

AKDENIZ UNIVERSITY
Directive on the Selection and Placement of
International Students
on Associate Degree and Undergraduate Programmes

SECTION ONE
Purpose, Scope, Legal Basis and Definitions

Purpose

Article 1– (1) The purpose of this directive is to regulate the principles and procedures for the selection and placement of International Students who apply for Akdeniz University Associate Degree and Undergraduate Programmes.

Scope

Article 2– (1) This directive sets out the provisions for the application, preference, placement, and registration of international students who want to study on Associate Degree and Undergraduate Programmes at Akdeniz University.

Legal Basis

Article 3 – (1) This directive was prepared on the basis of both the 14th article of Higher Education Law No. 2547 dated 4/11/1981, and the ‘Principles Governing International Student Admission’ issued by the Higher Education Council (YÖK) in the board meetings dated 21/01/2010 and other subsequent board meetings.

Definitions

Article 4 – (1) The following terms have the following meanings in this directive;

- a) **The University:** Akdeniz University,
- b) **The Senate:** The Senate of Akdeniz University,
- c) **The Rectorship:** The Rectorship of Akdeniz University,
- ç) **Programme:** Academic programmes which lead to the award of Associate Degree Certificates and Undergraduate Degree Certificates by Akdeniz University,
- d) **Unit:** Faculties, colleges, conservatories or vocational schools which are part of or affiliated to Akdeniz University,
- e) **Student:** International Students registered with academic units which are part of or affiliated to Akdeniz University within the terms of this directive,
- f) **Candidate Student:** Students who meet the conditions set out in Article 7 Paragraph (1) of this directive,

g) Certificate of Residence: The document which confirms permission to reside in Turkey for a limited time for foreigners.

ğ) AKDENİZ YÖS: Akdeniz University International Student Examination

h) AKDENİZ YÖS Executive Council: The Council which is authorized to administer the Akdeniz University International Student Selection and Placement process.

ı) Akdeniz TÖMER: Akdeniz University Turkish Language Teaching Application and Research Centre.

SECTION TWO

Determination and Announcement of Quotas

Determination of Quotas

Article 5 – (1) Quotas may be set for those associate and undergraduate degree programmes to which international students may be accepted. The issue of whether students will be accepted or not, and the number of students to be accepted, will be determined by the Board of the relevant Unit, which will take into consideration proposals put forward by the Board of the relevant Department or Programme. The final decision will be made by the Senate, and the Senate will submit its suggestions to The Council of Higher Education for approval.

(2) This procedure is to be followed in the autumn semester of each academic year to determine quotas for the following academic year.

Announcement of Quotas

Article 6 – (1) The names of programmes to which international student may be accepted, as well as any relevant quotas and application conditions will be published in the International Student Quotas, which is determined by the Presidency of the Higher Education Council.

SECTION THREE

Applications, Announcements, Selection, Placement, Registration, Turkish Proficiency, Foreign Language Proficiency, Tuition Fees

Application Conditions and Announcements

Article 7 – (1) All applications will be accepted and evaluated on condition that the applicant has either completed or is in the final year of their secondary education, and fulfils one of the conditions listed below:

a) Is a foreign citizen,

b) Is a Turkish citizen by birth who was granted permission by the Turkish Ministry of Internal Affairs to give up their Turkish citizenship, or is a child of such a person who is below the age of 18, and who is registered on his or her parent's renunciation of citizenship document,

providing they have in their possession documentary evidence of their rights under the terms of Law No. 5901, Article 7 (1),

- c) Is a foreign national by birth, and who has also been granted Turkish citizenship (dual nationality),
- ç) Is a Turkish citizen who has completed his or her last three year of secondary education (high school) in a foreign country, or a Turkish citizen who has completed his or her secondary education entirely in one of the Turkish Schools founded by the Ministry of Education in a foreign country with the exception of the Turkish Republic of Northern Cyprus (TRNC) before the date 01/02/2013,
- d) Is a Turkish citizen who has completed his or her entire secondary education in a foreign country, or a Turkish citizen who has completed his or her secondary education entirely in one of the Turkish Schools founded by the Ministry of Education in a foreign country with the exception of the Turkish Republic of Northern Cyprus (TRNC) after the date 01/02/2013
- e) Is a TRNC citizen living in the TRNC who has completed his or her secondary education in the TRNC, and has successfully completed the GCE AL Examination, and who has or will have a GCE AL qualification after having registered for and completed a course of education in a college or high school in another country between 2005 and 2010.

(2) Applications will not be accepted if the candidate is subject to one of the conditions listed below;

- a) Is a Turkish citizen who has completed all of his or her secondary education in Turkey or the TRNC,
- b) Is a TRNC citizen, unless the applicant has completed his or her secondary education in the TRNC, and has successfully completed the GCE AL Examination, and who has or will have a GCE AL qualification after having registered for, and completed a course of education in a college or high school in another country between 2005 and 2010,
- c) Dual citizens whose first citizenship is Turkish from birth, as defined in section 1/b of this article (except those who fulfil the requirements set out in 1/ç and 1/d),
- ç) Dual citizens who have TRNC citizenship, unless they have completed their secondary education at a high school in the TRNC, have obtained a GCE AL Examination, and who have or will have a GCE AL qualification after having registered for, and completed a course of education in a college or high school in another country between 2005 and 2010,
- d) Turkish citizens or dual citizens whose first citizenship is Turkish as defined in section 1/b of this article, and who have studied or are currently studying at a foreign embassy school or a foreign high school in Turkey.

(2) Persons subject to 'Punishment of Dismissal' as a result of disciplinary action taken by any Higher Education Institution in Turkey.

(3) Information about applications is published on the official Akdeniz University website. Applications must be submitted online on the Akdeniz University website between the

published dates. Applications which are not made within the designated period will not be accepted.

Akdeniz University International Student Examination (AKDENİZ YÖS)

Article 8 – (1) All admissions for international students are decided on the basis of the results gained in the Akdeniz University International Student Examination.

(2) The Akdeniz University International Student Examination:

- 1.a) This examination is administered by the AKDENİZ YÖS Executive Council under the presidency of the Vice-rector responsible for Educational Affairs. The Commission includes; the Advisor to the Rector for International Relations, the Head of the Students Affairs Directorate, the Director of the School of Foreign Languages, the Head of the Computer Sciences Research and Application Centre, the Director of the Measurement, Assessment, Documentation, Application and Research Centre, the Dean of the Faculty of Education, the Head of the Turkish Language Teaching Department and the Head of the Turkish Language Teaching Application and Research Centre (AKDENİZ TÖMER)
- b) The AKDENİZ YÖS Executive Council carries out activities which include; submission of applications for the International Student Examination, preparation of the list of candidates and examination documents, and the announcement of results.
- c) The examination will be held on a date to be determined by the Senate. A Guide to The International Student Examination will be published on the official Akdeniz University website between the dates when the website is open for applications.
- ç) The Measurement, Assessment, Documentation, Application and Research Centre carries out activities which include; preparing test questions, copying examination documents, supervising examinations, assessing examinations, placing appropriately qualified staff members in positions of responsibility, and taking care of examination expenses in accordance with the relevant regulations.
- d) The Head of the Computer Sciences Research and Application Centre carries out activities which include; accepting online applications, announcing examination results and the placement of candidates.
- e) The Head of the Students Affairs Directorate is responsible for the registration process for candidates who have been placed on a diploma programme.
- f) The Head of the Turkish Language Teaching Application and Research Centre is responsible for organising the Turkish Language Level Determination Test which is provided for international students who have completed the registration process which takes place at the beginning of the academic year.
- g) The International Student Affairs Unit, which is affiliated with the International Relations Office, is responsible for activities which include; preparing documents which provide

publicity for the AKDENİZ YÖS Examination in general, as well as publicity for specific examinations and choosing examination centres both inside and outside of Turkey.

- ğ) The Examination consists of a Basic Learning Skills Test which are prepared as multiple-choice questions. The Basic Learning Skills Test includes 80 questions, consisting of questions on General Ability, Mathematics, and Geometry. The Basic Learning Skills Test results are only taken into consideration during the Placement Process.
- h) The results of applications will be announced on the official Akdeniz University website on the dates specified in the academic calendar.
- ı) The AKDENİZ YÖS Examination Results are valid for 1 (one) academic year following the date on which the examination was taken.
- i) The AKDENİZ YÖS application fee is determined by the Akdeniz University Administrative Committee for each year. The application fee must be paid into the bank account of the Revolving Fund of the Akdeniz University Measurement, Assessment, Documentation, Application and Research Centre.
- j) Any objections to the results of the AKDENİZ YÖS Examination can be accepted within the first 5 (five) days after the results have been announced. Written objections addressed to the Akdeniz University Rectorate can be submitted either in person or by e-mail to akus@akdeniz.edu.tr. Objections will be resolved by the AKDENİZ YÖS Executive Council.
- k) In cases where an examination is cancelled at a specific examination centre, either the examination will be switched to an alternative centre, or the application fees will be returned to the candidates affected in accordance with the wishes of the candidates.

Preference Procedures

Article 9 – (1) Candidates must complete the preference procedures within the dates when the website is open for preferences. If the procedures are not completed between the specified dates, the candidate concerned will not be allocated a place on any academic programme.

(2) Candidates can apply for a maximum of 10 diploma programmes.

(3) Candidates are eligible to select their preferred diploma programmes from those on the quota list, if their scores on the different sections of the examination are compatible with the requirements of the programme.

(3) Candidates who achieve a minimum score of 45 in the relevant section of the Basic Learning Skills Test may be eligible to select a preferred faculty or school which provides undergraduate degree diploma programmes.

(4) Candidates who achieve a minimum score of 35 in the relevant section of the Basic Learning Skills Test may be eligible to select a preferred faculty or school which provides associate degree diploma programmes.

- (5) Candidates who achieve a minimum score of 45 in the relevant section of the Basic Learning Skills Test may be eligible to select a preferred diploma programme which requires participation in a Special Talent Examination.

Assessment of Preferences and Replacement Procedures

Article 10 (1) Assessment of applications and replacement candidates will be carried out by Akdeniz University.

- (2) The Basic Learning Skills Test results are only taken into consideration during the Placement Process.
- (3) In the Basic Learning Skills Test, for each candidate 3 different score types are assessed, namely Mathematics, General Ability and Equal Weight scores. In order to create results for each score type, the number of correct answers will be multiplied in accordance with the coefficients listed below.

	Mathematics Test Coefficient	IQ Test Coefficient
Mathematics Score Type	1.5	1
General Ability Score Type	1	1.5
Equal Weight Score Type	1.25	1.25

- (4) Applications will not be assessed if the candidate submitting the application has either gain a score lower than the minimum score defined in Article 9/3, Article 9/4, and Article 9/5, or does not meet the requirements set out in Article 7/1.

- (5) Candidates will be selected by classifying the relevant scores from the AKDENİZ YÖS Examination results from the highest to the lowest in accordance with the published quotas and the order of their preferences. In the assessment and classification process, in the case of candidates achieving equal scores in the Mathematics section, the candidates' Equal Weight score will be taken into consideration; in the case of candidates achieving equal scores in the General Ability section, the Equal Weight score will be taken into consideration; in the case of candidates achieving equal scores in the Equal Weight section, the Mathematics score will be taken into consideration.

In cases where the score in each category (Mathematics, General Ability, Equal Weight) is still equal between the candidates, the youngest candidate will be placed according to his/her preference.

- (6) Regarding programmes which require participation in a special talent examination from candidates; applications will be assessed according to the criteria which are listed in the directives of the programme concerned. The results of the AKDENİZ YÖS examination and the results of the special talent examination will be taken into consideration, as well as the order of preference which was submitted by the candidate. Candidates who apply for these

programmes must have reached the required standard in the International Students Examination as defined in Article 9/5.

- (7) After the Placement process has been completed, additional placement procedures for the available places in the quotas will be carried out for candidates who have not been placed on any diploma programme.
- (8) The additional placement process will not be carried out for programmes which require participation in a special talent examination.
- (9) Candidates who meet the published application requirements, and who have taken part in the preference process, are not guaranteed to be given a place on a diploma programme due to other factors being taken into consideration. The additional placement process will only be carried out once, and no further places will be allocated within the published quotas.

Education and Training

Article 11 – (1) Turkish is the main language of instruction at Akdeniz University, with the exception of programmes which are listed as providing courses with 100% of the course content in a foreign language or languages.

- (2) Students who have completed the final registration process are subject to the Akdeniz University Regulations for Associate and Undergraduate Degree Programmes and Examinations, as well as to directives issued by the relevant unit, and to decisions taken by the Senate.

Announcement of Results

Article 12 – (1) The results of all applications will be announced on the official Akdeniz University website.

- (2) Candidates who are eligible for registration will be sent a letter of acceptance which will be prepared for them individually by the relevant unit. Candidates must obtain this letter from the Akdeniz University official website with a digital signature, and they are then required to obtain their Turkish Student Visa from a Turkish Embassy by using this letter.

Final Registration

Article 13 – (1) Candidates who are eligible to study must register on the dates specified in the Akdeniz University Academic Calendar by presenting the following documents:

- (a) A notarised copy of their Student Visa,
- (b) An AKDENİZ YÖS Placement Result Certificate,
- (c) A high school diploma, or Temporary High School Degree Certificate with a notarised Turkish translation approved by the Turkish Embassy in their own country,
- (ç) The original document of the candidate's High School Diploma Equivalency Certificate, approved by the Turkish Ministry of Education or by a Turkish Embassy,

- (d) The Original document of the candidate's High School transcript approved by the Directorate of High Schools, with a notarised Turkish translation approved by the Turkish Embassy in their own country,
 - (e) A notarised copy of the candidate's passport, and an approved translation of the passport, or a copy of a National ID card for candidates who are Turkish Citizens,
 - (f) A bank receipt which shows that the tuition fee has been paid to the relevant bank account according to Article 16 of this directive,
 - (g) A copy of Vital Record for candidates who are foreign nationals by birth, and who have also been granted Turkish citizenship (dual nationality),
 - (ğ) The original and a copy of the Blue Card (given by the Republic of Turkey), and the document which shows that the candidate is a Turkish citizen by birth who was granted permission by the Turkish Ministry of Internal Affairs to give up their Turkish citizenship, or is a child of such a person who is below the age of 18, and who is registered on his or her parent's renunciation of citizenship document, providing they have in their possession documentary evidence of their rights under the terms of Law No. 5901, and Article 7 (1),
 - (h) A GCE AL result certificate, and a notarised Turkish translation approved by the Turkish Embassy in their own country is required for any candidate who is a TRNC citizen living in the TRNC who has completed his or her secondary education in the TRNC, and has successfully completed the GCE AL Examination, and who has or will have a GCE AL qualification after having registered for and completed a course of education in a college or high school in another country between 2005 and 2010,
 - (i) A declaration of Financial Security.
- (2) Candidates who submit altered or forged documents, or who practice any form of dishonesty in the AKDENİZ YÖS examination, will have their registration process cancelled and any appropriate legal action will be taken.
 - (3) Any vacant places in the quotas will be announced on the official Akdeniz University website. The selection process for these places will be carried out during the second placements period which is defined in the academic calendar. During this process, candidates who are eligible for registration will be selected as a result of an evaluation of their grades, and their registration will be completed.
 - (4) Additional documents requested by relevant units, and any further explanations will be announced on the official Akdeniz University website.
 - (5) No candidate will be allowed to complete registration if they have not completed all the requirements of the registration procedures within the defined period.
 - (6) In order to complete the registration procedure, students must submit to the relevant unit their original Residence Permit document, which must be obtained from the Provincial Directorate of Migration.

(7) After having completed all required registration procedures, students are eligible to apply for General Health Insurance, providing that they pay the premium correctly and on time. Students must submit their written applications within three (3) months of the date on which they first register with the provincial Directorate of Social Security, or to the Social Security Centre in the city where their place of study is located.

Turkish Proficiency

Article 14 – (1) An acceptable level of proficiency in the Turkish language is required before a student can be allowed to start any educational or training courses, with the exception of candidates who are eligible to register for programmes in which all courses are in a foreign language or languages. Candidates who are required to submit a Turkish Proficiency Certificate must supply the required documents to the relevant units within the dates defined in the academic calendar for ‘Contribution Margin Payment and Registration Renewal’. Any documents which are submitted after the dates defined for ‘Contribution Margin Payment and Registration Renewal’ can only be used for the following academic year.

(2) If the applicant who has totally completed his/her secondary education in Turkey, or in the Turkish Schools which are founded by the Turkish Ministry of Education in a foreign country or who has the Turkish Proficiency certificate given by institutions which are internationally recognized by the Council of Higher Education is not required a Turkish Proficiency Certificate. If any candidate has a diploma (associate, undergraduate, master or doctorate degree) awarded for a programme in which the language of instruction is 100% Turkish from a university inside or outside Turkey, that person will not be required to take the Turkish Proficiency Certificate.

(3) The Turkish Proficiency Levels of candidates who are given a place on an academic programme will be determined according to the following criteria;

- Their results in the Turkish Proficiency Test administered by the Akdeniz University-TÖMER,
- The Turkish Proficiency Certificate awarded by Akdeniz University-TÖMER,
- The Turkish Proficiency Certificate awarded by a Yunus Emre Institution.

(4) Candidates who have reached the required Certificate of Turkish Proficiency standard (C2, C1 and B2) may begin their courses at Akdeniz University. Candidates who have completed their final registration process but do not have a Turkish Proficiency Certificate will be required to achieve a pass grade in the Turkish Proficiency Test held by Akdeniz University-TÖMER at the beginning of each academic year. Candidates who achieve a grade of 55 in the Turkish Proficiency Test will be permitted to start their courses. Candidates who achieve a grade of 54 or lower will not be permitted to start their courses. This is to allow them to

improve their standard of Turkish Proficiency to the required level. During this period candidates may attend the Turkish Language Courses provided by Akdeniz University-TÖMER on condition that they are able to afford the course fees. Candidates who achieve the required grade in the Turkish Proficiency Certificate awarded by Akdeniz University-TÖMER at the end of their 1st year will be permitted to start their courses at the beginning of the following academic year, and will not be required to take the Turkish Proficiency Test held by Akdeniz-TÖMER. Candidates will be allowed to start their courses in the following year if they have been awarded one of the certificates listed in Section 3 of this Article. Candidates will have their registrations cancelled if they fail to reach the required standard in the Turkish Proficiency Examination in the two years following their registration in the Turkish Education Programme.

Foreign Language Proficiency

Article 15 – (1) Candidates who have been successful in their applications to programmes for which preparation classes are required, or to programmes whose courses are in a foreign language, will have their foreign language proficiency level evaluated according to the Akdeniz University Foreign Language Education and Examination Directive.

(2) For programmes offered with 100% or 30% of the content with a foreign language as the language of instruction, candidates will not be required to provide a foreign language proficiency certificate if they already have a secondary school diploma or an associate, undergraduate, master or a doctorate degree in the language which is the language of instruction of the academic programme for which they have applied.

Contribution Margin and Tuition Fees

Article 16 – (1) The maximum and minimum levels of tuition fees for foreign students who study at Akdeniz University are determined by the Administrative Board of the University in accordance with the decree of the Council of Ministers. The level of tuition fees will be announced on the official Akdeniz University website.

SECTION FOUR

Miscellaneous and Final Provisions

Notifications

Article 17 – (1) Any notifications issued to students will be sent in writing to the address which they submitted as their current address during registration, or will be published as an announcement sent to the unit to which student has applied. In the event of a notification being

sent to a student who has supplied an incorrect or incomplete address, or who has not reported any change of address, failure to receive this notification and any consequences which follow shall be deemed to be the fault of the student concerned.

Disciplinary Matters

Article 18 – (1) Where appropriate, the student disciplinary process will be applied in accordance with the provisions of the Higher Education Institutions Student Disciplinary Regulations.

Cases Not Mentioned in the Directive

Article 19 – (1) Regarding cases for which no provision has been made in this Directive, any decisions taken in these cases will be in accordance with the ‘Principles Governing International Student Admissions’ issued by the Higher Education Council (YÖK) at the board meetings dated 21/01/2010, and other subsequent board meetings.

Repealed Legislation

Article 20 – (1) The legislation which came into force on 02/04/2010, following Senate decision number 06/52 dealing with the Akdeniz University International Students Admission Directive for Associate Degree and Undergraduate, has now been repealed.

Launch of Directive

Article 21 – (1) This Directive will be launched at the time of its publication on the Akdeniz University official website.

Authorisation of Directive

Article 22 – (1) This Directive has now been implemented by the Rector of Akdeniz University.

Accepted by Senate Decision 04/04 on 31/01/2018.