

**BEYKOZ UNIVERSITY**  
**SPECIAL AND GUEST STUDENT DIRECTIVE**

*Accepting authority, date and number* : Senato, 06.09.2018 / 8

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**SECTION ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**CLAUSE 1** - (1) The purpose of this directive is to regulate the principles of practice regarding private and guest student status at Beykoz University.

**Scope**

**CLAUSE 2** - (1) This directive covers the provisions of special and guest students regarding the application, acceptance and registration processes at Beykoz University

**Basis**

**CLAUSE 3** - (1) This Directive has been prepared based on the Regulations regarding the Transition Between Associate and Undergraduate Programs in Higher Education Institutions, Double Major, Minor and Inter-Institutional Credit Transfers, Regulations of YÖK Postgraduate Education and Training, Regulations of Beykoz University Undergraduate-Associate Degree Education and Training and Beykoz University and Regulations of he Postgraduate Education and Training.

**SECTION TWO**

**Special and Guest Student Status**

**Special student status**

**CLAUSE 4** - (1) A student who enrolled in a higher education institution, and wishes to pursue education in a different higher education institution on condition that he / she wishes to obtain a different higher education environment, culture, acquisition, or enroll in their own university for special reasons, health and similar reasons.

(2) In order to apply for a postgraduate program with special student status, the candidate must have a bachelor's degree and must be enrolled in or admitted to a postgraduate program at a higher education institution at home country or abroad.

**Guest student status**

**CLAUSE 5** - (1) People who are at least high school seniors or graduates and are not enrolled in a higher education institution can be admitted to the University as a guest student, in order to help universities fulfill their duties of enlightening the society and to obtain opportunities for those who want to get university education in line with the lifelong learning approach, but who do not gain formal student qualifications. and take the courses in the university's curriculum. Guest student admission and enrollment are carried out according to the principles set out in this directive.

(2) If the courses taken by guest students are successful and registered in any program of Beykoz University in the following years, they can be exempted from the courses they have applied within the scope of the "recognition of prior learning" articles defined in the relevant regulations and directives of Beykoz University.

Students who achieve and succeed in the English Preparatory Program with a minimum or above level of success can use these achievements for 2 years for exemption from compulsory English education in the university's language of instruction. Adjustment and exemption procedures are carried out by the relevant commissions.

### **SECTION THREE**

#### **Common Provisions for Special and Guest Students**

##### **Terms of application and process**

**CLAUSE 6** - (1) Guest student quotas that will be accepted to graduate, undergraduate and associate degree programs within the institutes, faculties, colleges and vocational schools of the university are determined by the recommendation of the relevant board of directors and the decision of the Senate, not exceeding 20% of the quotas determined for that year.

(2) Students who want to take courses from the programs whose language of instruction is English at Beykoz University can be exempted from the Beykoz-PROF exam if they meet the conditions set out in the Articles 5 and 6 of the English Preparatory Program Education and Training Directive.

(3) Special and guest student term of application documents required for application and enrollment procedures are announced in the web issue of Beykoz University.

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(4) Special and guest student applications are made before the deadline specified in the academic calendar. Candidates registered at the domestic higher education institution make their applications to the Registrar's Office, and candidates registered at the higher education institution abroad to the International Relations Office.

##### **Acceptance and Registration**

**CLAUSE 7** - (1) The application of candidates who apply as special and guest students is evaluated by the relevant department and its acceptance is finalized by the relevant department proposal and the decision of the relevant board of directors.

(2) The registration of the special and guest students can be made for a maximum of 2 semesters.

(3) Special and guest students are required to take at least one course per semester from the program in which they are accepted. Students can take up to 30 ECTS courses in one semester with the decision of the relevant boards. The provisions of Beykoz University Undergraduate-Associate Degree Education-Training Regulation and Beykoz University Postgraduate Education-Education Regulation are applied to these students.

(4) Special and guest students are registered on the dates specified in the academic calendar. Registration of students accepted as special students are made on the dates specified in the academic calendar with the documents required for registration.

(5) An academic advisor is appointed by the academic unit to which he is affiliated to special and guest students. The advisor guides the student in the course selection and approves the student's semester registration.

(6) Special and guest students who have not completed their registration are not graded at the end of the semester even if they have fulfilled their course requirements.

## **Financial Issues**

**CLAUSE 8** - (1) Special and guest students pay tuition fees on a loan basis. If the tuition fee per credit exceeds the program fee, students complete the payment from the program's non-discount fee, by applying a 50% then 25% discount. The tuition fee on a loan basis is determined for each academic year by the decision of the University Executive Board and the approval of the Board of Trustees.

(2) The student who will enroll in a special and guest student status will pay the tuition fee corresponding to the credits of the courses they will enroll, as determined by the Financial Affairs Directorate. Registration of a special student who has not paid the tuition fee will not be started

## **Various provisions**

**CLAUSE 9** - (1) Special and guest students are obliged to follow the rules stated in the regulations and directives of Beykoz University.

(2) Special and guest students only benefit from the social and cultural facilities of the university. Each student is given a special and guest student ID card.

(3) For special and guest male students, the military referral procedures are not carried out.

(4) Special and guest students are not given diplomas or titles; However, at the end of the relevant semester, a transcript showing the course grades taken by the Student Affairs Directorate and a certificate of participation showing the participation in the courses are given. If the student is registered in another higher education institution, the transcript is sent to this institution with an official letter.

(5) Students who take courses in the summer term as special and guest students are subject to the Beykoz University Summer School Regulation.

## **SECTION FOUR Final Provisions**

### **Discipline**

**CLAUSE 10** - (1) Discipline procedures of special students are carried out in accordance with the provisions of Higher Education Institutions Student Discipline Regulations and Law 2547.

(2) In the discipline procedures of guest students, the relevant academic unit administrators can go into practice within the framework of the Higher Education Institutions Student Disciplinary Regulations and take measures in actions that disrupt discipline. If necessary, it can initiate the legal process.

### **Cases without provisions**

**CLAUSE 11** - (1) In cases where there is no provision in this Directive, Senate and University Executive Board decisions, other relevant legislative provisions and relevant board decisions are applied.

### **Effect**

**CLAUSE 12** - (1) This directive takes effect on the date it is accepted by the Senate.

### **Enforcement**

**CLAUSE 13** - (1) The provisions of this directive enforced by the Rector of Beykoz University.

