

**HİTİT UNIVERSITY**  
**ACCEPTANCE AND REGISTRATION DIRECTIVE OF FOREIGN STUDENTS FOR ASSOCIATE AND UNDERGRADUATE PROGRAMS**

**SECTION ONE**  
**PURPOSE, EXTENT AND BASIS**

**Aim**

**Article-1 (1)** Aim of this directive is to determine the procedures and principals of accepting foreign student to Hitit University's associate and undergraduate programs.

**Extent**

**Article-2 (1)** This directive includes the subjects like quota, terms of application, selection, placement and others of foreign students to Hitit University's associate and undergraduate programs.

**Basis**

**Article-3 (1)** This directive has been prepared according to 2922 numbered law regarding to Foreign Students Studying in Turkey and the Higher Education General Assembly resolution of Higher Education Board.

**Definition**

**Article-4 (1)** In this directive:

- a) **University:** refers to Hitit University
- b) **Rector:** refers to The Rector of Hitit University
- c) **Senate:** refers to The Senate of Hitit University
- ç) **Faculty:** refers to The Faculties of Hitit University
- d) **Higher School / Vocational Higher School:** refers to Higher School / Vocational Higher School of Hitit University
- e) **Directorate of Student Affairs:** refers to Student Affairs Directorate of Hitit University

**SECTION TWO**  
**GENERAL REQUIREMENTS**

**Quotas**

**Article-5 (1)** The associate and undergraduate programs (except programs related METEB-vocational and technical education zones) which will accept foreign students and quotas for these programs will be determined by University Senate and reported to YÖK (Higher Education Institution). And this will be announced with related guide after the decision of Higher Education Board.

**(2)** In the absence of application to the quota for the departments/programs or if the quota is not stuffed, additional placement can be made for these quotas with re-applications.

**(3)** The student quota calendar for foreign students is determined and stated in the academic calendar.

**Candidates**

**Article-6 (1)** Applications of foreign candidates will be accepted if they are a final year student or eligible for graduation.

The candidates below:

- a) holds a foreign nationality,

**b)** is a native-born Turkish citizen but has ceased to be a citizen by the courtesy of the Ministry of Interior and within the minors registered on the document indicate the cease to be citizen of Turkey, the ones who can certify that he/she holds the official document regarding the use of rights granted by Turkish Citizenship Law,

**c)** has taken Turkish citizenship while holding a foreign nationality / dual citizens within this context,

**ç)** is Turkish citizen and has completed his/her entire high school education in a foreign country except TRNC (Turkish Republic of Northern Cyprus)

**d)** is a TRNC citizen residing in TRNC, has completed his/her high school education in TRNC and taken the GCE AL exam and has got education and had the GCE AL exam score or will have the GCE AL exam score as a registered student in colleges and high schools of the other countries between the years of 2005-2010,

will be accepted.

The candidates below:

**a)** Turkish citizens who have completed their entire high school education in Turkey or TRNC,  
**b)** TRNC citizens (excluding the ones who have completed their entire high school education in TRNC and also have been educated in a college and high school of the other countries between the years of 2005-2010 provided that they have taken the GCE AL exam or will have the GCE AL exam),

**c)** As described in Clause b of Item 1 of Article 6, dual nationality applicants whose first nationality is Turkish (except the ones who have completed their entire high school education in a foreign country apart from TRNC or in Turkish schools in a foreign country apart from TRNC)

**ç)** Applicants who hold dual nationality one of which is TRNC (excluding the ones who have completed their entire high school education in TRNC and also have been educated in a college and high school of the other countries between the years of 2005-2010 provided that they have taken the GCE AL exam or will have the GCE AL exam ),

**d)** Turkish citizens or having dual citizenship first of which is Turkish given by birth as defined in Clause b of Item 1 of Article 6 and study at schools which are affiliated with the embassies of Turkey and foreign high schools in Turkey,

**e)** Those who completed secondary education in Turkey or TRNC and been denaturalized from Turkish Citizenship while they have double citizenship,

**f)** Those who completed secondary education in Turkey or TRNC and been denaturalized from TRNC Citizenship while they have double citizenship (except those who completed their secondary education in TRNC high schools and have a score at GCE AL exam),

**g)** Those who have Turkish Citizenship and completed secondary education in TRNC,

**ğ)** Those who have been fined for disciplinary action in one of a Turkish Higher Education Institution.

will not be accepted.

### **Required Documents for Applications**

**Article-7 (1)** The required documents for application will be determined by Hitit University Senate every academic year and announced in Hitit University's web page.

### **Principles of Application**

**Article-8 (1)** Quotas, conditions of applications and the dates will be determined by Hitit University Senate and announced in Hitit University's web page.

**(2)** The equivalence of candidate's department/program or graduation area in his/her own university will be determined by the "Commission of Foreign Student Acceptance".

**(3)** The applications should be made individually, online or by regular post to Student Affairs Directorate of our university.

**(4)** The applications in the name of another person with an attorney letter approved by Turkish Notaries or Turkish Foreign Representatives will be accepted.

**(5)** The application documents sent with regular post will not be accepted if they are received after the deadline because of postal delays.

**(6)** The applications with a missing document will not be accepted.

**(7)** Application fees of those who have withdrawn his/her application and not been placed at any programs will not be paid back.

**(8)** Applications and selection procedures to the programs which accept students only with pre-registration and special talent exams are done according to announced conditions and dates by related faculty/higher schools.

### **Recognized Exam Types and Their Dates of Validity**

**Article-9 (1)** University Senate determines whether the results of YÖS, SAT 1, GCE, ACT, İB, TAWJIHI, BACCALAUREAT LIBANAIS, BACCALAUREAT FRANCE, AL-SAHADA-AL TAHANAWİYYA and GAOKAO exams will be accepted or not during the placement to Hitit University's related departments. The validity period of exams which are equal to secondary education exit test are not limited, but the validity period of exams which are equal to university entrance exam is limited with 2 years.

### **Selection and Evaluation Procedures**

**Article-10 (1)** Selection is made according to the minimum scores taken from the exams below.

- a) Min. 40 scores at YÖS (Foreign Student Selection Exam) in state universities,
- b) SAT 1: Min. 1000 scores in total and min. 500 Mathematics scores,
- c) ACT (American College Testing) min. 21 total scores in Maths and Science,
- ç) Level A certificate (Min. 2 courses) from GCE (General Certificate Education/ A Level Certificate)
- d) Those who have I.B. (International Baccalaureate) Certificate with a min. 28 diploma grade.
- e) Those who have 80 scores and above out of 100 in all courses at TAWJIHI Exam's Scientific Stream in Jordan and Palestine.
- f) ABITUR (German Baccalaureate): max. 4 scores.
- g) Those who have French Baccalaureate Certificate with a min. 12 diploma grade.
- h) Min. 14 diploma grade in Scientific Stream at Lebanon Baccalaureate.
- ı) 180 scores out of 240 for Engineering and Architecture faculties and min. 170 scores for the other programs at AL-SAHADA-AL TAHANAWİYYA (Syrian Baccalaureate).
- i) Min. 480 scores out of 750 at University Entrance Exam (GAOKAO) in People's Republic of China.
- j) Those who have gold, silver or bronze medal in International Science Olympics which is recognized and participated by TÜBİTAK (The Scientific and Technological Research Council of Turkey)
- k) Those who have min. 60 scores in UAN or UN Exam in Indonesia.
- l) Those who have min. 45 scores in Kenya Certificate of Secondary Education Exam.
- m) Those who have min. 40 percent of total score and above in Macedonia University Entrance Exam.
- n) Those who have min. 40 percent of total score and above in Kosovo University Entrance Exam.
- o) Those who have min. 40 percent of total score and above in Albania University Entrance Exam.

p) Those who have a result document of an exam made by other Turkish Universities.

(2) The equivalence of the exams which are accepted for the application is determined by University Senate.

(3) In case of equality of placement scores, the placement is done primarily according to the grade point average (GPA) of candidate's secondary education. If GPA's are equal, placement is done according to the Turkish Language Level and if these are equal too, the younger candidate is chosen.

(4) The number of candidates with same nationality who are accepted to a Faculty, Higher School or Vocational Higher School cannot exceed the 30 percent of that faculty, school's total quota.

(5) The list of candidates who have the right of exact registration at the end of placement process is announced at Hitit University's web page.

(6) The documents which are not shown at this list and other exam documents which are accepted by Hitit University will be asked from candidates.

### **Placement Procedures**

**Article-11 (1)** In order to make foreign students choose our university, prepare promotional brochures, catalogues and documents, participate in educational fairs and help incoming students, "**Foreign Students Office**" will be formed within Hitit University.

(2) In order to finalize the evaluation and placement procedures of foreign students and resolve objections to these placements, a "**Foreign Student Acceptance Commission**" under the presidency of vice rector who is responsible for Student Affairs Directorate, director of Student Affairs and six lecturers chosen by the Rector will be formed within Hitit University.

(3) An acceptance letter for the candidates, who have the exact registration right, will be sent to students' post address that they have indicated at their application forms by regular post. Candidates can use this document to get visa from the foreign representatives of Turkey in their countries. Those who are in Turkey can use it to get a student visa from Provincial Security Directorates.

(4) The students who did not complete his/her exact registration until the end date of application will lose their right to register.

(5) The additional placement for vacant quotas will be done without seeking for minimum national passing score according to the principles stated in this directive.

(6) Hitit University has the right of limiting the announced quotas.

(7) The list of placement will be finalized with the approval of "**Foreign Student Acceptance Commission**".

### **Required Documents for Registration**

**Article-12 (1)** The required documents for registration will be determined by Hitit University Senate and announced in Hitit University's web page.

(2) The related information of the registered students is informed to the Council of Higher Education.

### **Turkish Language Level**

**Article-13 (1)** The students who are accepted to study at Hitit University will start their education according to the result of their Turkish Language Level Test which are done by Turkish Language Learning Centers in Turkish Universities.

(2) According to the result of their Turkish Language Level Test which are done by Turkish Language Learning Centers of Universities; the candidates who have "A" "Adequate in Turkish Language" and "B" "Supposed to Advance in Turkish Language" start their education. The candidates who have "C" "Inadequate in Turkish Language" will be given one year to improve their Turkish Language Skills after they register.

**(3)** Students start their education if they acquire a certificate or diploma with “A” “Adequate in Turkish Language” or “B” “Supposed to Advance in Turkish Language” degree at the beginning of academic year following the duration (1 year) which was given for improving his/her Turkish Language Skills. Within this period if the candidates do not bring this certificate/diploma, his/her register will be expunged from Hitit University.

**(4)** Those who have not submitted a document showing their Turkish Proficiency Level during the final registration are rendered “C” “inadequate in Turkish” and their procedures are conducted accordingly.

#### **Foreign Language Preparatory Class**

**Article-14 (1)** The candidates, who have right to register at Hitit University’s Departments that have foreign language preparatory class, are subject to principles of “Foreign Language Teaching and Teaching in a Foreign Language at Higher Education Institutions Directive” published in 04.12.2008 dated and 27074 numbered Official Journal.

#### **Tuition Fee/Education Fee and Financial Assurance**

**Article-15 (1)** The tuition fee or education fee, which will be taken from foreign students after it is determined by Council of Ministers, will be finalized by Higher Education Board upon Hitit University’s demand about these amounts.

**(2)** Hitit University has the right of asking a financial assurance from foreign students which is enough to continue their education in Turkey.

#### **Additional Terms**

**Article-16 (1)** The University Senate is free to decide on terms, which are not listed in this directive, according to the related law, directive, Higher Education Board’s decisions without contradicting with terms in this directive.

### **SECTION THREE VALIDNESS AND EXECUTION**

#### **Validness**

**Article-17 (1)** This directive takes effect if it is accepted by Hitit University’s Senate and approved by Higher Education Board.

#### **Execution**

**Article-18 (1)** Hitit University’s Rector carries out this directive’s articles.