

## **FREQUENTLY ASKED QUESTIONS REGARDING NEW REGISTRATIONS**

### **1- Where can students learn the new registration dates?**

New registration dates are determined by the OSYM Presidency and are included in the OSYS Higher Education Programs and Quotas guide prepared for each year. It is also published on our University's website.

### **2- How is the new registration process carried out at our university?**

Our new students who will enroll in our university will register through e-government between the dates specified in the ÖSYS Higher Education Programs and Quotas guide. In addition, Students who are eligible to register in Fatih Education Faculty (Art-Crafts Teaching and Music Teaching), Faculty of Fine Arts, Faculty of Sports Sciences and State Conservatory, which accept students as a result of the Special Talent Exam, can complete their registration by applying in person between the dates specified in the Academic Calendar of our University.

### **3- What happens if prospective students cannot register to the university within the deadline?**

Student candidates who do not register between the new registration dates **are deemed to have renounced their right to register and cannot claim any rights.**

### **4- Do prospective students have to complete the new registration process themselves?**

New students who will enroll in our university can register through e-government between the dates determined by OSYM. However, since some programs of our University require a health report in the documents required for registration, students in programs that are not open to e-government registration and students who cannot register through e-government will be able to register to the schools they have attended by personally applying on the specified dates.

## **FREQUENTLY ASKED QUESTIONS REGARDING COURSE REGISTRATIONS**

### **1- What happens if course registration is not made within time?**

**Students who do not complete course registration cannot attend classes, take exams, or benefit from student rights. This period is counted as part of the education period.**

### **2- What should be done if a mistake is made during registration renewal?**

Mistakes made during the registration renewal process can be corrected with the help of the advisor faculty member during the course drop and add (add-drop) dates specified in the academic calendar of our University.

## **FREQUENTLY ASKED QUESTIONS REGARDING HORIZONTAL TRANSFER**

### **1- Who can transfer and when?**

Horizontal transfer cannot be made with General Weighted Grade Point Average (GPA) to the preparatory class of associate degree and undergraduate diploma programs, to associate degree to the first semester and the last semester of diploma programs, or to the first two semesters and last two semesters of undergraduate diploma programs.

## **2- What are the Horizontal Transfer Application deadlines?**

Horizontal Transfer Applications and Registrations are made according to the dates specified in the Academic Calendar of our University, in the Fall and Spring Semesters of each Academic Year.

### **FREQUENTLY ASKED QUESTIONS ABOUT PRIVATE STUDENTSHIP**

#### **1- When Can I apply for Private Studentship?**

Applications can be made to the Registrar's Office of our University until the Deadline for Special Student Applications determined in the Academic Calendar prepared by our University for each Academic Year.

#### **2- What are the Application Requirements for Private Studentship?**

For Special Student application requirements, please click on Trabzon University Special Student Directive.

### **FREQUENTLY ASKED QUESTIONS RELATED TO DISCIPLINARY ACTIONS**

#### **1- According to which regulations are disciplinary procedures carried out?**

Disciplinary procedures of students are carried out in accordance with the "Higher Education Institutions Student Disciplinary Regulations". The relevant Regulation is available on our University's website under the "Legislation" heading.

### **FREQUENTLY ASKED QUESTIONS ABOUT SUMMER SCHOOL**

#### **1- There is no Summer School program in our university.**

### **FREQUENTLY ASKED QUESTIONS ABOUT DOUBLE MAJOR APPLICATIONS**

#### **1- How to apply for a Double Major?**

Transfer Between Associate and Undergraduate Programs in Higher Education Institution is carried out in accordance with the Regulation on the Principles of Inter-Institutional Credit Transfer with Double Major and Minor Branches.

### **FREQUENTLY ASKED QUESTIONS ABOUT FOREIGN STUDENTS**

#### **1- What is YOS (Foreign Student Examination)?**

Foreign Student Examination (YOS) is an exam that international students who want to study at higher education institutions in Turkey can take and use their results when applying for admission to these institutions.

#### **2- What is the language of education at your university?**

The language of education at our university is Turkish.

#### **3- Which exams are accepted for international students to apply to your University?**

It is carried out in accordance with Article 45/f of the Higher Education Law No. 2547, as amended by Law No. 6287, and in accordance with the Directive on Admission of International Students to Trabzon University Associate and Undergraduate Programs.

**4- What is the education duration of the programs?**

Associate degree: 2year

Undergraduate degree: 4year

**5- What are the application conditions for International Student Admission?**

1) Foreign nationals;

a) Those who are Turkish citizens by birth and have received permission to renounce Turkish citizenship from the Ministry of Internal Affairs, and their minor children registered in the Turkish citizenship renouncement document, who document that they have a Document Regarding the Exercise of Recognized Rights received in accordance with the Turkish Citizenship Law, ( A child born to a Turkish citizen mother or father in marriage inside or outside of Turkey is a Turkish citizen.”) It is useful for candidates who will apply for admission quotas from abroad to review the Turkish Citizenship Law.

b) Those who were foreign nationals and later acquired citizenship of the Republic of Turkey or have dual citizenship in this situation.

c) Among the students of Republic of Turkey who attended secondary education abroad before 01/02/2013, those who completed the last three years of their secondary education (high school) in a foreign country other than TRNC [those who completed their entire secondary education (high school) in Turkish schools opened by the Ministry of Education in a foreign country other than TRNC including] can apply for student admission quotas from abroad; Candidates who started their secondary education abroad after 01/02/2013 and those who completed their entire secondary education (high school) in a foreign country other than TRNC [including those who completed their entire secondary education (high school) in Turkish schools opened by the Ministry of National Education in a foreign country other than TRNC] can apply for international admission quotas.

d) is a TRNC national; Applications of those who reside in TRNC and have completed their secondary education (high school) in TRNC and have GCEAL exam results, and those who have or will have GCEAL exam results by enrolling and studying in colleges and high schools in other countries between 2005-2010 are accepted.

2) For application, candidates are required to obtain the base score and conditions from YÖS or equivalent exams in Annex Table 1.

**6- How and when to apply for (YOS)?**

Applications from domestic and foreign can be made through the official website of Trabzon University.

**7- How Long Is Trabzon University International Student Exam (TRUYOS) Valid?**

Trabzon University International Student Exam (TRUYOS) is valid for 1 year.

**8- Where are the results announced?**

Application results are announced on our university's website.

**9- When and how are final records made?**

Candidates who have gained the right to become a student complete their final registration by submitting the final registration documents specified in the Trabzon University Directive for International Student Admission on the dates specified in the Academic Calendar.

**10- Does Trabzon University provide Accommodation Facility ?**

Our university accommodation facility does not offer. The student is responsible for accommodation.

**11- How are Tuition Fees determined for foreign students?**

Tuition fees to be collected each year from students to be accepted from abroad are determined by the Council of Ministers and announced on our University's website.

**FREQUENTLY ASKED QUESTIONS RELATED TO GENERAL QUESTIONS**

**1- How Can I freeze my registration?**

It is necessary to apply to the Student Affairs Department of our University with a petition within one month at the latest from the start date of the academic semester, provided that the excuse on which the application is based is proven. A break from education may be granted for a maximum of two semesters in vocational schools and up to four semesters in other academic units. There is no restriction on the application period for military service, medical report and natural disaster excuses.

The student cannot continue his education during the period he is on leave and all student rights are suspended. Students in this scope cannot study at another higher education level during their leave or excused period. The courses and grades they received from the establishment are invalid. This permission is given to cover the period from the beginning of the semester to the end of the exams for that semester. The period during which a student who receives this permission takes a break from his/her education is not counted as part of his/her education period.

**2- What should I do if I want to delete my registration,?**

The student who wants to leave the university voluntarily must submit a request in person or by a notary public. power of attorney. If the disengagement form is prepared by someone provided by the student and submitted to the Registrar's Office with the signatures of the relevant parts of the disengagement form, the registration will be deleted.

**3- What should I do if I lose my student ID card?**

If the student who has lost his/her ID card applies to the Student Affairs Department of our University with a lost announcement and petition published in a local or national newspaper; He/she will be given a new identity card that will be valid for the same period.

**4- How can I complete my military service?**

Military service postponement procedures for students are carried out by our University's Student Affairs Department.

**5- Is there a certain period of time to apply for course exemption?**

Exemption applications must be submitted to the Registrar's Office within the first two weeks of the semester in which students begin their education at our University. Exemption requests made by students in subsequent semesters or years will not be accepted. There is no two-week period requirement for students who suspend their registration and are considered to be on leave. Exemption application procedures for students enrolled in programs with a preparatory class, associate degree or within the first two weeks of the academic term in which undergraduate courses begin.

**6- What are the graduation requirements?**

- In order for the student to be eligible for graduation; Courses, practices, internships and similar studies required by the diploma program in which the student is registered at Trabzon University associate degree and it must be completed successfully in accordance with the provisions of the Undergraduate Education Regulations. Additionally, for two years associate degree It is required to successfully complete 120 ECTS credits at the level, 240 ECTS credits for four-year undergraduate programs, 300 ECTS credits for five-year undergraduate programs, and 360 ECTS credits for six-year undergraduate programs.

- Graduation GPA is calculated over 4.00 and is stated on the education status document. License and associate degree In order to be awarded a diploma, the student's GPA must be at least 2.00.

**7- After graduation where can I get the original or certified photocopy of my provisional graduation certificate and/or graduation diploma documents?**

Students can obtain their graduation certificates by applying to the Registrar's Office of our University.

**8- What Should I do to obtain a temporary graduation certificate if my diploma has not been prepared yet?**

Students who are eligible for graduation submit their student ID cards to the Registrar's Office and complete the termination process. transcripts and Provisional Graduation Certificates from the Registrar's Office.

**9- What should I do if I lose my temporary graduation certificate?**

Students who have lost their Temporary Graduation Certificate will be given an approved photocopy of the temporary graduation certificate, a copy of which is available at the Registrar's Office, if they apply with a petition and notice of loss published in a local or national newspaper. If a diploma is prepared at the time of application, the diploma will be given.

**10- What should I do if I have a problem with any issue?**

For questions you cannot find answers, you can send an e-mail to our Department's e-mail address [oidb@trabzon.edu.tr](mailto:oidb@trabzon.edu.tr). You can also contact the Student Affairs Department to get detailed information about your questions.