

MUSTAFA KEMAL UNIVERSITY
VOCATIONAL SCHOOL AND GRADUATE DEGREE
ACCEPTANCE GUIDE OF FOREIGN STUDENTS

FIRST PART

Aim, Covering, Basis and Definitions

Aim

ITEM 1 - (1) The aim of this guideline is to determine the application and principles related to the acceptance of foreign students into vocational schools and graduate programs at Mustafa Kemal University.

Covering

ITEM 2 - (1) This guideline regulates the applications along with registration and application conditions to Mustafa Kemal University within foreign student quota allocated for Faculty/Colleges/Vocational Colleges defined by Higher Education Institute.

Grounds

ITEM 3 - (1) This guideline has been prepared considering regulations related to the application of foreign students, which was accepted at the meeting on the 13.02.2013 by Higher Education Plenary Committee.

Definitions

ITEM 4 - (1) The terms in the regulation convey;

- a) University : Mustafa Kemal University
- b) Rectorate : Mustafa Kemal University Rectorate
- c) Senate : Mustafa Kemal University Senate
- d) MKUYOS : The Exam for Foreign Students by Mustafa Kemal University
- e) Foreign Student: the candidate who graduated from a school equal to Turkish High Schools under Ministry of Education giving education in Turkey but who are neither a member of Turkish Republic nor North Cyprus Turkish Republic; while for the ones one of whose citizenship is neither Turkish nor a member of North Cyprus Turkish Republic,
- f) Guideline : The application and Registration Guidelines of the foreign students to Mustafa Kemal University.

SECOND PART

Application, Compulsory Document, Evaluation, conditions of Education, Registration

Application and Compulsory Documents

ITEM 5 (1) The applications of the foreign student candidates will be admitted supposing that they would be at the last year of high school or graduates.

(2) The ones in the will of application;

- a) Should be foreign,
- b) The ones having permission to end Turkish citizenship from Ministry of Internal Affairs while Turkish by birth and those should prove to have documents related to given Rights for their children who are non-adult registered in seperation document from Turkish Citizenship under Turkish Citizenship Law, (In the item 7 in Turkish Citizenship Law with no 5901 “(1) The child born from Turkish father and mother under their marriage in Turkey or outside is a citizen of Turkey.” Provision exists, it is beneficial for the candidates applying to quotas from abroad to examine Turkish Citizenship.)

c) Should have two citizenships for the ones acquiring Turkish Republic citizenship through citizenship rights gained later while being foreign,

d) Should complete their whole primary and secondary education in a foreign country except North Cyprus Turkish Republic as having membership of Turkish Republic (including the ones completing their whole primary and secondary at Turkish schools in a foreign country except North Cyprus Turkish Republic),

e) Having membership of North Cyprus Turkish Republic; the ones who have residence permit in North Cyprus Turkish Republic and gain exam results at GCE AL completing their primary and secondary education in North Cyprus Turkish Republic along with the ones who have GCE AL exam results having education with the registration to colleges and high schools in other countries between the years 2005-2010 or should obtain the requirements to have.

Candidates;

a) who have completed their whole primary and secondary education in Turkey or North Cyprus Turkish Republic as having Turkish Republic citizenship,

b) The ones acquiring membership of North Cyprus Turkish Republic (having completed their whole primary and secondary education at high schools in North Cyprus Turkish Republic, the ones who have GCE AL score along with the ones who have GCE AL exam results having education with the registration to colleges and high schools in other countries between the years 2005-2010 or should obtain the requirements to have),

c) the ones whose first citizenship is Turkish Republic by birth having two citizenships defined in b agreement clause of item (2), (the ones completing their primary and secondary education in a foreign country except North Cyprus Turkish Republic / except the ones completing their whole primary and secondary at Turkish schools in a foreign country except North Cyprus Turkish Republic)

d) For the ones who have two citizenships one of which is North Cyprus Turkish Republic (except the ones completing their whole primary and secondary education at high schools in North Cyprus Turkish Republic have GCE AL score along with the ones who have GCE AL exam results having education with the registration to colleges and high schools in other countries between the years 2005-2010 or should obtain the requirements to have),

e) the ones having suspension from a higher education in Turkey due to discipline disorder,

f) The ones having a citizenship of Turkish Republic and having education at schools under the embassies in Turkey and foreign high schools in Turkey, or the ones having two citizenships whose first nationality is Turkish by birth defined in the clause 2 of item a,

(3) The explanations regarding selection of foreign students are going to be announced at the web page of the university in Internet (www.mku.edu.tr) in each May. Applications have to be made online on the web page of Mustafa Kemal University (www.mku.edu.tr), by post or personally to Department of Student Affairs.

(4) In the placement, MKUYOS scores, scores taken from exams shown in ATTACHMENT-1 or the ones considered to be equal to MKUYOS by the committee are taken into consideration while Tubitak science awards are regarded when scores are same. There is not an expiry of the exams for the ones who are at the last year of high school, while exams of the ones taking university entrance exam may be used for two years.

(5) Applications are made with the original or certified copies by Turkish Republic notary and Turkish Embassy or Turkish Consulate;

a) Application form for foreign students (it can be reached from web page of university),

b) High school diploma: English or Turkish Certified copy of High school diploma or for the ones about to graduate document showing they are going to graduate,

c) Official Transcript (Transcript): The candidates have to present their official transcripts which Show the courses and scores the candidates have had during their high school period, and which are certified by high school Principal (If transcripts are not in Turkish, certified copy translated to Turkish has to be presented along with the original transcript).

d) The candidates having a gold, silver or bronze medal in International science Olympics TUBITAK regards and joins,

e) Copy of identity page of passport,

f) Bank receipt proving the payment,

g) Two photographs (should be taken within 6 months),

h) Envelope on which the mailing address of the candidate has been written.

Mustafa Kemal University Foreign Student Exam (MKUYOS)

ITEM 6 (1) Mustafa Kemal University Foreign Student Selection and Placement Exam, “Basic Learning Skills Test (BST)”, includes questions aiming to assess abstract thinking power, mental and questioning skills of the candidates.

This test depends on language use a little while there are Turkish and English explanations. The questions belonging to the tests applied at MKUYOS will be given to the candidates in a booklet during the exam. All the questions in the Exam Booklet contain the ones in “multiple choice” type.

Application to the Exam

ITEM 7 (1) Applications have to be made online on the web page of Mustafa Kemal University (www.mku.edu.tr), by post or personally to Department of Student Affairs.

(2) Candidates applying to MKUYOS have to pay the fee of the exam into the requested bank account of Department of Strategy Development at Mustafa Kemal University. Exam application cannot be persecuted without payment of the fee. Application made without payment of applications will not be evaluated.

Announcement for the Exam

ITEM 8 (1) Building and class where candidates are going to take exam will be announced on the web page of the university, www.mku.edu.tr, following the end of applications.

Evaluation of the Exam

ITEM 9 (1) True and false answers, the candidates gave to the questions at MKUYOS, will be counted one by one differently. MKUYOS score will be calculated as one fourth of false answers will be subtracted from true answers.

(2) Foreign student candidates applying to programs getting students with Special Skill Exam have to have a valid exam score from MKUYOS or an international exam. The evaluation of applications made to departments at the university getting students with a special skill exam is carried according to regulations in registration and acceptance of applicants with special skill exam by related faculty/college. The evaluation of such candidates will be made regarding 30% of the score at Basic Learning Skill Test, 70% of the score at skill test. The candidate having not taken special skill exam will lose his/her right to be a candidate student.

Announcement of the exam results

ITEM 10 (1) The results are going to be announced in Announcement part at the web page of the university in Internet (www.mku.edu.tr), Department of Student Affairs, during the dates determined in exam and placement calendar.

Placement

ITEM 11 (1) The candidates having a valid score taken from MKUYOS or from an approved exams.

(2) The results of placement are going to be announced in Announcement part at the web page of the university in Internet (www.mku.edu.tr), Department of Student Affairs, during the dates determined in exam and placement calendar.

Minimum Lowest Scores and Requirements for Placement Application

ITEM 12 - (1) The candidates have to have one of the lowest scores defined in ATTACHMENT-1 in order to make placement application. Score of the candidates is calculated regarding the lowest Scores shown in ATTACHMENT-1 equal to MKUYOS lowest scores and they are used in placement.

Evaluation and Placement of Applications

ITEM 13 - (1) Quotas left for Foreign students are certified by Senate once they are determined by related Departments for all programs each year, and they are informed to Student Selection and Placement Center. Evaluation of foreign student candidates applying to Mustafa Kemal University and

placements to departments/programs are determined by the committee assigned by Rectorate regarding the scores and preference priorities. The applications of the candidates not bearing application requirements will not be taken into consideration. Having application requirements solely does not supply the applicant with the right in placement. When no applications are made to such quotas or they are not filled in, such quotas for programs except for the ones in the faculty of Medicine could be given to other programs by the decision of Senate unless they exceed 35% of quotas shown in the Guidance of OSYS Higher Education Programs and Quotas. The university has options to fill in the quotas or not.

(2) The number of foreign candidates from the same country admitted to a faculty, college or vocational college cannot exceed 20 % of the total quota. This condition loses its validity if quota is not fulfilled.

(3) Candidates make their selections during the certain dates shown on the calendar of Mustafa Kemal University Foreign Student Exam (MKUYOS) and Placement as mentioned in exam booklet.

(4) Candidates, having right to get registered to University, will be sent a Letter of Acceptance by Rectorate.

Registration and Necessary Documents

ITEM 14 - (1) Registrations are made to University, Department of Student Affairs during announced dates.

(2) Documents below are required for registration:

a) The original copy of high school diploma and “Certificate of Equivalence” taken from Turkish Embassy in their countries or Consulate, or Turkish Republic Ministry of Education or Directorships of Ministry of Education in each city showing it is equal to the diplomas received from Turkish high schools,

b) The original copy of exam result of MKUYOS or related ones,

c) The original copy of passport of the candidate and a paper in which the information part related to the candidate is translated into Turkish,

d) Bank receipt confirming the payment of the tuition fee has been paid to the alleged bank and in the certain dates,

e) “Education Visa” to be taken from Turkish Embassy in the countries of the candidates or the ones nearby,

f- The original certified copies of the documents of foreign language internationally approved and Turkish Competence Certificate by Turkish Embassy in their country or Consulate,

g- Residence of Permit,

h- Foreign identity number,

i- Twelve photographs in size of 4,5 * 6,0 (photographs should be recognized easily and taken in six months).

i- A document the ones of Turkish origin can get from Embassy, Consulate so as to prove the Turkish originality in case they their nationality is not mentioned in their passports since they are going to pay the tuition fee determined by the Ministerial Cabinet,

(3) General Health Insurance for the students having been registered to university will be made by the university. However, it is the responsibility of the students to pay the insurance bill of general health insurance.

Language of Education and Turkish Competence Level

ITEM 15 - (1) Education language at the university is Turkish.

(2) To determine Turkish level of candidates, having no TOMER Turkish Competence Document, Turkish levels of such candidates are determined considering the score gained in Turkish competence exam applied by Department of Turkish of Education Faculty.

Considering the result of Turkish test;

85-100 scores **A** (*Turkish is sufficient, they can continue their education*),

70-84 scores **B** (*Turkish can be improved in a short time, they can continue to their education*),

50-69 scores **C** (*Turkish can be improved, they can continue to their education*),

0-49 scores **F** (*Turkish is insufficient*)

(3) The students, having no TOMER document and not succeeding in Turkish Competence Test made by Department of Turkish Language in the Faculty of Education by getting F in the test should get a year foreign language education. Supposing the exam, will be decided that they take one year off with permission by committees in departments/programs they are registered to. Students have to upgrade their Turkish level to C level in one year. Those failing this will lose their education rights to study at Mustafa Kemal University.

Yabancı Dil Hazırlık Eğitimi

ITEM 16 - (1) Students placed into departments having compulsory preparatory class and having required Turkish Competence level have to take Foreign Language Competence exam carried by “Research and Application Center of Foreign Language”. The students failing in the exam have to get education in preparatory class for a year. When they have succeeded in, they can get registered to first grade.

Payment

ITEM 17 - (1) Education tuition to be taken from foreign students is determined by Administration at University after it is defined as maximum and minimum by Council of Ministers.

THIRD PART Other and Final Rules

Education Guide

ITEM 18 - (1) Foreign students are considered according to the rules of “Education and Examination Guide of Graduate and Undergraduate of Mustafa Kemal University on the grounds of educational issues

Guideline Repealed

ITEM 19 - (1) “Mustafa Kemal University Application, Registration And Acceptance Guide Of Foreign Students” approved under decision of the Senate with no 05-1 and date 14.03.2013 has been revealed.

Validity

ITEM 20 - (1) This instruction is valid following the acceptance of the Senate.

Execution

ITEM 21 - (1) The rules of this instruction is executed by Mustafa Kemal University Rectorate.

ATTACHMENT – 1: National and International High School Diploma, Graduate and Entrance Exams along with Minimum Scores to Be Taken from Those Exams Which Are Going to Be Used in Evaluation of the Applications Made from Abroad to Have Education at Mustafa Kemal University

COUNTRY	EXAM /PROFESSIONAL LICENCE	MINIMUM POINT
NATIONAL	MKUYOS (Mustafa Kemal Foreign Student Exam)	40
	Be made Foreign Student Exams by in Turket Universities	40
	High School Professinal Licence For Foreign students graduated in Turkey High Schools	3 out of 5
INTERNATIONAL	SAT	1000
	GCE (General Certificate Exam) A Level	2 Courses
	GCE (General Certificate Exam) O Level	4 Courses
	ACT (American University Exam)	21
	International Baccalaureate	26
	International Science Olympics	Having got a grade TUBITAK recognizes or taking part in an international science olympics
	European Baccalaureate	60 out of 100
General	High School Professional Licence	It is evaluated by university
U.S.A.	High School Professional Licence	60 out of 100
Afghanistan	Konkurs General State Examination	250
	Afganistan Baccalauria	60 out of 100
Germany	Abitur	4
Angola	Angola Habilitaao / Diploma de Ensino Medio	60 out of 100
Albania	Matura Diploma	60 out of 100
Argentina	Argentina Baccalaureate (Diploma of faculty)	60 out of 100
Australia	Avustralya High School Professional Licence	60 out of 100
Austria	Matura Professional Licence	60 out of 100
Azerbaijan	Azerbaijan Natioanl Universty Exam (TQDK)	300
	Azerbaiyan Certificate of Complete Secondary Education	3 out of 5
Bangladesh	Bangladeş High School Professional Licence	60 out of 100
Belgium	High School Professional Licence	60 out of 100
Benin	Baccalaureate	12

United Arab Emirates of Arab	United Arab Emirates Tawjhiyya / General Secondary Education Certificate	60 out of 100
Bolivia	Bolivia Bachiller / Técnico Certificado de estudios	60 out of 100
Bosnia and Herzegovia	High School Professional Licence	60 out of 100
Brazil	High School Professional Licence	60 out of 100
Bulgaria	High School Professional Licence	60 out of 100
Burkina Faso	Baccalaureate	12
Algeria	Algerian Baccalaureate	12
Chad	Baccalaureate	12
Republic of China	Gaokao	480
Czech Republic	Matura Diploma	60 out of 100
Denmark	Danimarka Bevis / Diploma	60 out of 100
Congo	Democratic Congo Republic Examen D'etat	60
Dominican Republic	Dominican Republic Bachillerato	60 out of 100
Indonesia	Ujian Akhir Naitonal	40
	Endonezya IJAZAH Sekolah Menengah Atas Madrasah Aliyah	60 out of 100
Estonia	Gümnaasiumi Lõputunnistus/ Riigieksamenitunnistus	3 out of 5
Ethiopia	High School Professional Licence	60 out of 100
Morocco/Fez	Baccalaureate	10
Philippines	Kativayan (High School Professional Licence)	60 out of 100
Palestine	Tawjihi	60
Finland	Matriculation Exam / Ylioppilastutkintodistus	4 Out of the least 7
France	French Baccalaureate	12
Gambia	Gambia General Certificate of Education (GCE)	“A Level” in at least 3 courses at least one of which should be related to program applied.
Ghana	Waec	At least being succesful in 6courses and having got at least 3 credits.
Guinea	Baccalaureat	60 out of 100
South Korea	CSAT	500
	Ibankye Kodung Hakkyo (Academic High School Diploma/ Graduation)	2 out of 4
South Africa	South Afrika Senior Certificate, Matrix Test	Being succesful in at least 6 out of 7 courses.
Georgia	Georgia National Exam	250
	Gürcistan Sashualo Skolis Atestati/ Attestat o Srednem Obrazovanii	3 out of 5
Haiti	Baccalaureat	60 out of 100
Croatia	Croatian Maturalna svjedodzba / Svjedodzba o završenom srednjem obrazovanju /Svjedodzba o završnom	3 out of 5

	ispitu-maturi	
Honduras	Honduras Bachillerato Titulo de Bachiller en Ciencias y Letras	3 out of 5
India	Hindistan High School Professional Licence	60 out of 100
Dutch	High School Professional Licence	60 out of 100
England	General Education Certificate (Advanced Level)	60 out of 100
Iraq	Al-Edadiyah	60
Iran	Diploma Debirestan ve Pişdaneşgahi	13
Israel	Teudat Bagrut	60 out of 100
Spain	Spain Baccalaureate	60 out of 100
Switzerland	Matura Diploma	60 out of 100
Italy	Matura Diploma	60 out of 100
Iceland	Iceland studentsprof	6 out of 10
Japan	High School Diploma	60 out of 100
Kampuchea	Cambodia-Baccalaureate	60 out of 100
Cameroon	Baccalaureate	11
	GCE O Level / A Level Examinations	Having 2 out of 4 from at least 4 courses.
Canada	High School Professional Licence	60 out of 100
Montenegro	Montenegro Diploma Record of Study	60 out of 100
Qatar	Al-Thanawiya Aama Qatari	60 out of 100
Kazakhstan	Kazakistan National University Exam	60
	Kazakhstan Central Part Science turaly attestat/ Attestat o (obschem) Srednem Obrazovanii	3 out of 5
Kenya	Kenya Education Certificate	C+
Kyrgyzistan	(KCS), Kyrgyzistan National University Exam	150
	Kyrgyzistan Attestat o Srednem (Polnom) Obshchem Obrazovanii	3 out of 5
NCTR	North Cyprus Turkish Republic GCE AL The Turkish Republic of North Cyprus	At least 2 “A Level” at least one of which should be related to the program to be applied.
Colombia	Colombia - Baccalaureate	60 out of 100
Kosovo	Kosovo University Entrance Exam (Maturity)	60 out of 100
Kuwait	Kuwait Shahadat-al-thanawia-al-a'ama	60 out of 100
Cuba	Diploma de Técnico de Segundo Grau	60 out of 100
Letvia	High School Professional Licence	6
Libya	Libya Al-Shahada-Al-Thanawiyy Exam	180
Lithuania	Brandos Atestatas	60
Lebanon	Baccalaureate Libanals	60 out of 100
Madagascar	Madagascar Baccalaureate	11
Hungary	High School Professional Licence	60 out of 100
Macedonia	Macedonia University Entrance Exam	60 out of 100
Mali	Mali Baccalaureate	12
Malawi	School Certificate Education Exam	C

	(MSCE)	
Malaysia	Malaysia Sijil Pelajaran Malaysia / Malaysia Education Certificate / Sijil Tinggi Persekolahan Malaysia / Malaysia Institution of Higher Education	Succeeding in with A and having the academic success rate of 50% in the High School Diploma.
Mexico	Mexican Baccalaureate	60 out of 100
Egypt	Thanaweya Amma General Public Exam	60
Mongolia	Konkurs General State Exam/ Mongolian National Exam	650
Moldova	Moldova Baccalaureate Exam	7
Mauritania	High School Professional Licence	60 out of 100
Mozambique	High School Professional Licence	60 out of 100
Myanmar	Basic Education Standard Exam (Matriculation)	60 out of 100
Nepal	High School Professional Licence	60 out of 100
Niger	Niger Baccalaureate	11
Nigeria	Waec	Being successful in at least 6 courses and getting (C) in 3 credits.
	Jamb	185
Norway	Norway Vitnemål videregående opplæring	3 out of 6
The Central Africa	Baccalaureate	11
Uzbekistan	Secondary Education Certificate	3 out of 5
Pakistan	High School Professional Licence	60 out of 100
Panama	Panama Baccalaureate	60 out of 100
Papua New Guinea	High School Professional Licence	60 out of 100
Peru	Bachillerato / Técnico	60 out of 100
	Peru Certificado Oficial de Estudios/ Certificado de Educación Secundaria Común Completa (quinto)	12 out of 20
Poland	Matura Professional Licence	60 out of 100
Portugal	High School Professional Licence	60 out of 100
Romania	Diploma de bacalaureat	12
Rwanda	High School Professional Licence	60 out of 100
Russia	Russia National Final School Exam– EGE	42
Russia	High School Professional Licence (GOS)	3 out of 5
Senegal	Baccalaureate	12
Serbia	Serbia Professional Licence / Record of Study	3 out of 5
Singapore	Singapore-Cambridge GCE A-level examination	At least A- in 2 courses + AO- in 2 courses or A- in 3 courses + AO- in one course.
Slovakia	High School Professional Licence	60 out of 100
Slovenia	Slovenya Maturitetno spricevalo (Matura) Poklicna matura + maturitetni tecaj	3 out of 5
Somalia	High School Professional Licence	60 out of 100

Sri Lanka	General Education Certificate (Advanced Level)	60 out of 100
Sudan	School Certificate	60 out of 100
Syria	Al-Shahada-Al-Thanawiyya	170
Saudi Arabia	Tawjihiya	60
Chile	Chile Licencia de Educación Media/ Licencia de Enseñanza Media	5 out of 7
Chile	Chile Prueba de Selección Universitaria	600 out of 850
Tajikistan	High School Professional Licence	3
Tanzania	High School Professional Licence	60 out of 100
Taiwan	High School Professional Licence	60 out of 100
Thailand	High School Professional Licence	60 out of 100
Togo	Baccalaureate	12
Tunisia	Tunus Baccalauréat	12
Turkmenistan	High School Professional Licence	3
Uganda	UCE (Uganda Education Certificate)	At least 8 score in 6 courses as Maths and English are compulsory.
Oman	Tawjihi	60
Ukraine	ZNO (External Independence Exam)	150
	Ukraine Atestat pro povnu zagal'nu srednju osvitu/ Attestat o Srednem (Polnom) Obshchem Obrazovanii	7 out of 12
Jordan	Tawjihi	60
Venezuela	Venezuelian Bachillerato	13 out of 20
Vietnam	Bang Tu Tai Hai (Baccalaureat)	6
Yemen	Yemen Ihtibar Vizari Sanevi Exam	60
New Zealand	New Zealand National Certificate Educational Achievement	At least 3 out of 4 in 5 courses (4 courses should be English, Maths, Nature/Physics and Social Sciences).
Greece	Greece University Entrance Exam	8 out of 20
Zimbabwe	High School Professional Licence	60 out of 100
Zambia	Zambia School Certificate	“Satisfactory” in 6 courses and “credit” in at least 1 course as English is compulsory; or “satisfactory” in 5 courses and “credit” in at least 2 courses as English is compulsory.