

**TRAKYA UNIVERSITY**  
**INSTRUCTION ON ADMISSION OF STUDENTS FROM ABROAD**

**Purpose**

**ARTICLE 1** (1) The purpose of this instruction is; to regulate the principles and the procedures on the admission of foreign students from abroad to undergraduate and graduate programs of Trakya University.

**Scope**

**ARTICLE 2** (1) This instruction covers; determining quotas, application conditions, evaluation, placement, registration, deadlines to start education and other topics on the admission of students from abroad to undergraduate and graduate programs of Trakya University.

**Basis**

**ARTICLE 3** (1) This instruction has been prepared based on the decision of the Council of Higher Education numbered 6 and dated January 1, 2010 at the meeting numbered 1.

**Quota**

**ARTICLE 4** (1) Undergraduate and graduate programs to which students from abroad will be accepted and suggestions for quotas to be allocated to these programs are determined by the University Senate and informed to ÖSYM, resolved by the Higher Education Council and announced with a considering guide.

(2) The quota on the basis of the program allocated by the country which is placed in the Guide for Admission of Students from Abroad is determined by the University Senate. The quota on the basis of the program allocated by the country is placed in the student admission announcement. On the condition that there is no application to the quotas allocated by the countries and the programs or the allocations of quotas are not completed, vacant quotas and not completed allocations of quotas may be transferred to other programs and/or the quotas by countries with the decision of University Senate.

(3) On the condition that Senate decides to complete the vacant quotas with additional placement with the reason that there is no application to the quotas and/or candidates placed do not register, above provisions are applied.

**Application and Preference**

**ARTICLE 5** (1) The students from abroad:

a) Those whose applications are accepted on condition that they are senior in a high school or a graduate;

b) Candidates;

1) Those who are Turkish citizens, TRNC citizens, who have dual citizenship one of which is Turkish or TRNC,

2) Those who have dual citizenship since 2011 and been out of citizenship of TR or TRNC and who completed their whole secondary education at the high schools in Turkey or TRNC

3) Those who are TR citizens and who completed their whole secondary education at the high schools in TRNC

4) Those who have been dismissed for disciplinary reasons from a higher education institution in Turkey are not accepted for application.

(2) The students are accepted with YÖS, TCS, the national exams of the country, international exams, exams conducted by our University or one of the grade point average in the secondary education or more whose principles and procedures set by University Senate to the quota placed in the guide, determined by the University Senate, allocated by the country and announced. The expiry date of exams with status of high school graduation exam cannot be limited but the expiry date of the exams with the status of University entrance exam is two years. The exam scores or secondary education grade point averages of the candidates are evaluated out of 100 (a hundred) points and converted to a hundred point grading system, on condition that they are not failed, candidates whose exam score or secondary education grade point averages is 40 points and more can make an application. This success rate for the additional placement can be determined by the Senate as 30 (thirty) points or more on condition that they are not failed. Candidates can be required to graduate from a field and/or a department close to the program that they will apply. For the admission of students, the methods, exams and conditions as determined in the following table-1 and one or more of the minimum scores are used.

<b>TABLE NO: 1</b>		
Sequence No.	Exam or Method	Score or Conditions
1	Foreign National Student Examination (YÖS)	Minimum 40 standard points
2	Secondary School Grade Point Average (OÖNO)	40 out of 100 points
3	Trakya University Foreign National Student Examination(TÜYÖS)	40 out of 100 points
4	Turkish Republics with Turks and Related Communities Test (TCS)	Minimum 40 points
5	The exams that are not in this list but accepted by the University	To be evaluated successfully by the University

(3)In accordance with the statute; “Those who have been dismissed for disciplinary reasons from a higher education institution in Turkey before, are not accepted for application”, in the condition that they have applied, been placed and been registered, all the rights are ignored. Graduation or diplomas of those who graduated are cancelled.

(4) Assessment of applications to our University quotas and the placement of the candidates are completely under the authority of our University. Our university is free to fill quotas. To meet the conditions to apply does not require to be placed.

(5) Candidates can choose maximum 5 (five) places which are eligible to apply and which are declared in the list of the preferences from the quotas announced according to the Senate decision. Application deadlines and conditions are announced on the web site of our University and can make published about the announcement on the website in the daily newspapers.

### **Authorization**

**ARTICLE 6** (1) Foreign Student Office is generated with the approval of the Rector under the body of our University in order to make foreign students prefer the university, prepare documents and catalogues that give information about the university, attend to the international education fairs and help incoming students or students who applied.

(2) Receiving applications to some identified country quotas from the announced ones and ones specified according to the countries by the University Senate, assessment of the applications, placement, Turkish placements tests, giving Turkish language courses to those whose Turkish is insufficient for a year can be carried out by a different University according to the Protocol between Universities. Registration of the candidate and the education of the program are carried out by his/her own University.

### **Assessment and Placement**

**ARTICLE 7** (1) Appliances of the candidates who don't satisfy the application criteria won't be assessed. The scores of YÖS, TCS exams, national exams at their own countries, international exams, exams conducted by our University or secondary education grade point averages for determined quotas of the candidates who are applied to the declared quotas of the University are evaluated out of 100 (a hundred) points and converted to a hundred point grading system. Placement is made by assessing and considering the points evaluated in this way and their preferences. In case of equality situations, firstly the young ones and then ones newly graduated from secondary school are placed.

(2) The assessment placement of the candidates who applied to the programs which require special talent exams are carried out in accordance with their own principles and procedures.

### **Fees and Financial Facilities**

**ARTICLE 8** (1) The request of our University about the tuition fee or education fee which will be given by the students from abroad is decided by the Higher Education Council after the determination of the Council of Minister.

(2) In addition, with the aim of enabling facilities for the students from abroad in order to provide opportunity to continue their higher education in our Country, a financial assurance whose procedures and principles will be determined by our University can be requested by the students and/or by determining the way students can be requested to supply this issue.

### **Registration**

**ARTICLE 9** (1) Candidates who are placed as a result of the assessment and have a right to register, in accordance with the principles and procedures in the announcement which will be prepared, a letter of acceptance or any equal document to it which will be sent to themselves, registration deadlines and relevant legislation, are exactly registered to the University. Application for registration is compulsory to be done with passport with visas. Information about students who have registered is reported to Higher Education Council.

### Beginning Academic Year

**ARTICLE 10 (Replaced, T.U. Senate 27/02/2013-03-15)** (1) Turkish language placement test will be made according to the criteria of European Language Portfolio (Europass) in C1 level and following table which has been prepared by Trakya University Language Teaching and Education Research and Application Centre (Trakya Üniversitesi Dil Eğitimi ve Öğretimi Araştırma ve Uygulama Merkezi (TÜDEM)) will be based on.

#### TRAKYA UNIVERSITY LANGUAGE TEACHING AND EDUCATION RESEARCH AND APPLICATION CENTRE (TÜDEM) LANGUAGE LEVELS EQUIVALANCE TABLE

Score Range (out of 100)	Levels	Language Levels according to European Language Portfolio	Sufficiency Explanations which are accepted by TÜDEM for Students
0-25	Basic-1	A1	Their Turkish is insufficient. They will attend to Turkish preparatory class. Until the end of a year (they are free for this year) they are obliged to learn Turkish and they will be able to continue to their higher education institutions with the condition that they have proved that they have learned Turkish.
26-60	Basic-2	A2	Their Turkish is insufficient. They will attend to Turkish preparatory class. Until the end of a year (they are free for this year) they are obliged to learn Turkish and they will be able to continue to their higher education institutions with the condition that they have proved that they have learned Turkish.
61-65	Intermediate-1	B1	Their Turkish can be developed. They can begin their education in their higher education institution, but they are responsible to raise the level of Turkish.
66-80	Intermediate-2	B2	Their Turkish can be developed. They can begin their education in their higher education institution, but they are responsible to raise the level of Turkish.
81-100	Advanced	C1	Their Turkish is sufficient. They can immediately begin their education in their higher education institution.

(2) The students who don't bring their Turkish at least B1 level in a given time, lose their rights for education at the enrolled higher education institution.

## **Various Terms**

### **ARTICLE 11**

Even in the scope of this instruction, on the issues not included in this instruction University Senate can make necessary arrangements on condition that not being against the relevant law, regulation, Higher Education General Assembly Resolutions and this instruction articles

### **Enforcement**

**ARTICLE 12** (1) This instruction comes into force when it's approved in Trakya University Senate and confirmed by Higher Education Council.

### **Execution**

**ARTICLE 13** (1) This Instruction is executed by the Rector of Trakya University. .

