

Republic of Turkey
FARUK SARAÇ Design Profession High Institute
Directive Governing the Admittance Conditions of Foreign Students
(Vocational School Council Date: 10.02.2014, Issue: 2014-5)

Part 1
Purpose, Scope and Grounds

Purpose

Article 1 – The object of this Directive is to govern the principles and procedures related to the admittance of the foreign students for education in Faruk Saraç Design Profession High Institute.

Scope

Article2 –This Directive covers the general principles, application conditions, admittane requirements and other respective titles related to the admittance of the foreign students for two year degree education in Faruk Saraç Design Profession High Institute.

Grounds

Article 3 – This Directive is prepared basing on (i) the Decision given by the Assessment Board (established in accordance with the Article 3 of the Law Nr. 2922 related to the Foreign Students Educating in Turkey) on the date 06/01/2010 and (ii) the Principles related to the Admittance of Foreign Students which has been accepted in the Higher Education General Assembly held on the date 21/01/2010

Definitions

Article 4 – The following concepts in this Directive shall have their attributed meanings as follows;

- a) High Institute: Faruk Saraç Tasarım Meslek Yüksekokulu (Faruk Saraç Design Profession High Institute)
- b) Manager: The Manager of Faruk Saraç Tasarım Meslek Yüksekokulu
- c) High Institute Board: Faruk Saraç Tasarım Meslek Yüksekokulu Board
- ç) Board of Directors : Faruk Saraç Tasarım Meslek Yüksekokulu Board of Directors
- d) Student Affairs Unit: Faruk Saraç Tasarım Meslek Yüksekokulu Student Affairs Unit
- e) Foreign Student Admittance Commission: Faruk Saraç Tasarım Meslek Yüksekokulu Foreign Student Admittance Commission
- f) Program: Diploma program in level of two-year degree

Part 2
Placements and Declaration of Placements

Determination of the Placements

Article 5 – (1) The placement numbers of the foreign students to be admitted to Faruk Saraç Tasarım Meslek Yüksekokulu (Faruk Saraç Design Profession High Institute) shall be decided each year by the High Institute Board and served to the approval of the Higher Education Board before being published.

(2) The placements shall be determined as not to exceed 50% of the program placement numbers declared for the ÖSYS Higher Education Programs and written in Placement Guide of the previous year. For the programs to admit foreign students for the first time in the respective year, the

foreign student placement numbers may be determined under joint recommendation for ÖSYS placements.

The programs to admit foreign students for the first time shall not be provided placement numbers during the ÖSYS additional placement period.

(3) If the determined and declared placements are not applied or if the placement limit is not reached, the High Institute Board may decide to transfer such vacant placement numbers to the placements of other programs provided not exceeding the limits specified under Article 2 above

Part 3 **Application, Acceptance and Enrollment**

Candidates

Article 6 – (1) Provided they are in the last grade of high school or graduated from the high school, the applications of the following persons shall be accepted:

a) Citizens of other countries,

b) Persons born as a Turkish citizen however permitted by the Ministry of Internal Affairs for leaving Turkish citizenship and minor children of these persons registered in Alienage Certificate however holding the Deed for Favoring the Recognized Rights issued in line with the Law of Turkish Citizenship

(The Article 7 of the Law Nr. 5901 related to Turkish Citizenship states as “(1) A child born in or out of Turkey from a Turkish mother or father under the marriage union shall be a Turkish citizen”; and whereas, it would be favorable for the candidates to apply from abroad if they examine the Law related to Turkish Citizenship.)

c) Any foreign person becoming Turkish citizen afterwards/any such person holding double nationality

ç) Any Turkish citizen who has completed his/her secondary education (high school) in a foreign country save KKTC (TRNC) or who has completed his/her secondary education (high school) in a Turkish school established in a foreign country save KKTC (TRNC)

d) Any TRNC national residing in TRNC and completed his/her secondary education (high school) in TRNC but holding GCE AL examination results and any such TRNC national enrolling in colleges and high schools in other countries between 2005 and 2010 but holding, or to hold, GCE AL examination results.

(2) The applications of the following candidates may not be accepted:

a) Republic of Turkey citizens (Turkish nationals) completing their entire secondary education (high school) in Turkey or TRNC.

b) Any TRNC nationals; save (i) TRNC nationals completing his/her entire secondary education (high school) in TRNC high schools and holding GCE AL results and (ii) any such TRNC national enrolling in colleges and high schools in other countries between 2005 and 2010 but holding, or to hold, GCE AL examination results

c) Any double nationality person, as specified in item 1/b of the Article 6 above, who has hold his/her first nationality from Republic of Turkey by the merit of birth; save any such Turkish citizen who has completed his/her secondary education (high school) in a foreign country save KKTC (TRNC) or who has completed his/her secondary education (high school) in a Turkish school established in a foreign country save KKTC (TRNC)

ç) Any double nationality person holding a TRNC nationality; save any such person who has completed his/her entire secondary education (high school) in TRNC but holding GCE AL examination results and any such TRNC national enrolling in colleges and high schools in other countries between 2005 and 2010 but holding, or to hold, GCE AL examination results.

d) Any Republic of Turkey citizen or any double nationality person having first nationality as Republic of Turkey by the merit of birth as specified under item 1/b of the Article 6, who, both, completing their education in th schools under the organization of the embassies in Turkey and in foreign high schools active in Turkey.

Necessary Documents for Application

Article 7 – The candidates shall apply with the following documents:

a) High School Diplome translated in Turkish as certified by Public Notary or Foreign Missions of Republic of Turkey. The candidates who have not received their diplomas yet shall present an official temporary graduation certificate proving their graduation on a certain date. The original temporary graduation certificate shall be submitted (The Certificate of Equivalence, which prove the high school diplomas of the candidates are equal to the diplomas given by Turkish High Schools, to be issued by Republic of Turkey Ministry of National Education or Republic of Turkey Foreign Missions in the respective countries, is not requested during the application. Any admitted candidate shall present such certificate during enrollment.)

b) Form of Application to Profession High Institute

c) Transcript: The official summary of courses and points obtained during the high school education, as approved by the high school manager and as certified by Public Notary or Foreign Missions of Republic of Turkey, shall be submitted to the Profession High Institute. IF not in Turkish, certified translation of the same shall accompany the original transcript.

ç) Result of the Examination- Certified Turkish copy of the examination results to be used for the application.

f) 2 head shots of the candidate

Assessment of the Applications

Article 8 – (1) The assessment of the applications and placement of the candidates shall be performed by the Foreign Student Admittance Commission within the periods specified in the academic calendar. The International Relations Coordinator is a natural member of this commission as well as two academic personnel to be appointed by the Manager of the High Institute.

(2) As to ensure that the economic opportunities of the respective foreign students are sufficient to continue their high education in Turkey, an economic assurance amount shall be decided each year by the High Institute Board. The economic competency of the respective students shall be reviewed by the Foreign Student Admittance Commission during the assessments.

(3) The High Institute Board shall determine the valid examinations for the application, and minimum points required thereof, and shall declare the same in the internet site of the High Institute (www.faruksarac.edu.tr). Any candidate having lesser points than the declared minimum points and any candidate not holding other application requirements shall be dismissed.

(4) In relation with the assessment of foreign students for admittance; the examinations, approved by the High Education Board, in quality of high school completion examination (Abitur, International Baccalaureate, GCE, Tawjihi vs.) shall not have time limits of validity. Any such examination in quality of university entrance examination (SAT etc.) shall have a validity limit of two years

(5) The High Institute Board shall determine the equivalence of the approved examinations. The examination points or secondary (high school) point averages of the candidates shall be transformed to hundred points system by taking the highest point as 100.ç

(6) In case of equity in placement examinations, the secondary education point average shall prevail in the first place and shall be, if necessary, followed by Turkish language level grade. In case equity still continues, the younger candidates shall be given the priority.

Admittance

Article 9 – (1) The proposal prepared by the Foreign Student Admittance Commission shall be final under the approval of the High Institute Board of Directors. The students admitted are sent a “Letter of Admittance” or an equivalent document to enable them have their “Education Noted Visa”. The

candidates shall, using such letter, obtain Education Visa from the Turkey's foreign missions in their countries, or in closest country, or from Provincial Security Directorates if they reside in Turkey. The

information related to the enrolled students shall be informed to the High Education Board Presidency.

(2) Fulfilling the application conditions shall not guarantee admittance.

(3) The vacant programs of the high institute may be transferred in line with the paragraph 3 of the Article 5.

(4) The High Institute shall be free to fill or not fill the placements.

(5) The students gaining right to a final enrollment/admittance through the assessments shall be declared in the internet site of the High Institute (www.faruksarac.edu.tr).

(6) The other choices of a candidate who has been placed in principal to a certain program may not be assessed.

Language of Education and the Level

Article 10 – (1) The candidates admitted to programs with the medium of education as Turkish shall not fail in the Turkish Level Examination conducted by Turkish Learning Centres. Any candidate failing in Turkish level shall have its enrollment rights reserved; however, these candidates shall certificate their successful level in Turkish at most in one year in such examinations as to enable their enrollments to be realized. Otherwise, the candidates failing to pass such Turkish Level Examinations within one given year, shall lose their reserved rights of enrollment and admittance. The Turkish level of the candidates not providing any certificate of Turkish Level during the final enrollment shall be regarded as “insufficient” and they shall be treated accordingly.

(2) The candidates admitted to programs with the medium of education as a Foreign Language shall not fail in the Foreign Language Level Examination conducted by High Institute. Any candidate failing in said foreign language level examination shall have its enrollment rights reserved; however, these candidates shall have foreign language education in the prep classes. The enrollment of the candidates passing the examination held at the end of prep class shall be performed. Otherwise, the candidates failing to pass such foreign language examination, shall lose their reserved rights of enrollment and admittance. The foreign language level of the candidates not providing any certificate of Foreign Language Level during the final enrollment shall be regarded as “insufficient” and they shall be treated accordingly

Contribution Share and Financial Guarantee

Article 11 – (1) The education fees to be collected from the students shall be decided by the Board of Directors. The education fees relate only to costs of learning and teaching whereas not cover the accomodation, boarding and book charges.

(2) As to ensure that the economic opportunities of the respective foreign students are sufficient to continue their high education in Turkey, an economic assurance amount shall be decided each year by the High Institute Board.

Health Costs

Article 12 – The health costs of the foreign students shall be covered by the health insurance to be taken out by the students themselves.

Enrollment

Article 13 – The following documents are necessary for the enrollment:

a) The original high school diploma and Turkish translation certified by the foreign missions of Republic of Turkey in the respective country.

b) The original high school diploma and the Certificate of Equivalence which prove the high school diplomas of the candidates are equal to the diplomas given by Turkish High Schools as to be issued by Republic of Turkey Ministry of National Education or Republic of Turkey Foreign Missions in the respective country.

c) The original transcript and the Turkish translation certified by the foreign missions of Republic of Turkey in the respective country.

d) Bank receipt proving the education fee is deposited.

e) Bank Account Document (The document showing the bank account with sufficient funds for to continue the high education in Turkey i.e. the amount determined by the High Institute Board required for annual living shall be present in the account).

f) Student Visa to be obtained from the foreign missions of Republic of Turkey in the respective country or from Provincial Security Directorates if the candidate resides in Turkey.

g) Original Internationally Accepted Foreign Language Certificate (if any) and Turkish Proficiency Certificate or copies thereof certified by the foreign missions of Republic of Turkey in the respective country.

ğ) 4 head shot photos

Additional Provisions

Article 14 – (1) Any foreign student admitted shall be subject to the provisions of the Faruk Saraç Tasarım Meslek Yüksekokulu Education-Training and Examination Regulations in relation with their academic issues.

(2) For the titles covered under the scope of this Directive however no applicable provision is present, the respective Law, Regulations, the High Education General Assembly Decisions and Board of Directors Decisions shall apply.

Part 4

Effective Date and Execution

Effective Date

Article 15 – This Directive has been accepted under the Decision Nr. 2014/5 of the Faruk Saraç Tasarım Meslek Yüksekokulu Board of Directors on the date 10/02/2014 and shall apply by the 2014-2015 training and education year.

Execution

Article 16 – The Faruk Saraç Tasarım Meslek Yüksekokulu Manager shall execute the provisions of this Directive.

