

T.C.
ESKİŞEHİR OSMANGAZİ ÜNİVERSİTESİ
SENATO KARARI

Karar Tarihi :17.03.2021

Karar No :13320152-050.02.04-08

**DIRECTIVES GOVERNING APPLICATION, ADMISSION AND REGISTRATION OF
INTERNATIONAL STUDENTS AT
ESKİŞEHİR OSMANGAZİ UNIVERSITY**

PART ONE

Aim, Scope, Legal Basis and Definitions

Aim

ARTICLE 1- The purpose of these directives is to set forth the principles governing the application, admission and registration processes of international students to associate and undergraduate degree programs offered by Osmangazi University.

Scope

ARTICLE 2- These Directives cover terms and provisions concerning international students who will apply for the four-year undergraduate programmes and two-year degree programmes themselves.

Basis

ARTICLE 3- This directive was prepared in accordance with Law no.1177-8033 dated 19.02.2013 on International Students Studying in Turkey and the decree of the General Board of Turkish Higher Education dated 13.02.2013 on “The principles Governing International Student Admission”.

Definition of Terms

ARTICLE 4- The terms and abbreviations used in this Directive indicates the following:

- a) Academic Unit: Any faculty, academy or vocational school of higher education under the administration of Eskişehir Osmangazi University.
- b) Accredited Laboratory: Laboratories whose technical and administrative competencies have been approved and audited periodically by an official authority according to international criteria.
- c) ESOGÜ TÖMER: Eskişehir Osmangazi University Turkish Language Application and Research Center (TÖMER)
- d) Residence Permit: A document indicating the allowed residence period for foreigners in our country.
- e) KKTC: Turkish Republic of Northern Cyprus
- f) Education annotated visa (consular) : Entry permit issued by the Turkish consulates in foreign countries to enable them to study in Turkey.
- g) Study annotated visa by the ministry: Entry permit issued by the Turkish ministry of internal affairs to enable the students who have a residence permit to study in Turkey.

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- h)** Rectorate: The Office of the Rector of Eskişehir Osmangazi University.
- ı)** Senate: Eskişehir Osmangazi University Senate
- j)** Preparation Course for Turkish Language Learners: Courses opened at Eskişehir Osmangazi University or other universities to teach Turkish to international students.
- k)** University: Eskişehir Osmangazi University,
- l)** University Executive Board : Eskişehir Osmangazi University Executive Board
- m)** International Student : A non- Turkish undergraduate student in a faculty or a student attending a preparation course or any other person identified in the relevant provisions of this directive
- n)** Higher Education Council (YÖK): Higher Education Council
- o)** (YÖS) Exam : An exam set and administered by the Turkish Student Selection and Placement Centre (ÖSYM) for foreign students wishing to study in higher education institutions in Turkey.

PART TWO

General Principles and Associate/ Undergraduate Programs

ARTICLE 5- International students to be accepted according to the directives governing application and admission shall study at the associate and undergraduate programs offered by the university. These can be either “day-time” programs (*Birinci öğretim- Turkish*) or “evening” programs (*İkinci öğretim- Turkish*) in which extra tuition needed to be paid...

Fee

ARTICLE 6- Tuition and fees of international students to be accepted to the programs in our university according to the directives governing application and admission are determined by Osmangazi University Executive Board in view of maximum and minimum amounts decreed by presidency every year.

Quota

ARTICLE 7-(1) The quotas to be allocated to associate and undergraduate programs to be accepted as foreign students, the quotas for international student admission for Medicine and Dentistry programs, provided that they do not exceed 50% of the quota of the previous year in the YKS guide, are taken into consideration by taking into account the recommendations received from the units, if any, together with special conditions. It is determined for the next academic year and notified to the Higher Education Council.

(2) According to the Higher Education General Assembly meeting dated 04.07.2019; the international student admission quota can not exceed 10% in the aforementioned fields (Faculty of Medicine, Dentistry, Law, and Education) for candidates with dual nationality, Blue cardholders, and Turkish citizens who have completed their entire high school education abroad (excluding

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K.K.T.C.), those whose nationality and one of their nationality is Turkish.

(3) If there are any programmes with no application or the ones that have not reached the full quota capacity, the remaining quotas can be transferred into other program quotas by the decision of the university senate. Quotas can only be transferred into the Faculty of Medicine, Dentistry and Law with the decision of the Higher Education Executive Board.

Exams and Evaluation principles

ARTICLE 8- (1) Examinations that bear the features the selection of foreign students, the base score deemed appropriate for each exam, the entrance exam to be held by the University and their ratios in the general evaluation are determined by the University Senate and announced to the relevant institutions and organizations; It is also announced on the website of the Student Affairs Office of the University (www.oidb.ogu.edu.tr). The previous year's decision is considered valid unless the University Senate takes a new decision regarding the international student admission method.

(2) The evaluation of the students applying to the departments/programs requiring “Preregistration/Special Aptitude Exams” are conducted in accordance with the criteria given in the aforementioned exams.

The validity of exams

ARTICLE 9- (3) The period of validity of scores obtained in exams which are of the status of a high school exit exam (such as Abitur, International Baccalaureate, GCE, Tavvjih, etc.) or high school graduation degrees/diplomas is unlimited; however, the validity of exams that bear the features of a university entrance exam (such as SAT, YÖS) is two years.

Applicants whose application that might be accepted

ARTICLE 10- Provided that they are in the last year of high school or graduated, the applications of eligible applicants within the scope of this directive willing to study at Eskişehir Osmangazi University will be accepted. These are

1) foreign nationals

2) native-born Turkish nationals who lost their Turkish citizenship provided that they ceased to be a citizen by courtesy of the Ministry of Interior, who certify that their minor children registered in the certificate of revocation of Turkish citizenship having a document on the Exercise of the Rights Recognized under the Turkish Citizenship Law and holding a card upon request (by the operation of Article 7, Subclause 1 of the Turkish Citizenship Law no. 5901 “an infant born from the marriage of a mother or a father having Turkish citizenship in Turkey or abroad is a Turkish citizen,”. So, it is highly recommended for candidates, who are going to apply for the foreign student admission quota, to review the Turkish Citizenship Law.

3) Foreign nationals who acquire Turkish citizenship later/ who hold dual nationality in the same situation.

*4) a) Turkish nationals, who were a high school student abroad before February 1, 2013, and who

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have completed the last three years of their high school education in a foreign country other than Turkish Republic of Northern Cyprus (TRNC) [including those that have completed their entire high school education at a Turkish school under the Ministry of National Education (MEB) in a foreign country other than TRNC],

b) Turkish nationals, who started their high school education abroad after February 1, 2013, and who have completed their entire high school education in a foreign country other than TRNC [including those that have completed their entire high school education at a Turkish school under the Ministry of National Education (MEB) in a foreign country other than TRNC]

5) Nationals of TRNC who reside in TRNC, and have completed their high school education in TRNC and have taken the GCE AL exam, and nationals of TRNC, and registered and received education in a high school in another country between 2005 and 2010 and have taken the GCE AL exam

Applicants whose application shall be rejected

ARTICLE 11- The applications of the candidates below will not be accepted. Applicants who are

- 1) Turkish nationals and completed the entire high school education in Turkey or TRNC,
- 2)TRNC nationals apart from those that have had their entire high school education in TRNC and that have taken the GCE AL exam, and have received education in a high school in another country between 2005 and 2010 and have taken the GCE AL exam)

*3) Dual nationality holders, the first one of which is Turkish by birth, as defined in paragraph 2 of Article 10 (excluding those that meet the conditions stated in subparagraph (a) of Article 4)

4) Dual nationality holders, one of which is TRNC (excluding those that have had their entire high school (secondary school) education in TRNC and have taken the GCE AL exam, and have received education in a high school in other countries between 2005 and 2010 and have already taken the GCE AL exam or the ones who will take soon)

5) Turkish nationals and those who have had their high school education in schools affiliated with the embassies in Turkey and foreign high schools in Turkey, or those holding dual nationality with the first nationality being Turkish as defined in subparagraph (a) of Article 2

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PART THREE

Application, Assessment and Admission¹

Application Announcement

ARTICLE 12 – The directives regarding the application process of international students and the conditions they must comply with are determined by the University Senate and announced on the web page of the University Student Affairs Office (oidb.ogu.edu.tr) during the academic term in which the classes are still held.

Required documents for application

ARTICLE 13- All documents must be certified copies. Copied documents without original stamp and signature, and documents sent by fax or e-mail are not accepted. The documents required for application must be either in Turkish or English. The applications shall not be taken into account in case of having missing or incomplete documents.

The following documents are required for the application:

a) Application Form that can be downloaded on the webpage for international students (ybf.ogu.edu.tr).

b) High school diploma:A copy of the secondary education (high school) diploma whose Turkish or English translation is certified by the Turkish Embassy, Consulate or Notary.

Graduands who have not received their diploma yet can apply with a temporary graduation document certified by their high school. ("Equivalency Certificate" stating that the diplomas of the candidates are equal to the those given by Turkish High schools can be obtained from the Turkish Embassy in their countries or Turkish Ministry of Education. It will then be required during registration.)

c) Academic transcript:

A copy of the candidate's high school exam results indicating the subjects studied, their marks and general average scoring. Turkish or English copy of the transcript certified by the Embassy, Consulate or notary is required from the applicants residing abroad,

d) Valid exam result :

It is required to submit a certified copy of the exam result document. For international students from overseas, a Turkish or English copy of the test result document certified by the Embassy, Consulate or notary is required.

e) A copy of the Passport :

¹ *: In accordance with the decision granted to the Executive Board at the Higher Education General Assembly meeting dated 21.5.2014 in accordance with the decision to stop the execution issued by the 8th Department of the Council of State, it was arranged according to the decision regarding the candidates who can apply at the Higher Education Executive Board dated 16.07.2014.

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Dual citizenship holders one of which is Turkish and preferring that one who have completed their entire high school education abroad (excluding TRNC high schools) must submit a copy of the pages of their passport or a certified copy taken from the general directorate of security showing the entrance- exit dates considering the education date they have had.

f) One passport photograph:

The photo submitted must be biometric and taken within the last 6 months. The photo-copy version of the photo is inadmissible.

g) A Copy of the Blue Card: The candidates holding a Blue Card must submit a copy of it documenting their status.

h) Certificate of Identity register copy: Certificate of identity register copy that shows the status of the dual citizenship holders who have later acquired Turkish citizenship to certify their present state.

ı) TÖMER Certificate: A document showing that the applicant has a score at the level of "B2" or "C1" according to the European Language Portfolio (ADP) from the Turkish Language Application and Research Center (TÖMER). This document is not compulsory.

Admission and placement

ARTICLE 14- Evaluation of the applications and placement is completely at Osmangazi University's discretion. The decision whether to fill the allocated quota announced is made by the senate. Having fulfilled the application requirements does not necessarily mean being accepted to a program.

ARTICLE 15- The applications of the candidates are evaluated and eligible candidates are placed among those who meet the criteria specified in the placement principles and, if necessary, those who meet the minimum criteria, by a commission formed by the University Executive Board is taken into consideration.

ARTICLE 16 – A "Letter of Acceptance" or an equivalent document by the University is given to the candidates who are accepted to one of the programs at Eskişehir Osmangazi University as a student so that they could have a "Student Visa".

Announcement of the results

ARTICLE 17- Candidates eligible for registration can receive their acceptance letters with e-signature via the online application system of our University at <https://ybf.ogu.edu.tr/>.

Required Documents for registration and admission

ARTICLE 18- Registrations are made by the Registrar's Office according to the calendar specified in the announcement.

Required Documents/ certificates for registration :

a) High School (Secondary education) Diploma: The original of the high school (secondary education) diploma and its Turkish translation issued by the Embassy, Consulate, or Notary.

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- b)** Certificate of equivalence for diploma: It is a document obtained from the foreign representatives, Consulates, or the Turkish Ministry of Education.
- c)** Examination results: The original of the examination results (SAT, ACT, YÖS, etc.) and its Turkish translation issued by the Embassy, Consulate, or Notary.
- d)** Passport: The copy of the passport or identity cards and its Turkish translation issued by the Embassy, Consulate, or Notary.
- e)** Bank receipt evidencing the contribution to education (tuition) determined by Presidential Decree every year at the beginning of the academic year.
- f)** A copy of the Internationally Valid Foreign Language proficiency Certificate of Compliance issued by the Turkish embassy or representative in their own country.
- g)** 4 photographs according to biometric specifications- size 4.5x6.0 cm and taken within the last 6 months. The photo-copy version of the photo is inadmissible.
- h)** An official Permit: An official permit from the university and faculties where students attend is required for those willing to do clinical practice or similar studies. The class student attends must be specified in the relevant document.
- ı)** Certified transcript: The original document stating the average grades of graduation and the subjects taken must be issued by the high school the candidate attended. The original Turkish translation of the transcript issued by the Turkish Embassy, consulates, or notary must be submitted for the applicants residing abroad.
- j)** A copy of the Blue Card : Blue card-holders submit a copy of it evidencing their present status.
- k)** Certificate of Identity register copy: Certificate of identity register copy that shows the status of the dual citizenship holders who have later acquired Turkish citizenship to certify their present state.
- l)** TÖMER Certificate: A document showing that the applicant has a score at the level of "B2" or "C1" according to the "Common European Framework of Reference for Languages" from the Turkish Language Application and Research Center (TÖMER).
- m)** Financial Status Document: It is a document showing the student can afford the basic living expenses. All expenses (accommodation, food, educational materials and personal expenses) to be covered during the education period fall under the responsibility of students. (Document to be issued by the person / institution / organizations that are supposed to sponsor the student for his/ her expenses)
- n)** Committee Report (Health Report): To be able to apply for the programs they are eligible, Faculty of Medicine, Faculty of Health- Nursing-, Midwifery, First and emergency aid students need to get a committee report certifying that they do not have any physical and mental disability that will prevent them from carrying out their professions during and after their education in State Hospitals or University Hospitals.

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ARTICLE 19- Provided that the candidates certify financial evidence stating they can fund their required expenses and tuition, they can continue their education in the country. The deposit value is equal to the annual tuition fee determined by the University Administrative Board for each academic year.

ARTICLE 20- a) Applicants must complete their fee at the beginning of the related semester to be eligible for interactive course registration. Those who do not complete the tuition fee payments cannot register for the related semester can not avail the rights originating from studentship.

Those who don't have a "TÖMER" certificate are required to pay the tuition determined for the program. Those who do not make tuition fee payments and therefore do not register for a semester can not avail the rights originating from studentship. The tuition paid by those who do not have "TÖMER" certificate enters into the student's account for next semester.

b) There is no tuition/contribution refund for those who withdraw their registration at their own will in accordance with the Presidential Decree dated 11 July 2020 and numbered 31182, stated in Article 15 of the "Decision on the Determination of Student Contribution and Tuition Fees for the Current Service Costs in Higher Education Institutions in the 2020-2021 Academic Year".

ARTICLE 21- All international students are required to have valid health insurance and certify it during their stay in Turkey.

PART FOUR
Regulations and Directives governing Education

ARTICLE 22- Those placed within the scope of admission quotas allocated for students from overseas are subject to the provisions of the Education and Examination Regulation of the program in which they are accepted.

The clinical practice provided for the other students in the 4th, 5th and, 6th grades of the Faculty of Medicine and Faculty of Dentistry; is also available for the international students.

Medium of instruction

ARTICLE 23- The medium of instruction at Eskişehir Osmangazi University is Turkish except for some programs.

ARTICLE 24- Candidates who gain the right to enroll the departments of which the medium of instruction is at least thirty percent or one hundred percent foreign language are subject to the provisions of the "Eskişehir Osmangazi University Foreign Language Education Regulations".

Turkish Proficiency levels and Turkish Preparatory class

ARTICLE 25- For students who have been admitted to the departments with thirty percent or one

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hundred percent Turkish medium of instruction, applicants' Turkish levels of applicants are determined by the " Turkish Proficiency Exam" held by ESOGÜ- TÖMER.

a) In accordance with the decision of Osmangazi University Senate, the Turkish proficiency level of the international students is determined according to the results of the exam conducted by the State Universities and Yunus Emre Institution in Turkey.

b) The Turkish preparatory course is held by the Turkish Teaching Application and Research Center (TÖMER) in Eskişehir Osmangazi University.

c) Students within the scope of Foreign Student Quotas who meet the following conditions are not required to submit any documents regarding their Turkish proficiency level and their Turkish level is considered sufficient to start their departments/programs.

i) Students registered in programmes whose medium of instruction is a hundred percent foreign language are not required to submit any documents regarding their Turkish proficiency level.

ii) Those who have completed their entire secondary education in high schools affiliated with the ministry of national education in Turkey.

iii) Those who have completed their entire secondary education in Turkish high schools or open high schools affiliated with the Turkish Ministry of National education, or in the schools affiliated with the Turkish Religious Foundation of Turkey abroad

ARTICLE 26 –

According to CEFR (Common European Framework of Reference for Languages), Turkish levels and equivalents are as follows.

C1	85-100	Advanced	Proficient
B2	71-84	Upper Intermediate	Proficient
B1	56-70	Intermediate	Insufficient
A2	46-55	Elementary	Insufficient
A1	0-45	Beginner	Insufficient

A1-A2 level: Turkish level of the candidate is insufficient. Granted for leave of absence for one education year from the enrolled department/programme to continue Turkish Language preparation course, and pass the proficiency exam.

B1 level : Turkish level of the candidate is insufficient. Granted for leave of absence for one education year from the enrolled department/programme to continue Turkish Language preparation course, and pass the proficiency exam.

B2- C1 level : Turkish level of the candidate is sufficient and could continue to the program enrolled.

ARTICLE 27- The candidates who are to take the Turkish Preparatory Course are required to pay tuition determined by Eskişehir Osmangazi University Executive Board in view of maximum and minimum amounts decreed by the Council of Ministers every year.

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PART 5
Responsibilities of Academic Units

ARTICLE 28- Academic Units;

- (1)To take the necessary measures regarding the registration of international students and to carry out guidance services,
- (2) It is obliged to monitor the situation of the students, to collect information about them, to evaluate the collected information and to report it to the Rectorate.

Responsibilities of the Rectorate

ARTICLE 29- Rectorate;

- (1)To determine the principles regarding the admission and placement of the students who will come to the University with the Student Quotas to do their education within the framework of the provisions of this directive, taking into account the opinions of the Academic Units and ensuring that the decision is made by the University Senate until the end of March every year, and to notify the Council of Higher Education and other necessary institutions and organizations,
- (2) Making the admission and registration procedures of the students coming from abroad with the student quotas, issuing the student certificate
- (3)To open a Turkish preparatory course, to collect and evaluate information about foreign students, including the Turkish course, to carry out guidance services, to inform the relevant authorities about changes in students' situations,
- (4)To prepare documents and catalogs introducing the University to enable international students to prefer Eskişehir Osmangazi University and distribute them to the places related,
- (5)Participating in education fairs abroad in order to promote the university,
- (6)To create an International Student Office within the University to assist foreign students,
- (7) It is obliged to determine the application calendar within the framework of the student quota from abroad, to indicate the work and procedures related to this in the academic calendar of the University, and to inform the Higher Education Council about the information about the registered students.

Obligations of Incoming Students within the Scope of International Student Acceptance Quotas

ARTICLE 30-

- (1) The students who take "Foreign Student Examination" (YÖS) to study at the undergraduate level, are obliged take the exams which are organized by the Turkish authorities in their own countries,

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- (2) Foreigners who come to Turkey or have already lived in Turkey to get education in every level or learn Turkish are obliged to take the necessary procedures and obtain the documents in accordance with the Turkish Law.
- (3) International students who will get an associate degree or an undergraduate degree and attend Turkish courses are obliged to apply to the units that provide guidance services.
- (4) International students are obliged to inform the changes in their personal, marital and educational status within 15 days to the counseling services in the institutions where they study
- (5) To renew residence permit, students who want to extend their residence permit during their education, are obliged to obtain a new residence permit from local security authorities provided that they document that they continue their education, within 15 days from the end of the period written in the permit.
- (6)International students who lost their residence permit or passport are obliged to apply to the relevant authorities immediately and get a new one within 15 days.
- (7) Foreign students who change their educational institutions or their residence addresses are obliged to notify the local security authorities of the places they have left and transferred within 48 hours.

PART 6

Provisions not covered by this Directive

ARTICLE 31- Regarding the issues that are not regulated in this directive with regard to foreign students, the provisions of the relevant law and regulations and the University Senate decision are applied.

Enforcement

ARTICLE 32-This Directive enters into force on the date approved by the Senate.

Repealed Directive

ARTICLE 33-The old directive is repealed on the effective date of this directive.

Implementation

ARTICLE 34- The provisions of this Directive are implemented by the Rector of Osmangazi University.