(Senate Resolution dated 22.08.2023 no. 10)

(Senate Resolution dated 09.10.2018 no. 11)

(Senate Resolution dated 21.03.2017 no. 04)

# ATILIM UNIVERSITY

**DIRECTIVE ON THE PRINCIPLES AND PROCEDURES OF INTERNATIONAL STUDENT ADMISSION**

**SECTION ONE**

**Purpose, Scope Basis and Definitions**

**Purpose**

**ARTICLE 1-(1)** The purpose of this Directive is to determine the principles and procedures for the admission of international students to undergraduate, master and doctorate degree programs of Atılım University.

# Scope

**ARTICLE 2-(1)** This Directive covers the principles and procedures for the admission of international students to the University.

# Basis

**ARTICLE 3-(1)** Article 14 of Law on Higher Education no. 2547 constitutes the basis for this Directive.

# Definitions ARTICLE 4 - (1)

**TRNC:** The Turkish Republic of Northern Cyprus;

**ÖSYM:** Assessment, Selection and Placement Center;

**Program:** Associate, Undergraduate and Graduate Diploma Programs;

**President:** The President of Atılım University;

**Senate:** The Atılım University Senate;

**R.T.:** The Republic of Türkiye,

**University:** Atılım University.

# SECTION TWO

**Application Requirements - Exams - Quotas**

**Application conditions**

**ARTICLE 5 - (1)** Students who are graduates of high schools equivalent to the Turkish high schools and comply with the conditions below may apply to the Directorate of International Relations within the relevant application dates.

1. Foreign nationals,
2. Turkish citizens by birth who have later received permission to declare alienage from the Ministry of Internal Affairs, and those having provided evidence of ownership of a document on the Usage of the Rights under the Turkish Nationality Law for their underage children registered on their declaration of alienage documents;
3. Individuals who were foreign nationals and became Turkish citizens through a citizenship acquired later / dual nationals in this situation,

**ç)** Among Turkish nationals having attended secondary education abroad before 01/02/2013, those who completed the last three years of their secondary education (high school): in a foreign country other than the TRNC,

(including those having completed their entire secondary education (high school) at Turkish schools opened by the Ministry of Education in foreign countries other than the TRNC);

1. Those applying to international student quotas for candidates having started their secondary education after 01/02/2013 if they have completed their secondary education (high school) in countries other than the TRNC (including Turkish schools under the Ministry of Education; not in the TRNC), and
2. TRNC citizens residing and having completed their secondary education in the TRNC, holding GCEAL examination results, or having or intending to have GCEAL examination results following their registration and education at public and private high schools in different countries between 2005-2010.

**Invalid applications**

**ARTICLE 6-(1)** Applications by students falling under the conditions below are not to be accepted.

1. Among citizens of the Republic of Türkiye or the TRNC; those with dual citizenships one of which is their Turkish or TRNC citizenship (excluding those having completed their secondary education in foreign countries other than the TRNC)
2. Among those who renounced their Turkish or TRNC citizenship while holding dual citizenships, those who completed their entire high school education in Türkiye or the TRNC,
3. Turkish citizens having completed their high school education in the TRNC;

**ç)** Those having been expelled from a higher education institution in Türkiye due to disciplinary offenses,

1. Citizens of Türkiye or the TRNC, or Turkish-born dual citizens, having completed high school education in Embassy schools, or foreign schools in Türkiye.

**Application documents**

**ARTICLE 7-(1)** Students are required to submit the electronic copies of the documents listed below through the online application forms on the Directorate of International Relations website, in full. All documents must be certified copies. Documents not bearing original seals and signatures are to be rejected. In addition, all documents must be in Turkish or English.

1. A certified copy of high school diploma or equivalent for undergraduate programs, a certified copy of the undergraduate diploma for graduate degree programs, certified copies of graduate and undergraduate diplomas for doctorate programs (documents may be certified by notary or Turkish embassies abroad. Candidates not having received their diploma are required to submit an official document indicating the date of graduation)
2. A certified and official transcript including high school courses and grades, verified by the Directorate of their High School, If the transcript is not issued in Turkish or English, its certified and notarized translation into these languages must be submitted.
3. The original or a certified copy of the document proving the graduation grades of minimum 50/100 for undergraduate degree program applicants.

**ç)** Where required, a document to prove that the candidate has passed the interview,

1. Additional documents that may be requested by departments such as exam results and reference letters for graduate and doctorate degree programs.
2. Passport copies,
3. The results of one of the national or international exams provided below, if available.
	* National Exams: Exams held in the countries of international students to place students into higher education institutions.
	* International Exams: International exams recognized by the Higher Education Council.

# Registration documents and conditions

**ARTICLE 8 - (1)** Students meeting any of the conditions specified in **Paragraphs a, b, c of Article 5** are registered in the University on the condition that they submit the required documents in full.

1. For application purposes, students are required to provide: Original or authenticated copies of the documents specified in Article 7,
2. **(Senate Resolution dated 22.08.2023 no. 10)** An “Equivalence Certificate” to be obtained from the Ministry of National Education of the Republic of Türkiye showing that the high school diploma holder in question has graduated from a school equivalent to a Turkish High School, or an Apostille for graduates; or a document proving that the individual in question is to receive a diploma approved by the Ministry of Education, the Ministry of Foreign Affairs or the Embassy, in cases where an Apostille is unavailable (An “Equivalence Certificate” from the Ministry of National Education of the Republic of Türkiye is a requirement for Turkish nationals)
3. **(Senate Resolution dated 22.08.2023 no. 10)** A recognition certificate for the undergraduate and graduate diplomas approved by the Higher Education Council (an Equivalence Certificate for programs involving clinical practice courses)

**ç)** Students who are to register to Atılım University programs in English are required to document that they meet the conditions of Articles 10 and 11 during registration.

 Students not meeting the language requirements as per Article 11 are registered to the Preparatory School. Preparatory School students may not take courses of their major.

**b)** However, students who are to register to Atılım University programs in Turkish are required to document that they meet the conditions of Paragraph 3 of Article 10 during registration. Students unable to document accordingly may not register to any program.

# Quotas

**ARTICLE 9-(1)** The University allocates quotas for international students on a department basis and submits the proposal to the Higher Education Council. Quotas approved by the Council are announced by the University. Students are registered on the basis of these quotas. Incomplete or vacant quotas are added to other departments’ quotas upon the approval of the Higher Education Council.

# SECTION THREE

**Language of Instruction, Proficiency Exam Results, Finalization of Applications**

**Validity of Exam Results**

**Language of instruction**

**ARTICLE 10-(1)**

The students who fail the English Proficiency Exam held for the programs in English at Atılım University are registered in the Preparatory School.

1. Students who submit a valid and recognized certificate of proficiency are exempted from the Preparatory School.
2. Some departments offer education in Turkish. Students applying to programs in Turkish are required to present a TÖMER document showing that they score at least C1 regarding their proficiency in Turkish.

# Proficiency exams

**ARTICLE 11-(1)** The names and required minimum scores of the proficiency examinations recognized by Atılım University for Associate Degree, Undergraduate Degree, Master Degree and Doctorate Degree programs are given below. (YDS, CPE, CAE, TOEFL IBT, PTE Academic, IELTS)

|  |  |
| --- | --- |
| **Examination Types** | **Scores** |
| AEPE | 60 | 65 | 70/100 |
| TOEFL IBT, Essay: Minimum 20 | 75 | 79 | 85/120 |
| YDS | 70 | 75 | 80/100 |
| CPE | C | C | B/A |
| CAE | C | B | B/A |
| PTE Academic | 60 | 65 | 70/90 |
| IELTS (Minimum 5.5 for each section) | 6.0 | 6.5 | 7/9 |

# Finalizing applications and registration ARTICLE 12 -

1. Atılım University is exclusively authorized to evaluate applications, as well as to admit, register and place applicants as students. Meeting the application criteria does not guarantee admission.
2. Applications are evaluated by the relevant School/ Graduate School and the International Center, and the University sends a “Letter of Acceptance” to accepted students. Students are required to apply with this letter to an Embassy of Türkiye in their country of residence, or the nearest one, to obtain a “Student Visa”. Students who do not have the visa may not register at the University.
3. Students bring the documents listed in the Article 7 in full pay the tuition fee of the first semester before the registration procedures. Students not meeting this condition may not register.
4. All kinds of documents mandated by the institutions of the Turkish state are required to be presented by the students at registration.
5. Prospective students may be requested to document that they have adequate amount of financial assurance in their bank account to cover the 4-year tuition fee and other expenses.

# SECTION FOUR

**Miscellaneous and Final Provisions**

**Validity period of exams**

**ARTICLE 13-(1)** Validity of proficiency exams are subject to the principles set by the Higher Education Council.

# Cases not included in the Directive

**ARTICLE 14-(1)** The provisions of the Law and Regulations on International Students Studying in Türkiye, the admission principles for international students as stipulated by the Higher Education Council, Atılım University Regulations on Undergraduate and Graduate Education, as well as other relevant legislations and Senate resolutions shall apply in cases not included in this Directive.

# Misstatements

**ARTICLE 15-(1)** Applications of those who misstate to or mislead the University administration with any action or transaction are to be rejected. Registrations of such students are to be annulled.

# Repealed directive;

**ARTICLE 16– (1) Atılım University Directive on the Principles and Procedures of International Student Admission** which entered into effect with Senate Resolution dated 09.10.2018 no. 2 has been repealed.

# Effective Date

**ARTICLE 17 – (1)** This Directive shall take effect after it is approved by the Senate.

# Execution

**ARTICLE 18-** (1) This Directive is executed by the President of Atılım University.