairs while being a natural born Turkish citizen;
- (c) Having acquired the Turkish citizenship while having a foreign nationality;
- (d) Being a Turkish citizen yet having completed the complete high school education (the last three years of those who began their secondary education before 01/02/2013) in a foreign country except Turkish Republic of Northern Cyprus (TRNC);
- (e) Being a student of TRNC nationality who has completed the high school education in TRNC and having an GCEAL examination score.

### **Valid diplomas and examinations**

**ARTICLE 6** – (1) Candidates must have a national or international diploma and examination results recognized by the University. The list of recognized diplomas and examinations shall be updated by the Senate and announced on the web page of the UIDB.

(2) There's no limitation on the validity period of the examinations having the high school finishing exam status (Abitur, International Bacalaureate, GCE, Tawjihi, etc.).

(3) The examinations having the university entrance exam status (SAT, YÖS, etc.) shall be valid for a period of two years.

### **Application**

**ARTICLE 7** – (1) Applications shall be made online through the web page, within the date range announced on the academic calendar.

(2) If the application documents are not issued in Turkish or English; in addition to original copies of the documents, their officially certified Turkish and English translations shall be presented attached to the application.

(3) The required application documents are as follows:

- (a) Filled application form;
- (b) For graduated candidates; an officially certified copy of the high school diploma;
- (c) A certified copy of the high school transcript;
- (d) A copy of the related national / international examination result, if available;
- (e) The language proficiency certificate, if available;
- (f) Copies of the passport pages that shows the photograph and identity information;
- (g) A copy of the residence permit for foreign candidates that continue their education in Turkey;
- (h) A copy of the blue card for candidates who have renounced their Turkish citizenship.

(4) In the event that there is missing or incorrect information on application documents, the applications shall not be processed. Even if an application has been processed, if a missing or incorrect information is detected, the application/registration shall be cancelled.

### **Evaluation and announcement of applications**

**ARTICLE 8** – (1) The application information and documents of candidates shall be edited by the UIDB and evaluated by academic units. The result of evaluation, either “positive” or “negative”, shall be informed to students by the UIDB via e-mail. A candidate whose evaluation result is “positive” shall receive a letter of proposal that includes the approval and conditions of registration.

(2) Depending on the requirements of the applied programme, candidates might be requested to present additional information, documents or to enter an interview or a special talent examination.

### **Pre-registration**

**ARTICLE 9** – (1) A candidate, whose application resulted positively, shall make his/her pre-registration by remitting the prepayment amount stated in the proposal letter within the defined date range and by sending the proof of payment to the UIDB.

(2) Once a candidate has completed his/her pre-registration, the related academic unit's administrative board shall decide on his/her acceptance and a letter of acceptance shall be sent by the University.

(3) The students that are subject to student visa shall receive an education annotated visa from consulates of Turkish Republic with the letter of acceptance.

(4) The prepaid amount shall be deducted from the tuition fee to be paid at time of final registration.

**ARTICLE 10** – (1) The candidates who fail to complete their final registration procedures despite having made pre-registration within the defined period and under the stated conditions, shall not receive refund for the prepaid amount.

(2) The candidates who fail to complete their final registration within the defined period due to rejection of their visa application shall receive refund for the prepaid amount, provided that they present an official document proving the rejection of visa application.

(3) The candidates who demand to postpone their right of final registration to the next academic year despite having completed the pre-registration shall have one single right to transfer their prepayment to the next academic year. These candidates shall apply again the next year and their applications shall be evaluated again.

#### **Final registration**

**ARTICLE 11** – (1) The final registration shall be completed when a candidate submits all official documents to the ÖİDB in person or through a proxy assigned through a notarized letter of proxy.

(2) If the required documents for final registration are not issued in English or Turkish, their certified translations in English or Turkish shall be attached.

(3) The required documents for final registration are as follows;

(a) High School Diploma or certified provisional certificate of graduation;

(b) The transcript showing the graduation average;

(c) The certificate of equivalency for the high school diploma, which shall be issued by Provincial Directorates of National Education in Turkey or by Offices of Education Counsellors or Attaches' Office;

(d) National/international exam (SAT, YOS, ACT, etc.) result document, if available;

(e) English language proficiency certificate, if available;

(f) Turkish language proficiency certificate for programmes conducted in Turkish;

(g) The bank receipt showing that the tuition fee has been paid;

(h) Copies of the passport's identification and visa pages;

(i) Filled student information form;

(j) Four headshot photos suitable for documents;

(k) For students younger than 18 years old, a notarised deed of consent and a notarised birth certificate;

(l) A copy of the residence permit, if available;

(m) A copy of the blue card for candidates renounced their Turkish citizenship;

(n) Other documents requested from candidates.

(4) A candidate who has completed the final registration shall be deemed to have verified the accuracy of the presented documents and information. In the event that a forgery or a missing or incorrect information is detected after final registration, the candidate's registration shall be cancelled, and the situation shall be reported to the related public institutions. In this case, no refund shall be processed.

### **SECTION THREE**

#### **Quota and Tuition Fee**

#### **Quota**

**ARTICLE 12** – (1) Quotas of the programmes that accept students from abroad shall be determined by the Board of Overseers upon the Senate's advice, and shall be finalized by the approval of the YÖK.

(2) In the event that the student quota of a programme has not been filled, the remaining quota can be transferred to other programmes in accordance with the related regulations of the YÖK.

### **Tuition fee**

**ARTICLE 13** – (1) The tuition fee to be applied for students accepted from abroad shall be defined by the Board of Overseers in a foreign currency, and shall be announced by the UİDB.

(2) The students accepted from abroad shall pay the same tuition fee in foreign currency defined at their time of entry until their graduation without any price increase.

## **SECTION FOUR**

### **Permissions and Language Proficiencies**

#### **Permissions**

**ARTICLE 14** – (1) The students accepted from abroad are obliged to report all modifications related with their passports, residence permits, citizenship status to the University, throughout their period of learning.

(2) The students accepted from abroad are obliged to complete their applications for student residence permit at Migration Management Offices, as well as all other legal procedures, after completing the final registration.

#### **English language proficiency**

**ARTICLE 15** – (1) Among the students registered in programmes conducted in English, those who meet the following conditions shall be deemed to have documented their English language proficiencies and shall start the programme directly:

- (a) Students who have fulfilled the equivalency certificates from national/international examinations stated in the Işık University Preparatory Programmes Directive by the date of final registration;
- (b) Students who completed the last three years of their secondary education in an English-speaking country, in an institution of secondary education together with the citizens of that country.

**ARTICLE 16** – (1) The students who have not proven their English language proficiency by the date of final registration within the scope of the previous article shall enter the English Placement and Proficiency examinations organized by the University. Those who succeed in these examinations with the conditions mentioned in the Işık University Preparatory Programme Directive shall be deemed to have proven their English language proficiency and shall start their programme directly.

(2) The students who fail to succeed in proving their English language proficiency as a result of the proficiency examination, or who have not entered the examination shall continue the preparatory programme in accordance with the Işık University Preparatory Programmes Directive.

#### **Turkish language proficiency**

**ARTICLE 17** – (1) The candidates who are accepted for the programmes conducted in Turkish are obliged to document that they have command in Turkish language at a minimum level of B2 (advanced) by the date of final registration.

(2) The results of the examinations held by the following institutions can be used as a Turkish language proficiency certificate:

- (a) Turkish language centres of universities;
- (b) TMER;
- (c) Yunus Emre Institution;
- (d) Exam centres authorized by the YÖK or the MEB (Ministry of National Education).

(3) The candidates who completed the last three years of their secondary education in Turkey, at a school that provides education in Turkish shall be deemed to have documented their Turkish language proficiency and shall start their programme directly.

**SECTION FIVE**  
**Execution and Effective Date**

**Execution**

**ARTICLE 18** – (1) The provisions of the present directive shall be executed by the Rector.

**Effective Date**

**ARTICLE 19** – (1) The present Directive shall be effective as of the date of its approval by the Senate.

*Senate: 23.06.2021, No: 14, Effective Date: 23.06.2021*