

**T.R.**  
**NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY**  
**DIRECTIVE FOR PRIVATE AND GUEST STUDENTS**

**PART ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**ARTICLE 1-** (1) The purpose of this directive is to frame the acceptance criteria, terms, course loads, and loans, rights and responsibilities of private or guest students at Nevşehir Hacı Bektaş Veli University, or the students of Nevşehir Hacı Bektaş Veli University who are private or guest students at other universities.

**Scope**

**ARTICLE 2-** (1) This directive encompasses the acceptance criteria, terms, course loads, and loans, rights and responsibilities of private or guest students.

**Basis**

**ARTICLE 3-** (1) This directive was prepared in accordance with the Regulation for the Principles of the Transitions between Associate Degrees and Bachelor Degrees, Double Major and Minor Programs, and Credit Transfer, released on 24.04.2010 and in 27561 Numbered Official Gazette.

**Definitions**

**ARTICLE 4-** (1) The expressions in this directive mean:

- a) Unit: Relevant faculties/schools,
- b) Primarily registered higher education institution: the institution which the student is registered in before he/she registers to another institution as a guest or private student,
- c) Guest student: the students who are let to take university courses within limited periods without being a registered student to a degree program of an institution,
- ç) Transcript: The approved document showing the course/courses, course names, credits and grades during the private studentship,
- d) Private student: a university student who is entitled to study at another university -while still being a registered student at a university - in order to experience a different university environment, culture and gains or because of his/her special condition, health situation or similar reasons,
- e) Report: Health report given from a full-fledged public hospital,
- f) Rector: Nevşehir Hacı Bektaş Veli University Rector,
- g) Senate: Nevşehir Hacı Bektaş Veli University Senate,
- ğ) University: Nevşehir Hacı Bektaş Veli University,
- h) Regulation: Nevşehir Hacı Bektaş Veli University Regulation for Associate and Bachelor's Degree Education and Training.

**PART TWO**

**COMMON ARTICLES and GENERAL PRINCIPLES**

**ARTICLE 5-** (I) Private students are obliged to the common articles below.

One can benefit from being a private student opportunity 2 semesters at most in a program. The periods can be lengthened on student demand and Higher Education Council decisions within the frame of the conditions below:

- a) After the student is replaced at a higher education institution, if he/she is diagnosed with an incurable illness or with a deterioration in the current illness of hers/his in the city he/she accommodates for the education,
  - b) If there is a university board proposal regarding that the student is not able to continue his/her education because of being a victim of a battery assault or violent act.
- (2) Turkish citizens getting their education at a higher education abroad can benefit from private studentship for two semesters, at most.
- (3) The students who want to apply for private studentships must have a 3.00 GPA at a 4-point grading system. However, for those with a report or a documentation from the provincial board of

health in the city he/she is studying, showing that he/she cannot get health services for his/her illness, or those who has a next-of-kin in need of care, or those who is under compulsory accommodation because of their official duty are not required to meet a grade condition.

(4) Private students pay their tuition to the institution they are registered at. Those replaced at a higher education institution as private students upon Higher Education Council decision pay their tuition to the institution they are studying at.

(5) Private students' course load is defined in accordance with the associate's, bachelor's degree education and examination regulation of the institution they are registered at. Their attendance, exam, and success evaluations are determined in accordance with the associate's, bachelor's degree education and examination regulation of the hosting institution.

(6) The time spent as a private student is included in the education period.

(7) In order for the students to apply to private studentship with cultural intent, they are required to attend one semester at least to the program they are registered to, and also have successfully taken all the courses, have a 3.00 GPA of 4-point grade system, 80 GPA at 100-point grading system. The longest term for private studentship with cultural intent is 2 semesters at most for the bachelor's students and 1 semester at most for the associate's students.

(8) Private students are obliged to the regulations of their registered institutions for their internship liabilities. The primarily registered institution is responsible for the financial liabilities of the internship.

(9) Private students' student rights are reserved at the higher education institution where they are registered primarily. The students get the diploma from that institution.

(10) In case that the tuition is not paid on time or the student is expelled from the higher education, private studentship is ended.

### **PART THREE**

#### **University Students Private Studentship at another Higher Education Institution**

**ARTICLE 6-** (1) University students can apply for private studentship at another higher education institution on condition that they continue their student status and they meet the requirements in this regulation. In order for our students to take courses at another higher education institution as private student;

a) The students have to apply departmental heads 15 days before the course period with the course contents and curriculum of the diploma program they want to apply for. In case that there are less than 15 days at the time of the application, it is taken into consideration for the following semester.

b) 5 days after the student application departmental headship makes a decision and if it is a confirmation the headship tables it to the relevant unit board. If the unit board confirms the application, the private studentship period at the other university and decision are tabled to the Senate confirmation.

c) If the Senate confirms the decision of the unit board, the decision is informed to the other higher education institution. In order to be a private student, the student has to get the confirmation of the applied institution.

ç) No documentation except from the transcripts sent along with an official letter by the private student host institution is accepted as legal document. The equivalent grades are registered to the student transcript at the sending institution.

d) The students are entitled to their studentship rights at the sending university.

### **PART FOUR**

#### **Private Studentship from another Higher Education Institution**

**ARTICLE 7-** (1) The conditions for the students from other higher education institutions to be a private student at NEVU departments and programs are;

a) The candidate students apply at the academic unit before the academic terms begin with a permission document from the sending institution, student certificate, approved transcript, a headshot, and the documents required as explained in the 5. Article of this directive. The unit board

decides on the approval or rejection of the application on getting the opinion of the departmental headship.

b) If the application is confirmed by the unit, the private studentship right is granted to the student on Senate confirmation.

c) The private students' attendance, exam, and success evaluations are determined in accordance with the associate's, bachelor's degree education and examination regulation of the hosting institution.

ç) The students ending their private student term have to complete the ex-matriculation procedures and return their student id.

d) At the end of semester/year, the transcripts of the private students are sent to the higher education institution by the hosting university.

## **PART FIVE**

### **Guest Student Application, Acceptance and Registration**

#### **Application**

**ARTICLE 8-** (1) Guest student applications are submitted to Registrar's Office in accordance with the academic calendar.

(2) Application conditions, necessary documents and registration information are announced on the university website.

(3) The guest student candidate is supposed to be;

a) a graduate of an associate's or bachelor's program in order to participate in a bachelor's course,

b) a graduate of a bachelor's program in order to participate in a master's course,

c) a graduate of a master's program in order to participate in a doctoral course.

(4) The candidates who are still a student at a higher education institution in Turkey can apply for guest studentship for fall/spring semester. The principles about Guest Students are defined by the Senate.

#### **Acceptance**

**ARTICLE 9-** (1) Guest studentship application are evaluated by the relevant unit. The confirmation decision is finalised on the relevant unit's proposal and Board decision.

(2) The acceptance decision for the guest students is for 2 semesters at most. Unit confirmation and board decision are needed on whether the candidates accepted for only one semester can take another semester. Multiple applications with or without time gap are evaluated in this scope.

#### **Registration**

**ARTICLE 10-** (1) The course registration of the guest students are done according to the academic calendar.

(2) A departmental academic advisor is appointed for the guest students. Advisor counsels the guest student in course selection and confirms the selected courses.

(3) Guest students are to select one course from the program they are accepted at. These students are not liable to the associate's, bachelor's and master's degree education and examination regulation of the hosting institution. Guest students are subjected to the extra course load procedures of the program they are accepted at.

## **PART SIX**

### **Miscellaneous and Final Clauses**

**ARTICLE 11 -** (1) Guest students are subjected to the principles set by the Senate and University Board within the frame of the relevant legislation.

(2) Guest students are not granted any diploma or title. However, a transcript, showing the courses and grades, is given to them by the Registrar's Office at the end of the semester.

(3) In case that a student who is a former guest student and is accepted to the master's student at the same program can apply to the institute within the scope of 12. Article of the Regulation of Graduate Education in order to be exempted from two courses at most at which the students are successful with at least BB grade and from which no more than 2 year-time has passed. The student

is exempted from the course(s) and the grade of the course is scripted in the transcript, if the institute board confirms.

(4) Guest students can benefit from the rights defined only by the University Senate.

(5) Guest students are liable to obey the rules defined in the university regulations.

(6) Male guest students don't have the consignment and suspension rights for military duty.

#### **Final Clauses**

**ARTICLE 12-** (1) Under the situations which have no provisions in this directive, the articles in Regulation for the Principles of the Transitions between Associate Degrees and Bachelor Degrees, Double Major and Minor Programs, and Credit Transfer, and Higher Education Council and the Senate decisions will be in effect.

#### **Validity**

**ARTICLE 13-** (1) This directive goes into effect as approved by Nevşehir Hacı Bektaş Veli University Senate.

(2) With this directive Nevşehir Hacı Bektaş Veli University Directive for Private Students, discussed and accepted by the University Senate on 03.12.2015 and with 2015.15.136 number was annulled.

#### **Implementation**

**ARTICLE 14-** (1) The articles in this directive are implemented by Nevşehir Hacı Bektaş Veli University Rector.