ADNAN MENDERES UNIVERSITY
DIRECTIVE FOR APPLICATION AND ADMISSION OF FOREIGN STUDENTS

PART ONE
Aim, Scope, Basis and Definitions

Aim
ARTICLE 1 – (1) The aim of this directive is to determine the conditions for application and admission to Associate degrees, Bachelor degrees and Graduate degrees of foreign students to Adnan Menderes University.

Scope
ARTICLE 2- (1) This directive comprises the provisions to be applied to foreign students at Associate degree, Bachelor degree and Graduate degree levels at Adnan Menderes University.

Basis
ARTICLE 3- (1) This directive has been prepared in accordance with document numbered 383-3269 of the Council of Higher Education dated 27.01.2010.

Definitions
ARTICLE 4- (1) The terms mentioned in these regulations and their definitions:
a) **Unit**: All graduate schools, faculties, state conservatory, schools and vocational schools connected to Adnan Menderes University,
b) **TRNC**: Turkish Republic of Northern Cyprus,
c) **Student Affairs**: Directorate of Student Affairs of Adnan Menderes University,
d) **Rectorate**: The Rectorate of Adnan Menderes University,
e) **Senate**: The Senate of Adnan Menderes University,
f) **TR**: Republic of Turkey,
g) **ADÜ TÖMER**: Turkish Language Teaching Research and Application Centre of Adnan Menderes University,
h) **Online ADÜYÖS**: Online Examination for International Students held by Adnan Menderes University to evaluate the applications made for associate and bachelor degrees.
i) **University**: Adnan Menderes University,
j) **Foreign Student**: A candidate student who has graduated from a high school equivalent to a Turkish high school but has neither Turkish nor Turkish Republic of Northern Cyprus citizenship or who has dual citizenship, neither of which is Turkish or from the Turkish Republic of Northern Cyprus.

PART TWO
Application, Required Documents, Evaluation, Education-Teaching Conditions and Registration

Application and required documents
ARTICLE 5- (1) Announcements regarding applications are announced on the web page of the university each year on dates determined by the Senate.

(2) Applications are submitted on-line between the dates specified in the announcement to the Rectorate Directorate of Student Affairs for Associate and Bachelor degrees, and to the relevant Graduate School for graduate degrees. Only applicants that apply to Associate or Bachelor degrees shall take the Online ADÜYÖS Examination on the exact date and time stated in the related announcement. Applicants who obtain a minimum of 50 points out of 100 points in the Online ADÜYÖS Examination shall be evaluated for placement with consideration to paragraph 3 of this article.

(3) In the placement of foreign students to Associate and Bachelor degrees, ADÜYÖS examination marks, examination marks from examinations shown in Appendix 1, graduation mark, field of study and the country of graduation are taken into account. In the placement of foreign students that have applied for Graduate degrees, graduation grade, field of study, minimum scores and examination results considered for application to graduate degrees and the country of graduation are taken into account. Examinations with university entrance status have a validity period of two years.

(4) Applications are made by completing the online application form in Turkish or English and by uploading the following documents:
a) Diploma or temporary graduation document,
b) Transcript (Document showing marks),
c) Bank Receipt proving that the amount for examination fee (Online ADÜYÖS Examination) has been transferred to the related bank account on the related announcement,
d) Document showing exam results (if available).
Page showing passport identification information,
Passport photograph taken within the last year,
Document showing student’s Turkish Identity Number (TC Number) (Identity card, Residence permission card/booklet etc.) (if available)
Document showing Turkish Language Proficiency Level (if available)

(5)

A) On the condition that applications by foreign students to graduate degrees have/will graduated or foreign students applying to associate/bachelor degrees are in the final year of high school or have graduated, applications from:

1) those who are foreign nationals,
2) those who are Turkish citizens by birth, but acquired permission to leave Turkish citizenship from the Ministry of the Interior and those who certify that they have a certificate of use of recognition of rights given to the minors registered on the declaration of alienage entitled by Turkish Citizenship Law, (Due to the provision in Article 7 of 5901 numbered Turkish Citizenship Law “ (1) A child born within marriage to a mother or father with Turkish citizenship either within or outside Turkey is a Turkish citizen.”, applicants for foreign student admissions should examine the Turkish Citizenship laws),
3) those who are foreign nationals by birth and acquired Turkish nationality / applicants who have dual citizenship in this way,
4) a) those who are Turkish citizens who were continuing with their secondary education before 01/02/2013 and complete the final three years of their secondary education (high school) in a country other than Turkey and TRNC (including those who complete their education at a Turkish School opened with accreditation from The Turkish Ministry of National Education in a country other than Turkey or TRNC),

b) those who are continuing with their secondary education after 01/02/2013 and complete all of their secondary education (high school) in a country other than Turkey and TRNC (including those who complete their education at a Turkish School opened with accreditation from The Turkish Ministry of National Education in a country other than Turkey or TRNC),

5) those holding TRNC citizenship who reside in the TRNC, have completed their secondary (high school) education in the TRNC and hold GCE-AL exam results and also those registered and educated at colleges and high schools in a different country between 2005-2010 and possess or will possess GCE-AL exam results, will be accepted.

B) The candidates whose applications are not acceptable are:

1) those who are Turkish citizens and have completed all their secondary education in Turkey or the TRNC,

2) those holding TRNC citizenship (except those who have completed their secondary education in the TRNC and hold GCE-AL exam results and also those educated at colleges and high schools in a different country between 2005-2010 and possess GCE-AL exam results),

3) those defined by article A clause 2, with dual nationality of which the first nationality was Turkish at birth (except for those who fulfil article A clause 4)

4) those who have dual citizenship of which one is TRNC, (except those who have completed their secondary education in the TRNC and hold GCE-AL exam results and also those registered and educated at colleges and high schools in a different country between 2005-2010 and possess or will possess GCE-AL exam results,

5) those with Turkish citizenship who have studied in a foreign high school in Turkey and schools within the structure of Embassies in Turkey or those stated in paragraph 5, clause A, sub-clause 2, Turkish citizens by birth with dual citizenship,

Minimum scores and conditions for application

ARTICLE 6 – (1) Applicants applying to Associate and Bachelor degrees must obtain a minimum of 50 points on the Online ADÜYÖS Examination.
Evaluation of applications

ARTICLE 7 – (1) The quotas for foreign students to be accepted on to Associate, Bachelor and Graduate programmes provided by graduate schools, faculties, state conservatory, schools and vocational schools of Adnan Menderes University are determined by the Senate.

(2) The evaluation and placement of candidates who have completed the on-line application system, entered the Online ADÜYÖS Examination and received at least 50 points out of 100 on this examination of applicants to Associate and Bachelor degrees are carried out by the Foreign Student Placement Commission, formed by the Senate, with regard to the candidate’s ADÜYÖS examination mark, graduation mark, field of study, examination marks from examinations shown in Appendix 1 and the country of graduation. In the placement of foreign students that have applied for Graduate degrees, the graduation grade, field of study, minimum scores and examination results considered for application to graduate degrees and the country of graduation of the applicant are taken into account by the relevant Graduate School Executive Board.

(3) The University is free to admit as many students as stated in the quota or less.

(4) Meeting the application requirements does not create automatic admission.

(5) Applications of those who do not meet the requirements for application or have incomplete documents are not evaluated.

(6) In case of non-application to a quota or an announced quota being unfilled, the unfulfilled quota for a programme, except for quotas for Law, Medicine, Dentistry and Pharmacy programmes, can be transferred to other programmes of the university by the relevant commission with the provision that the upper limit of the programme to which the quota is to be transferred does not exceed the quota determination levels stated in article 2/b of the ‘Principles for the Acceptance of Students from Abroad’ published by the Higher Education Council of Turkey. The quotas of Law, Medicine, Dentistry and Pharmacy programmes may be transferred with a decision from The Higher Education Council of Turkey.

(7) The evaluation of applications to University departments which require an aptitude examination are carried out in accordance with the registration and acceptance directives of the relevant faculty/school/state conservatory.

Announcement of results and registration

ARTICLE 8- (1) The results are published online on the university’s web page.

(2) An acceptance letter is sent by the Rectorate to students who have gained the right to register to Associate and Bachelor degrees and by the relevant Graduate School to students who have gained the right to register to graduate programmes.

(3) Registration of students to Associate and Bachelor degrees is carried out by the relevant department and that of graduate students by the relevant Directorate of Graduate School between the dates published on the university’s web site.

Documents necessary for registration

ARTICLE 9- (1) The following documents are required for registration:

a) For students registering to Associate and Bachelor degrees, original High School Diploma or graduation document and ‘Equivalency Document’ of this diploma or graduation document from a Turkish Embassy or Consulate in the student’s own country or from the Turkish Ministry of Education, certifying the equivalency of the applicant’s diploma to that of Turkish diplomas,

b) For students registering to graduate programmes: Original Bachelor degree diploma. The Bachelor degree diploma must have equivalency and be certified by the Higher Education Council of Turkey. Candidates also need to fulfil all other requirements given in the announcement.

c) Original transcript,

d) Original examination results documents (if available),

e) For departments with Turkish education, a Turkish Language Proficiency Level Certificate, for departments with English education, an English Language Proficiency Level Certificate (if available).

f) Photocopy of original passport and its notarised Turkish translation,

g) Bank receipt showing payment of the student’s tuition fee into the relevant bank account

h) 6 passport-size photographs (4.5cm x 6cm) taken within the last 12 months,

Turkish Proficiency Level

ARTICLE 10 -

(1) Turkish Proficiency levels are determined as a result of the Turkish Language Proficiency Examination carried out by ADUTOMER in the first week of the academic calender.

(2) Turkish Language Proficiency levels are as follows:

A1 Level: [0 - 49] Turkish level is insufficient. Candidates may register to their educational programme and are given one
year’s permission from their registered programme to complete Turkish Language Preparatory Course [800 hours] carried out by ADÜ TÖMER. After this period, candidates who increase their Turkish to Level C can start their education.

A2 Level: [50 - 59] Turkish level is insufficient. Candidates may register to their educational programme and are given one year’s permission from their registered programme to complete Turkish Language Preparatory Course [660 hours] carried out by ADÜ TÖMER. After this period, candidates who increase their Turkish to Level C can start their education.

B1 Level: [60 - 69] Turkish level is insufficient. Candidates may register to their educational programme and are given one year’s permission from their registered programme to complete Turkish Language Preparatory Course [520 hours] carried out by ADÜ TÖMER. After this period, candidates who increase their Turkish to Level C can start their education.

B2 Level: [70 - 79] Turkish level is insufficient. Candidates may register to their educational programme and are given one year’s permission from their registered programme to complete Turkish Language Preparatory Course [380 hours] carried out by ADÜ TÖMER. After this period, candidates who increase their Turkish to Level C can start their education.

C1 Level: [80 - 89] Turkish level is sufficient. Candidates may start their education.

C2 Level: [90 - 100] Turkish level is sufficient. Candidates may start their education.

(3) For candidates placed in Graduate School Programmes whose Turkish level is insufficient, C Turkish proficiency level must be obtained by doctoral students by the time of their doctoral viva examination and by the time of the beginning of the thesis period for Master students.

(4) Candidates must show documentation of their Turkish proficiency level. Students who cannot show documentation of their Turkish proficiency level, along with candidates without C level [80 - 100] Turkish proficiency are given a Turkish Proficiency Exam with the aim of determining or raising their levels.

(5) The equivalency of Turkish proficiency documents received from other institutions and organisations is determined by ADÜ TÖMER. However, all candidates must enter Turkish Language Proficiency Examination carried out in the first week of the academic calender.

(6) In departments of the university of which the language of instruction is entirely in a foreign language, Turkish Language proficiency is not required.

(7) Students (except for graduate students) with level A and level B Turkish Language Proficiency will be given one year’s permission from their registered programme on the decision of the relevant board of the unit in which the student is registered. At the end of one year, candidates registered on Associate and Bachelor degrees who have attained a Level C Turkish Proficiency Certificate must submit this certificate to the relevant Faculty Dean/Director of Vocational School/School/State Conservatory of the programme they are registered to and candidates on graduate programmes must submit this certificate to the relevant Graduate School. Students who cannot submit a Level C Turkish Language Proficiency Examination certificate or have been unsuccessful in the Turkish Proficiency Examination carried out by ADÜTÖMER cannot begin their education until Level C Turkish Language Proficiency level is reached. Students who fail to obtain C level Turkish Language Proficiency by the end of two academic years will have their registration deleted.

ARTICLE 11- (1) The language of instruction of our university is Turkish. However, some programmes may be carried out either entirely or partially in a foreign language on the recommendation of the relevant commission, with a decision from the Senate and approval from the Higher Education Council of Turkey.

(2) For programmes with compulsory foreign language preparatory courses, foreign students who are registering for the first time must complete their applications for exemption within ten days of registration of the first semester they have registered in to the School of Foreign Languages via the International Students Office.

(3) International students who fulfil one of the following requirements may be exempt from the preparatory class and begin their education on the programme to which they are registered to:
   a) With the Foreign Languages Exemption Examination (YDYS): for foreign students registered to Associate Degrees a minimum of fifty points from one hundred points; for foreign students registered to Bachelor Degrees, a minimum of seventy points from one hundred points and for foreign students registered to Graduate Degrees the minimum mark required by the relevant Graduate School.
   b) For foreign students from a country which has English as an officially accepted language, students who have completed their high school education at an educational institution in that country,
   c) Foreign Students who have obtained the minimum levels within the last three years on a national or international
language examination which is accepted by the Senate and is given in the equivalency table of 'Adnan Menderes University Foreign Language Teaching Regulations' ,

(3) those who have successfully completed a preparatory course at a higher education institution which is recognised by the Interuniversity Commission with the approval of the School of Foreign Languages Commission,

(4) For International Students who are unsuccessful on the Foreign Language Exemption Examination, decisions on exemption from preparatory courses will be taken by the School of Foreign Languages commission.

(5) International students who do not fulfil one of the above requirements must take the preparatory course.

(6) The application period and academic calendar will be announced at the beginning of the academic year with the university’s academic calendar.

(7) International students who do not enter the School of Foreign Languages Exemption Examination at the start of the academic year will not have the chance to take a repeat examination and will be placed in the lowest class.

(8) For provisions related to foreign languages and preparatory classes not declared within this directive, the 'Adnan Menderes University Foreign Language Teaching Regulations' provisions are applied.

PART THREE
General and Final Provisions

For provisions not in the directive
ARTICLE 12- (1) The ‘Adnan Menderes University Associate and Bachelor Degree Teaching Regulations’ are applied to foreign students who are registered on an Associate or Bachelor’s degree programme and the ‘Adnan Menderes University Graduate Teaching Regulations’ are applied to those registered on a graduate programme.

Enforcement
Article 13 – (1) This directive shall enter into force on the date of adoption by the Senate of Adnan Menderes University.

Execution
Article 14 – (1) The provisions of this directive shall be executed by the Rector of Adnan Menderes University.

APPENDIX 1
ADNAN MENDERES UNIVERSITY
MINIMUM SCORES AND EQUIVALENT EXAMS TAKEN INTO CONSIDERATION FOR ACCEPTANCE OF FOREIGN STUDENTS

I- GRADUATE PROGRAMMES

1. Candidates who prove they carry the necessary conditions for graduate education in their own country,
2. Candidates with at least 610 points from GRE exam,
3. Candidates with at least 450 points from GMAT exam,
4. Candidates with a minimum score of 60 of a type relevant to the area applied for of ALES (Academic Personnel and Postgraduate Education Entrance Examination),
5. For countries in which GRE or GMAT is not carried out, a document from the candidate student’s faculty/vocational school/ Dean’s office / Director's Office, can apply.

II- ASSOCIATE AND BACHELOR PROGRAMMES

1. ABITUR: A minimum of 4 points on ABITUR examination,
2. ACT (American College Test): A minimum of 21 points in science reasoning, mathematics and total points,
3. GCE-AL (Advanced Level General Certificate of Education): A-Level (minimum 2 courses),
4. IB (International Baccalaureate): Diploma degree with a minimum of 28 points,
5. SAT (Scholastic Assessment Test): A total score of at least 1000 and a minimum score of 500 in Mathematics,
6. GAOKAO (University Entrance Examination in the People’s Republic of China): A score of at least 480 relevant to applicant’s chosen programme,
7. French Baccalaureate Diploma: possession of diploma and diploma score of at least 12,
20 on Pishdaneshgahi (graduation score in Iran),
9. Al-Shahada-Al Thanawi examination in Libya: A minimum of 80% for the departments of the Faculty of Engineering and Faculty of Arts and Sciences- Science Departments and a minimum of 50% for other departments,
10. Baccalaureat Libanais (baccalaureate examination in Lebanon): A diploma score of at least 13 in Scientific Stream,
11. Senegal Baccalaureate: A diploma score at least 12 out of 20 relevant to the applicant’s chosen programme,
12. Al-Shahada-Al Thanawi examination in Syria: A minimum of 190 points out of 240 for the Faculty of Engineering and a minimum of 175 points out of 240 for other departments in Scientific Stream (valid for 2 years),
13. TAWJIHI examination in Jordan and Palestine: a minimum exam average of 80 from all lessons in Scientific Stream,
14. TCS (Turk Republics with Turk and Relative Communities Examination): A score of at least 50,
15. Recipients of gold, silver or bronze medals in International Science Olympics recognized and participated in by TÜBİTAK (The Scientific and Technological Research Council of Turkey),
16. Ujian Nasional (UAN) or (UN) examination carried out by the Indonesian Ministry of Education: A minimum of 40 points out of 60,
17. Selection Examination for International Students by Turkish Universities: A minimum of 50 points out of 100 points,
19. Azerbaijan national University Test (TQDK): A minimum of 400 out of 700 for Bachelor Degree programmes and a minimum score of 250 out of 700 for Associate Degree programmes,
20. High School Diploma of Turkmenistan (Attestat o Srednem Obrazovanii): A minimum score of 3 out of 5,
21. Macedonia Matura: At least 3 out of 5,
22. ÖSS- YGS/LYS examinations: Applicants whose exam score meets the minimum score requirements of the previous year,
23. For those examinations/countries not mentioned above: Candidates who fulfill the conditions required to enter higher education in their own country must submit the relevant document (for countries which have university entrance exams - a document showing examination results, for countries which have high school completion examinations - a document showing examination results, for countries which accept high school diploma marks without an examination – a document from the institution from which the student has graduated stating this)
24. For students who apply to the Faculty of Engineering: a TOEFL score of 500 (five hundred) and a High School Graduation mark of at least 3 out of 4 is needed.

INTERNATIONAL EXAMINATIONS STANDARD POINT EQUIVALENCY TABLE

YUSOP : ADU – Standardised Point of International Student;

Minimum Standard Point for acceptance for ADU International Students = yedp
Maximum Standard Point for acceptance for ADU International Students = yeyp
International examination point received by student = op
YUSOP equivalency point of international examination mark received by student = ydp
Lowest point accepted by our university in international examination = edp
Highest point accepted by our university in international examination = eyp

Equivalency formula used for exams numbered 1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13,14, 15, 16, 17, 18, 19:

\[ yusop = 50 + \left( \frac{(yeyp - yedp)}{(eyp - edp)} \right) \times (op - edp) \]

Equivalency formula used for exam numbered 2.