

KASTAMONU UNIVERSITY
DIRECTIVE FOR
ADMISSION AND REGISTRATION OF INTERNATIONAL STUDENTS

Section One
Objective, Scope, Basis and Definitions

Objective

Article 1- The aim of this directive is to designate the criteria for application, evaluation and registration of international students to the four-year undergraduate programmes and two-year degree programmes of Kastamonu University.

Scope

Article 2- This directive covers the application, evaluation and enrolment procedures and language (Turkish and English) preparatory classes for international students who apply to study at Kastamonu University.

Basis

Article 3- This directive was drawn up in accordance with the Law no. 2922 on International Students Studying in Turkey and the decree of the General Board of Turkish Higher Education dated 13.02.2013 on “The principles of admission of international students”.

Definitions and Abbreviations

Article 4- The following terms and abbreviations mentioned in the directive are defined as follows:

- a) University: Kastamonu University,
- b) Rectorate: Kastamonu University Rectorate,
- c) Senate: Kastamonu University Senate,
- d) Faculty: Each faculty affiliated to Kastamonu University to which international students apply,
- e) School: Each school affiliated to Kastamonu University to which international students apply,
- f) Vocational School: Each vocational school affiliated to Kastamonu University to which international students apply,
- g) TC: Republic of Turkey
- h) KKTC: Turkish Republic of Northern Cyprus
- i) ÖSYM: Measurement, Selection and Placement Centre
- i) International Student: An international student who applies to study at Kastamonu University and/or who is already studying at Kastamonu University
- j) Residence Permit: A document indicating the allowed residence period for international students.

- k) KÜYÖS: International Student Admission Exam carried out by Kastamonu University
 l) TÖMER: Kastamonu University Turkish Language Application and Research Center
 m) The Coordinatorship for International Students: The Office founded for the international students under Kastamonu University Rectorate.

Approval of the Council of Higher Education for Student Admission

Article 5– A student shall be admitted to associate degree and undergraduate programs with the proposal of the related faculty/school/vocational school, the acceptance of the university senate and the consent of the Council of Higher Education.

International Status

Article 6– Applicants holding a citizenship of a country other than the Republic of Turkey or Turkish Republic of Northern Cyprus and those with dual citizenship, one of which is not either Turkish or that of Turkish Republic of Northern Cyprus, shall be considered as international citizens.

Section Two

Application, Necessary Documents, Evaluation, Education Terms and Conditions and Registration

Criteria for application and documents required for application

Article 7 - a) Application of the applicants who are in the last year of secondary education (high school) or have successfully completed secondary education shall be accepted under the following conditions:

- 1) International citizens,
- 2) Applicants who used to be a Turkish citizen by birth but were permitted to cease their Turkish citizenship by the Ministry of Internal Affairs and who certify to bear the document concerning use of rights recognized by the Law no. 5203 to their minor children registered in certificate of alienage, (In the Turkish Citizenship Law, no: 5901, Item 7, it is stated that “Anyone born, either in Turkey or abroad, in the marriage of a Turkish mother or father, is a Turkish citizen.” Candidates who wish to apply within the “applications from abroad” category should examine the Turkish Citizenship Law.)
- 3) Those who hold citizenship of other countries by birth and have gained the citizenship of The Republic of Turkey / those who hold dual-citizenship,
- 4) Those who hold the citizenship of The Republic of Turkey and have completed all of their high school education in another country other than The Turkish Republic of Northern Cyprus (including those who completed all of their high school education at Turkish schools in another country other than The Turkish Republic of Northern Cyprus)
- 5) Those who hold the citizenship of The Turkish Republic of Northern Cyprus, who reside in The Turkish Republic of Northern Cyprus and who have GCE AL exam results and enrolled and had their secondary education at colleges and high schools in other

countries between 2005 and 2010 having GCE AL examination results or will possibly have one of these results.

b) Applications for the following international students will not be accepted. The applicants who;

1) hold the citizenship of The Republic of Turkey, and have completed all of their secondary education in Turkey or in The Turkish Republic of Northern Cyprus,

2) hold Turkish Republic of Northern Cyprus citizenship (except the ones who completed their secondary education in Turkish Republic of Northern Cyprus secondary schools and have GCE AL examination results, as well as the ones enrolled and had education at a college and a high school in other countries between 2005 and 2010 with GCE AL scores or will possibly have one of these results),

3) hold double citizenships, first of which is Turkish citizenship by birth which is defined at the item (a) sub-clause (2) (except the ones who completed all of their secondary education in a foreign country except for the Turkish Republic of Northern Cyprus / completed all of the secondary education at a Turkish school in a foreign country except for the Turkish Republic of Northern Cyprus),

4) hold double citizenships, one of which is Turkish Republic of Northern Cyprus citizenship (except for the ones who completed their secondary education in Turkish Republic of Northern Cyprus and have GCE AL examination results and the ones who completed their secondary education at a college and high schools in other countries between 2005 and 2010 and have GCE AL scores or will possibly have one of these results),

5) hold Turkish citizenship or double citizenships first of which is Turkish citizenship with birth which is defined in the item (a), sub-clause (2) and graduated from secondary schools as a part of the embassies in Turkey or at foreign secondary schools in Turkey.

c) The explanations regarding the applications are announced at the web site of the university.

ç) Internationals student can apply at most 5 degree programmes at Kastamonu University.

d) The applications are carried out via the university web site on the dates announced.

The Necessary Scores for the Application

Article 8 - a) The exams shown in annex 1, the scores of University entrance exam or high school GPA, are taken into consideration in the process of evaluation for the admission of the international students to our university. The university entrance exam grades shall be valid for two years.

b) Applicants who have won gold, silver and bronze medals at international science Olympics which are recognized and participated by the Scientific and Technological Research Council of Turkey (TUBITAK) do not have to attain any minimum scores.

c) The application who do not have the scores from one of the exams listed in Annex 1 can apply with the documents showing their scores and exam type. The equivalency procedures for these scores and exams will be evaluated by the commission.

Evaluation of Applications

Article 9- a) Quota of international students to be admitted to associate and undergraduate degrees in the University shall be determined by and the commission responsible for student admission and determining the quota by taking proposals of faculties/schools/vocational schools into consideration and send to OSYM (Measurement, Selection and Placement Center).

b) Evaluation and placement of the applicants to a program/department procedures shall be carried out by the decision of the commission.

c) If there are different applications to the same program, applicants from different countries shall be placed so far as possible. In this case, applicants with lower points up to 5% extend may be taken into account.

ç) Meeting the application criteria does not guarantee admission to the programs.

d) Applicants who do not meet the application criteria shall not be evaluated.

e) Applicants applying for programmes that require Special Skill exams shall be successful in Special Skill exam in addition to criteria aforementioned above. The evaluation of the results shall be done according to the directive for admission and registration of related programme.

f) The students who apply to the programmes with a compulsory English Preparatory School programme shall be successful in the English Proficiency Exam given by Kastamonu University, Department of Foreign Languages, in addition to the criteria aforementioned above. Applicants who have a score of 70 out of 100 shall pass the exam. Those who have taken the required score from international exams which equivalences are accepted by the Council of Higher Education shall be accepted as successful from the exam.

g) International students who have registered to programmes that require compulsory foreign language preparation class are required to obey 'Foreign Language Teaching and Principles to be Conformed in Education in a Foreign Language at Higher Education Institutions' issued by the Council of Higher Education.

Announcement of the Results and Registration

Article 10- a) Results of applications shall be announced in the internet site of the university. Final registration shall be carried out based on this announcement

b) An acceptance letter shall be sent (via mail or e-mail) to applicants eligible for admission. Late arrivals of the letter due to delay in mail shall not change the final registration date.

c) Registrations shall be done on the dates announced at the University website by Directorate of Student Affairs (Registrar's Office).

Necessary Documents for Application

Article 11- a) The below mentioned documents are to be submitted;

1. An original copy of the candidate's university entrance certificate or an exam result certificate indicating the status of high school graduation.
2. Original of high school diploma and "Equivalency Certificate" ("Certified Turkish Copy" taken from Turkish Embassy or Consulate or Education Consultancy) for the candidates who are graduates of or qualified for graduation from a high school or their equivalents,
3. Original and Certified Turkish Copy (taken from Turkish Embassy or Consulate) of a passport with a student visa involving the registration date.
4. Bank receipt proving that the tuition fee was paid
5. 6 passport size (4.5 x 6 cm) photos
6. If available, Turkish proficiency certificate,
7. If available, foreign language proficiency certificate,
8. A document or a written contract proving that the student has enough financial funds to study and live in Turkey during the duration of their studies.
9. Residence permit and ID number for foreign nationals are to be taken from the Provincial Security Directorate within 10 days after final registration.

General Health Insurance

Article 12- a) The international students are treated according to provisions of "Subsection 7 of Article 60 of Social Security and General Health Insurance Law No.5510"

b) Procedures of statement of health insurance to the institutions in charge for the students who have registered to our university's academic units as international students shall be carried out by the related Academic Unit under the responsibility of Directorate of Health, Culture and Sports Office. International students are responsible for the payment of premiums on time. All procedures shall be carried out according to the legislation in force.

Turkish Language Proficiency of International Students

Article 13- a) The candidates who do not have TÖMER Certificate (which is equal to ADP B1, B2, C1, C2 Level) take Kastamonu University TÖMER (Turkish Language Teaching, Practicing and Research Center) exam in order to certify their Turkish language level.

The results of the Turkish Proficiency Exam by TÖMER are evaluated as below:

The ones whose scores are between 85-100 are graded with A (which means candidate's Turkish level is enough and he/she is ready for education.)

The ones whose scores are between 70-84 are graded with B (which means candidate's Turkish Level may improve in a short time and he/she is ready for education.)

The ones whose scores are between 50-69 are graded with C (which means candidate's Turkish Level may improve and he/she is ready for education.)

The ones whose scores are between 0-49 are graded with D (which means candidate's Turkish level is not enough. He/she is ready for education after being educated for a year in Turkish Prep school offered by TÖMER.)

b) Turkish Language Prep School Programme

The candidates who do not have TÖMER Certificate and who get an “D” from the Turkish Language Testing Exam given by Kastamonu University TÖMER (Turkish Language Teaching, Practicing and Research Centre) have to reach C level after a year of Turkish prep school that will carry out its academic activities within the campus of Kastamonu University. The ones who fail to achieve above mentioned Turkish language criteria will not have the right to continue their education at Kastamonu University.

Responsibilities of International Students

Article 14- The responsibilities of the international students coming to Turkey to study are stated below;

- a) They must follow the procedure and get the necessary documents in accordance with the Turkish Laws.
- b) International students who will enroll Turkish courses, have to apply to the units that have guidance service and certify their applications and then inform Students Affairs and International Students Coordinatorship in 7 days.
- c) The students are to inform Student Affairs and International Students Coordinatorship regarding personal, marital and educational status changes within 7 days.
- ç) If the students want to extend their residence permit during their education period, they are obliged to renew their residence permit from local security authorities with a document showing the continuation of their study within 15 days following the end of the time written on their visa.
- d) If the students lose their residential permit or passport, they are to get a new residential permit or passport by reporting to the relevant authority within 15 days and inform Students Affairs and International Students Office about their new documents within 7 days.
- e) On the condition that they change their universities or addresses, they must inform local security authority about their address change in 48 hours.

Disciplinary Procedures

Article 15 – The disciplinary procedures regarding students are carried out according to the predications of the Rules and Regulations Governing the Disciplinary Procedures in Institutions of Higher Education.

PART 3

Miscellaneous and Final Issues

Conditions for which provisions do not exist

Article 16 – In case of absence of provisions in this Directive, the provisions of Kastamonu University Education and Exam Regulation, other legislation decisions and the decisions of Senate are conducted.

Regulation that has been invalidated

Article 17 – Kastamonu University Directive for Admission and Registration of International Students accepted in the University Senate No. 14-2012/99 dated 09 August 2012 has been invalidated.

Validity

Article 18 – This regulation is effective as of the date of its approval by the University Senate.

Implementation

Article 19– (1) The provisions of this regulation are implemented by the Rector of Kastamonu University.