

BEYKOZ UNIVERSITY
APPLICATION, ADMISSION AND REGISTRATION DIRECTIVE OF
INTERNATIONAL STUDENTS TO ASSOCIATE AND UNDERGRADUATE
PROGRAMS

Approved by, date and number: Senate, 09.08.2018 / 7

Appendix and amendments: Senate,201.. /.....

Appendix and amendments checked on:/...../.....

SECTION ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- The purpose of this Directive is to organize the procedures and principals of international student admission to the undergraduate and associate programs within the faculties, schools and vocational schools at Beykoz University.

Scope

ARTICLE 2- This Directive comprises of conditions for the quotas, application, evaluation and registration to be used for the international students' admissions to associate and undergraduate programs at Beykoz University.

Basis

ARTICLE 3- This directive has been prepared pursuant to 14/f Article of Law numbered 6287 published in the Official Gazette dated 11.04.2012 and numbered 28261 by the Council of Higher Education for the universities that wish to admit international students from abroad considering the approval of the Council of Higher Education and the latest version of the Procedures and Principals of the Admission for International Students.

Definition of terms

ARTICLE 4 –The terms that appear in this Directive shall refer to the following;

- a) University: Beykoz University,
- b) Board of Trustees: Beykoz University Board of Trustees
- c) Rector: Rector of Beykoz University,
- d) Senate: Senate of Beykoz University,
- e) Faculty: The faculties at Beykoz University,
- f) Schools: Schools at Beykoz University.
- g) Vocational Schools: Vocational Schools at Beykoz University and Beykoz Logistics Vocational School
- h) Student Affairs: Beykoz University Student's Affairs Directorate,
- i) Regulation: Regulation for Beykoz University Undergraduate and Associate Education
- j) Office: Beykoz University International Relations Directorate,
- k) Committee: Beykoz University Committee for International Student Admission

SECTION TWO

Quotas, Application Conditions, Application and Registration Process

Quotas

ARTICLE 5- (1) The quotas for the international students to be admitted from abroad for each of the associate and undergraduate programs are determined by the decision of the Board of Trustees upon the proposal of the Senate and confirmed by the approval of the Council of Higher Education.

(2) Quotas for international student admissions from abroad are determined without exceeding half of the quotas for the programs within the Guideline for ÖSYM (Student Measuring, Selection, Placement Center) Higher Education Programs and Quotas. Quotas for student admission for the newly opened programs are determined considering the ÖSYM quotas that will be proposed for that year. No quotas are determined for the programs receiving students for the first time with extra placement.

(3) In cases where no applications are received for a program or the quotas do not get adequate students, those quotas and the quotas that no application has been made may be transferred to the quotas of the other programs by the Senate.

Application Conditions

ARTICLE 6-

A) Provided that they are high school students or graduates, the applications of the applicant students who meet the conditions below are accepted:

- 1) Foreign nationals,
- 2) Natural born citizens of the Republic of Turkey who have renounced their citizenship upon the approval of the Ministry of Interior Affairs, and those who certify that their minor children registered on their Certificate of Renunciation of Citizenship hold the Official Document for The Use of Rights Granted by the Turkish Nationality Law, (On Article 7th of Turkish Nationality Law numbered 5901, it is stated that “A child born to a Turkish mother or through a Turkish father within the unity of marriage either in Turkey or abroad is a Turkish citizen”, the applicants who will apply to the admissions from abroad might find reviewing the Turkish Nationality Law useful.)
- 3) Previous foreign nationals who later acquire Turkish citizenship / dual- citizens who hold this position,
- 4) a) Out of the students who are citizens of Republic of Turkey continuing their secondary education abroad before the date of 01/02/2013, those who complete the last three years of their secondary education (high school) in a foreign country except for TRNC (Turkish Republic of Northern Cyprus) - including the ones who complete their all secondary education (high school) in a school opened by MEB (The Ministry of National Education) in a foreign country except for TRNC-
b) Along with the applicants who have started their secondary education abroad after the date of 01/02/2013 and the ones who complete their all secondary education (high school) in a foreign country except for TRNC - including the ones who

- complete their all secondary education (high school) in a school opened by MEB (The Ministry of National Education) in a foreign country except for TRNC-
- 5) The students of TRNC Nationality, residing in TRNC, completing their secondary education (high school) in TRNC having exam results of GCE AL, and the students who have registered to private high schools and high schools in other countries between the dates of 2005-2010, receive education and have exam result of GCE AL or will have these results in the future.
- B)** The applications of the applicants who are high school seniors or graduates but have those positions below are not accepted:
- 1) The students of Republic of Turkey nationality and complete all of their secondary education (high school) in Turkey or TRNC,
 - 2) The students of TRNC nationality, (except for the ones who complete all of their secondary education (high school) in high schools of TRNC and have exam results of GCE AL and the students who have registered to private high schools and high schools in other countries between the dates of 2005-2010, receive education and have exam result of GCE AL or will have these results in the future),
 - 3) Dual citizens who are Republic of Turkey nationals primarily by birth described in Article A clause number 2 (except for the students who qualify for the conditions on Article A clause number 4),
 - 4) Dual citizens who are of TRNC nationality which is one of their two nationalities (except for the ones who complete all of their secondary education (high school) in high schools of TRNC and have exam results of GCE AL and the students who have registered to private high schools and high schools in other countries between the dates of 2005-2010, receive education and have exam results of GCE AL or will have these results in the future),
 - 5) The Republic of Turkey nationals who receive education in the schools within the embassies of Turkey and in the foreign high schools in Turkey or the dual citizens who are Republic of Turkey nationals primarily by birth described in Article A clause number 2.

Exam Types, Base Points and Diplomas Required for Application

- ARTICLE 7-** (1) The applicants who have the exam or diploma types and points on national or international level stated on Appendix-1 may apply. New exams and admission procedures and principals may be added by the decision of the Senate.
- (2) The exams having the status of graduation (Abitur, International Baccalaureate, GCE, Tawjihi ...etc.) have no expiry date. The exams having the status of university admission tests (SAT...etc.) have two years of validity period.

Application Process and Required Documents

ARTICLE 8- (1) The applications are made on the dates announced, along with the application documents stated below and on the application page on the website.

(2) If the application documents are in a foreign language apart from Turkish or English, along with their original copies, their certified translated versions in Turkish or English must be presented as well.

- a. If the applicant is a graduate, high school diploma, if not a graduate, an official document granted by the relevant school administration certifying that the applicant is a senior high school student,
- b. A transcript displaying all the courses and grades of the students during their high school education,
- c. Exam result certificate used for application and if available, language competence certificate for Turkish and/or English stated on Article 13 and 14,
- d. A photograph,
- e. A copy of the page of the passport having photograph and identity information,
- f. Letter of intent.

(3) In compliance with the particularization of the associate or the undergraduate program applied, additional documents required by the University are announced on the website and those documents must be submitted during the final registration.

(4) The applications of the applicants who cannot qualify for the application conditions, and cannot present the required information and documents in full within the stated period are not accepted. After the application period is completed, no amendments or additions can be made for the application information and documents.

(5) The applicants may be required to confirm the information and documents presented during the application or the University may investigate for the accuracy of those information and documents. If the applicant is determined to have any irregularity in his/her information and documents, even if he/she is admitted to the program, his/her admission is nullified. The registrations of those applicants are declared null and void even if they are registered to the university.

(6) The applicants may be invited for an interview as a result of the pre-assessment made over the application information and documents by the relevant unit if it is deemed necessary. The interviews may either be held on the campus of the university or the venue or the method the University sees fit.

Evaluation of the Applications and Admission

ARTICLE 9- (1) The applicants who qualify for the application conditions are evaluated by the International Office.

(2) The applications are evaluated by the team of International Office application evaluation and admission-rejection decision is finalized.

(3) During the evaluation of the applications made to the programs which admit students with special talent examination, the condition to conform for the principals and procedures of admission of the students with special talent examination is also stipulated.

Notice of the Results and Registration Intent

ARTICLE 10- (1) The result of the application evaluation is notified to the applicant by the International Office via the e-mail address that he/she provided during the application. The notice / proposal letter having the compulsory payment procedures and information for the registration are sent to the applicants whose applications are accepted by the International Office via e-mail. Instead of the applicants who have not started their procedures or have not made their advance payment, a notice letter is sent to the applicants on the substitute placement list if available. The amount paid as advance is deducted from the tuition fee of the first period of education that the student has registered to. The amount paid as advance is not refunded to the applicant who has made the advance payment but has not completed his/her registration procedures. However, if the visa application of the student is rejected, when he/she applies to the University with a document certifying this situation, the advance payment is refunded.

(2) For the applicants who have started their registration procedures and have made their advance payment, an official “admission letter” is sent by the International Office for them to obtain a “Visa Annotated for Study”.

University Registration Process

ARTICLE 11- (1) The applicants who are admitted make their in-person registration within the dates determined along with the documents announced by the University.

(2) During the registration, the original copies of the documents the applicants have presented, the original copies of the documents they have had translated and the documents stated below must be presented:

- a. High school diploma or the interim certificate of graduation if the high school diploma is not obtained due to not being prepared yet,
- b. The Turkish translation of the high school diploma certified by Embassy / Consulate or the notary,
- c. A transcript displaying all the courses and grades of the students during their high school education,
- d. The Turkish translation of the high school transcript by Embassy / Consulate or the notary,
- e. The original copy of the “Certificate of Equivalence” certifying that the high school diploma is equivalent to the diplomas of the Turkish high schools to be granted by the Ministry of National Education of Republic of Turkey,
- f. “Visa Annotated for Study” granted by the Consulate / Embassy of Republic of Turkey in their country (if not available in their country, in the nearest location) or the official

- document that the Directorate General of Migration Management accepts on the implementation,
- g. 2 pieces of head shots,
 - h. In compliance with the particularization of the undergraduate program applied, other additional documents required by the University,
- (3) No registrations are done with deficient documents and via mail. The applicants who do not register within the determined dates cannot claim any rights.
- (4) The applicants who do not pay their tuition fees within the announced dates cannot register.
- (5) In any case, the registration of the person who has been determined to have used counterfeit or falsified documents in terms of all the documents required for the final registration or who has been determined to use falsification on the university admission exam is nullified as of the registration date and legal actions are taken against him/her. If this person has left the university, all documents granted including the diploma are declared null and void. The tuition fees those persons have paid are not refunded.

SECTION THREE Language Competencies and Other Cases

Competence in English

ARTICLE 13- (1) The applicants who wish to receive education in the associate / undergraduate programs whose medium of instruction is English must qualify for the conditions stated on Article 6 of Directive for English Preparatory Program Education of the University regarding the Competence in English.

(2) The applicants who wish to receive education in the associate / undergraduate programs whose medium of instruction is English and cannot qualify for the conditions stated on Article 6 of Directive for English Preparatory Program Education of the University must continue studying in English Preparatory Program.

Competence in Turkish

ARTICLE 14- (1) For the applicants who are registered to the Programs whose medium of Instruction is Turkish must certify their competence in Turkish.

(2) The students who score B1 (Intermediate) or above from the Competence in Turkish exam held by BEYKOZTÖMER or the exam centers accredited by Council of Higher Education may start their associate / undergraduate education.

(3) The applicants who complete their secondary education in Turkey and in institutions which provide education in Turkish in the last three years at the very least are not required to provide Certificate of Competence in Turkish.

Obsolete Cases

ARTICLE 15- For obsolete cases in this Directive; other relevant legislation provisions, the decisions of Council of Higher Education, Senate, University Board of Directors and Board of Faculty / Schools / Vocational School are executed.

Effect

ARTICLE 16 – (1) This Regulation is effective from the date it is accepted.

Execution

ARTICLE 17 – (1) The provisions of this Regulation are executed by The Rector of Beykoz University.