

KARABUK UNIVERSITY

ACCEPTANCE AND REGISTRATION DIRECTIVE OF FOREIGN STUDENTS FOR ASSOCIATE AND UNDERGRADUATE PROGRAMS

PURPOSE, EXTENT AND BASIS

The Purpose

Article 1: This directive arranges the selections, evaluations and registration process of foreign students who will be admitted to associate degree and undergraduate programmes at Karabuk University.

Extent

Article 2: This directive includes the provisions related to Turkish and Foreign Language Preparation Program and the selection, applications, evaluations and registration procedures of students wishing to study at Karabuk University.

Basis

Article 3: This directive is based upon:

- a) Law on Studying in Turkey for Foreign Students, , numbered 2922 and dated 14.10.1983,
- b) Regulation on Studying in Turkey for Foreign Students, numbered 18740 and dated 30.04.1985,
- c) Higher Education Council Board's document, dated 01.07.2003 and numbered 1296-14245,
- d) Higher Education Council documents, dated 27.01.2010 and numbered 06-383-3269 and 06-383-3270,
- e) Higher Education Council document, dated 19.02.2010 and numbered 06-800-6165,
- f) Higher Education Council document, dated 23.03.2010 and numbered article 06-1489-10212,
- g) Higher Education Council document, dated 06.06.2011 and numbered 3733-023747,
- h) The Higher Education Council document, numbered 1177-8033 dated 19.02.2013

Definitions and Abbreviations

Article 4: The following abbreviations stand for:

- a) **Faculty:** Each Faculty connected to University of Karabuk which students apply to,

- b) Residence Permit:** residence permit which shows that residents are allowed to stay for a certain period,
- c) KBU:** University of Karabük,
- d) Cyprus:** Turkish Republic of Northern Cyprus,
- d) Vocational School of Higher Education:** Each vocational school of higher education connected to University of Karabuk to which foreign students apply,
- e) SSPC:** Measurement Selection and Placement Center,
- f) Rectorship:** Karabük University Rector,
- g) T.C. :** Republic of Turkey,
- h) University:** University of Karabük,
- i) Foreign students:** the students who apply to the University of Karabuk or study at University of Karabuk,
- j) School:** Each school affiliated to foreign students apply the University of Karabuk,
- k) Higher Education:** Each faculty, colleges, vocational schools connected to the University of Karabuk,
- l) BKÜBUÖKS:** International Admissions Exam of Association of Western Black Sea Universities,

Foreign Status

Article 5: Both the students who do not have the citizenship of Turkish Republic or the citizenship of Turkish Republic of Northern Cyprus and the students who have dual citizenship, but not have the citizenship of Turkish Republic or the citizenship of Turkish Republic of Northern Cyprus, are accepted as the citizen of foreign.

Terms of Application

Article 6:

A) Provided that applicants are in the final year of their secondary education or graduates, applications of the following applicants shall be accepted:

- a)** Foreign nationals,
- b)** Turkish citizens by birth who have renounced from their citizenship with the permission of the Ministry of Interior, and their minor children who are registered in the certificate of renunciation and who have the Certificate for the Exercise of Rights granted under the Turkish Citizenship Law (Article 7 of the Turkish Citizenship Law no. 5901 specifies that “(1) A child born to a married Turkish father or mother, whether in Turkey or abroad, is a

Turkish citizen” and applicants who will apply for quotas for foreign students are advised to read the Turkish Citizenship Law.)

c) Dual citizens who are foreign nationals by birth and who have acquired the Turkish citizenship by naturalization.

d) Turkish citizens who have completed all of their secondary education in a foreign country except the Turkish Republic of Northern Cyprus (the TRNC) (including those who have completed all of their secondary education at Turkish schools in a foreign country except the TRNC).

e) Citizens of the TRNC who reside in the TRNC and have completed all of their secondary education in the TRNC and have the GCE AL scores, and those who have enrolled in colleges and high schools in other countries between 2005 and 2010 and have or will have the GCE AL scores.

B) Application of the following applicants shall not be accepted:

a) Turkish citizens who have completed all of their secondary education in Turkey or in the TRNC.

b) Citizens of the TRNC (excluding those who have completed all of their secondary education in the TRNC and have GCE AL scores, and those who have completed all of their secondary education in other countries between 2005 and 2010 and have or will have GCE AL scores).

c) Dual citizens who are Turkish by birth as specified under the clause b of article A (excluding those who have completed all of their secondary education in a foreign country except the TRNC, and those who have completed all of their secondary education at Turkish schools in a foreign country except the TRNC).

d) Individuals with dual citizenship one of which is the TRNC citizenship (excluding those who have completed all of their secondary education in the TRNC and have GCE AL scores, and those who have completed all of their secondary education in other countries between 2005 and 2010 and have or will have GCE AL scores).

e) Those who hold a citizenship of The Republic of Turkey or a dual citizenship, one of which is the a citizenship of The Republic of Turkey by birth, as stated in article (A) item (b) above, and who have completed their secondary education at institutions within an embassy or in other foreign institutions in Turkey,

f) Those who are deprived of Turkish citizenship due to their illegal acts and ideas against Turkey

g) Those who were awarded with scholarships and higher education facilities which were given to the order of foreign governments by Turkish Government through cultural agreements and cultural exchange programs, and similar arrangements and the citizens of the Republic of Turkey who have graduated from Open High School programs in Western Europe cannot apply.

Determination of Quotas and Applications

Article 7

- a)** Quota proposals for foreign students to be taken for the relevant year of undergraduate and graduate level education departments are finalized by the University Senate and are submitted to Board of Higher Education to be published in guidelines issued by ÖSYM.
- b)** The deadline to apply for quotas and quotas of foreign students is announced on the website of Karabük University Office of Student Affairs and the applications are made online according to the academic calendar.
- c)** Pr-registration is done according to applicants' statements.
- d)** Foreign student candidates can only apply for the programs. On the condition that they are in the final grade of high school or have graduated from high school.
- e)** Foreign student candidates applying for the programs with the special talent exam must take the special talent test of related field.
- f)** Exam fees are determined by University Council. They are invested in the revolving fund account to bear the expenses.

Evaluation of Applications

Article 8:

- a)** The preliminary examination of the candidates who will apply to the programmes that accept foreign students is done by Registrar's Office and the assessment of these applications is done by the commission (Foreign Student Election Exam and Assessment Commission).
- b)** At the end of the preliminary examination, the application of the candidates who does not require the terms are not evaluated. The documents of the applicants who require the terms are presented to the Foreign Student Election Exam and Assessment Commission.
- c)** Firstly, the students who have international exam scores stated in Table 1 will be placed by the Commission. In case of vacancies, the students who have national exam scores stated in Table 2 will be placed. In case of another vacancy, placement will be done according to the diploma grade of the applicants.
- d)** The assessment process of the programmes that accept students by Special Talent Exam is done by the respected office.
- e)** Because all the applicants have different international, national scores and diploma grades, the scores are converted to the hundred (100) mark system.

Exams accepted by Karabuk University

Table 1

International Exams	Base points	Valid for
SAT 1	At least 1000 Total Score and at least 600 Maths Score	2 years
ACT	Maths, Science (Science Reasoning) and Total (Composite) at least 21 Points	2 years
GCE (A LEVEL EXAM)	A level in 3 subjects (At least 1 of them must be related to the programme applied)	Indefinite
IB	Diploma grade at least 28/42	Indefinite
ABITUR	At least 4/1(Reciprocal scaling)	Indefinite

NATIONAL EXAMS

Table 2

COUNTRY	NAME OF THE EXAM	BASE POINT	PERIOD OF AVAILABILITY
Afghanistan	Afghanistan national university entrance exam	Score 200/350	2 years
Albania	Central Exam of finishing high school	5/10	indefinite
Austria	MATURA	At least 4 (reverse scale)	Indefinite
Azerbaijan	Central University entrance exam made by TQDK	In the field related to betaken programme at least 550 over 700	2 Years
Belarus	Attestat o Srednem (Polinom) Obshchem Obrazovanii / Belarussian Central Testing	Minimum 2/5 Minimum 300/600	Indefinite
Bosna Herzegovina	Matura	At least 2/5	indefinite
Bulgaria	Matura	At least 4 (including math)	indefinite

Republic of China	Gaoko University Entrance Exam	In the score type of betaken programme at least 500/750	2 years
Indonesia	UJIAN Nasional (UAN/UN) Exam	At least 60/100	2 years
Palestine	Central Exam of finishing high school	In the branch related to betaken programme at least 60	indefinite
France	French Baccalaureate	At least 10/20	indefinite
Georgia	Attestat o Srednem (Polinom) Obshchem Obrazovanii	At least 6/10	indefinite
Croatia	Matura	At least 4 (reverse scale)	indefinite
Iraq	Central Exam of finishing high school	In the branch related to betaken programme at least 80	indefinite
Iran	Diplome Debirestan ve Pişdaneşga Hi	Average at least 10/20	indefinite
Israel	Te'udat Bagrut (Matriculation Certificate) / Mechina	In 6 branches at least 7	indefinite
Cameroon	General Certificate of Education (GCE) Qualifications / French Baccalaureate	10/20	indefinite
Kazakstan	National university entrance test	At least 60/100	2 years
Kyrgyzstan	National university entrance exam	160/250	2 years
Macedonia	Central Exam of finishing high school	3/5	Indefinite
Egypt	Central Exam of finishing high school	In the branch related to betaken programme at least %70	indefinite
Mongolia	Central university entrance exam		2 years
Uzbekistan	Attestat o Srednem (Polinom) Obshchem Obrazovanii	3/5	indefinite
Pakistan	The given degree after 12 years of education	The score of degree in the branch related to betaken programme at least %70	indefinite
Poland	Matura / Swiadectwo Dojrzalosci	Minimum %60	indefinite

Romania	Diploma de Bacalaureat	7,5/10	indefinite
Russia	Attestat o Srednem (Polinom) Obshchem Obrazovanii	3/5	Indefinite
Senegal	Bakalorya	10/20	Indefinite
Serbia	Matura	At least 5/1 (reciprocal scale)	Indefinite
Syria	Syria Bakalorya Exam	At least 185/240 from the branch of science At least 170/240 from the branch of social studies	Indefinite
Saudi Arabia	Kudrat Exam (Central High School Completion Exam)	At least %70 from the branch of the applied program	Indefinite
Tajikistan	Attestat o Srednem (Polinom) Obshchem Obrazovanii	At least 3/5	Indefinite
Jordan	Central High School Completion Exam	At least %70 from the branch of the applied program	Indefinite
Yemen	Central High School Completion Exam	At least %70 from the branch of the applied program	Indefinite
Greece	High School Graduation Certificate	At least 10/20	Indefinite
Turkey	Undergraduate Placing Exam (LYS)	Candidates that obtained the base point or more of the last year from the applied program	2 years
Other	KBÜ/ YÖS (International Student Exam) Exam carried out by Western Black Sea Universities Union	At least 50/100	2 years
	National High School Completion Exams or University Entrance Exams of the Countries that are	At least 40/100	

	not listed (The exams in this category will be evaluated by the commission.)		
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Emplacement

Item 9:

a) Emplacement list that is about the candidates accepted, is announced from the web page of Student Affairs of Karabuk University on the dates stated in the academic calendar.

With the result of the emplacement process carried out on the dates stated in academic calendar, registrations for the vacancies will be accepted again on the dates specified by Karabuk University. In case Table 1, Table 2 and certificate success point that are taken as a basis are equal, the younger candidate is preferred.

b) The number of the same nationality students that are accepted to a program cannot surpass 20 percent of the total foreign nationality quota that are connected to this unit. In case the quotas are not fully placed, candidates are placed according to their success points to the vacancies regardless of this rule.

Karabuk University is free to fill the quotas or not. Fulfilling the applying conditions doesn't necessitate being accepted for the emplacement.

f) A letter (Acceptance Letter) is sent to the candidates that are accepted. Registration dates and necessary information is included in this letter.

g) Foreign nationality student candidate can apply at most to 5 programs.

h) The students who won't register on the registration dates lose their right to register.

TUITION FEE

ARTICLE 10:

a) The tuition fee of foreign candidates who gain the opportunity of getting education at Karabük University determined by the University Administrative Board under the taken decision of the Council of Ministers.

STUDENT VISA

ARTICLE 11:

a) Candidates have to get "Student Visa" held with the names of the candidates and sent to their address stated upon their application in order to do their study input acts in Turkey.

b) Education annotated visa not required from the foreign candidates who completed their education at senior high school classes in Turkey and want to continue their university education without break and from the children of foreigners who have working and residence permits in Turkey.

REGISTRATION PROCEDURES

ARTICLE 12: a)The registration is done by the Student Affairs Directorate. During the registration, the following documents are demanded. The registration of the ones who have deficiency in their documents can be cancelled.

Registration Documents:

a) The original copy of the high school diploma and equivalence certificate of the diploma (copy of diploma certified by Turkish Embassy or by the corresponding Turkish Consular.

b) If available, original document of Foreign Language Proficiency Exam.

c) If available, original document of Turkish Language Proficiency Exam.

d) Turkish translation of the “Student Visa “certified by Turkish Embassy or by the corresponding Turkish Consular.(taken from Foreign Representative Office)

e) Turkish translation of the passport page or personal identifying information certified by Turkish Embassy or by the corresponding Turkish Consular.

f) Bank receipt showing that the semester tuition fee paid.

g) 4 photographs.

h) An official or certified document approved by a notary or a written contract is acquired by candidates ensuring that their top income enable them to maintain their higher education at university. (Foreign students who will continue their higher education at Karabük University have to submit certified document taken from Civil Offices in their countries or their consular in Turkey. The required financial assurance regarding the amount of other conditions are announced on the Office of Student Affairs website <http://www.karabük.edu.tr/dbsk/oisleri>)

i) Identification number statement or a copy of TR identity card required from Turkish citizenship candidates.

j) A document certified by official authorities showing the Turkish male citizenship candidates’ military service required.

k) Original copy of GCEAL exam result of the Northern Cyprus candidates who completed all of their high school education in Northern Cyprus.

l) A copy of “residence permits” (after registration, international students are required to obtain the copy of “residence permits” from the Foreigners Department of the Police Station).

GENERAL HEALTH INSURANCE

ARTICLE 13:

a)General health insurance process of the foreign students directed regarding the legislation provisions.

Turkish and Foreign Language Preparatory Training

Article 14:

- a) The level of Turkish competence of those who are accepted to programs of which language of education is Turkish is determined according to a document proving that the applicant is successful and which is taken from a training center that provides Turkish education and is legitimized valid (such as TÖMER) by YÖK.
- b) Levels:
 - (A)**Level:** The level of Turkish competence is sufficient, can be registered to the program which the student qualifies to be accepted.
 - (B)**Level:** The level of Turkish competence is insufficient but improvement can be made in a short period. The student can be registered to the program which he/she qualifies to be accepted on the condition that attending a Turkish course concomitantly. The student must provide evidence which proves that he/she raises his/her level until the re-registration period of the next Academic Year.
 - (C)**Level:** The level of Turkish competence is insufficient. The student must provide evidence at the end of the Academic Year in which he/she gets the right to be registered according to the first paragraph of this article, which proves that the student raises his/her level of Turkish competence to Level (A) or (B). The first clause of this paragraph is applied to those who raise his/her level to (A); the second clause is applied to those who raise his/her level to (B).
- c) Turkish Placement Test result is not demanded from those who are accepted to the programs of which language of education is %100 English.
- d) The students who applied for the programs which have compulsory foreign language preparatory class are subject to Karabuk University **School of Foreign Languages Instruction for Education and Examination**

Notification

Article 15: All kinds of notifications to the students are made by means of notifying in written to addresses they declare during registration or announcement at the departments they apply for. If a notification is made to the students' current addresses, those who give incorrect or deficient address or does not inform about address changes are considered to be made the notification.

The Obligations of Foreign Students

Article 16: The foreign students who are present in Turkey or come to Turkey to study are responsible according to the related legislation provisions of Turkey.

Disciplinary Action

Article 17: The disciplinary actions of students are applied according to the provisions of Student Discipline Regulations of Higher Education Institutions.

Situations for which There Are No Provisions in the Instruction

Article 18:Karabuk University Bylaw on Undergraduate Education and Examination, alternative legislation provisions and Senatus Consultum are applied in the situations for which there are no provisions in this instruction.

Repealed Legislation

Article 19:Karabuk University Instruction on Foreign Student Application and Admission which was admitted by Senatus Consultum with the date 18/07/2014 and number 2014/14-1 is repealed.

Effect

Article 20:This instruction becomes effective by Senatus Consultum of the University.

Enforcement

Article 21: Rector of Karabuk University enforces the provisions of this instruction.

*** This instruction became effective by Senatus Consultum with the date 05/01/2015 and number 2015/01.**