

MARMARA UNIVERSITY
SPECIAL STUDENT REGULATION

Senate: 05 December 2023-445-6

FIRST SECTION

Purpose, Scope, Basis and Definitions

ARTICLE 1- (1) This regulation regulates the procedures and principles regarding students who want to study at Marmara University as special students at the Associate, Undergraduate and Postgraduate levels and students who are Marmara University students and want to study at other Higher Education Institutions as special students.

ARTICLE 2- (1) This regulation has been prepared based on Article 14 of the Higher Education Law No. 2547.

ARTICLE 3- (1) The definitions of some concepts used in this directive are as follows:

- a) Unit: Faculty / Institute / College / Vocational School
- b) Unit Management Board: Board of Directors in Faculty, Institute, College and Vocational School
- c) Special Student: A student registered in a Higher Education Institution who wants to acquire a different higher education environment, culture, achievement or who is given the opportunity to continue his/her education in another Higher Education Institution on the condition that his/her student registration remains in his/her own Higher Education Institution due to special circumstances such as personal health problems or health problems of a relative he/she is responsible for medically/economically, exposure to a disaster, his/her life safety is in danger or his/her human dignity is under threat
- d) Special Student Applications Review and Evaluation Commission: A Permanent Commission consisting of 3 (three) Faculty Members assigned by the Rector to review and evaluate the documents of students who apply due to special circumstances arising from health and similar reasons
- e) Senate: Marmara University Senate
- f) Rector: Marmara University Rector
- g) University: Marmara University
- h) University Board of Directors: Marmara University Board of Directors ğ) YKS: Higher Education Institutions Exam

PART TWO

Common Provisions

ARTICLE 4- (1) During the period of study of a special student; the internal legislation of the Higher Education Institution where the student takes courses as a special student shall apply in the evaluation of attendance, exams and success.

(2) The period spent as a special student is counted as the education period of the program the student is registered in.

(3) A student who takes courses from another Higher Education Institution as a special student shall continue to have student rights at the Higher Education Institution where he/she is registered. However, he/she cannot benefit from the diploma or status rights of the Higher Education Institution where he/she takes courses as a special student.

(4) In order to become a special student:

- a) The student must not have received disciplinary punishment in accordance with the provisions of the Higher Education Institutions Student Disciplinary Regulation.
- b) In order for an undergraduate student to take courses from Marmara University as a special student; the general weighted grade point average (CGPA) must be at least 3.00 out of 4.00.
- c) In order for an undergraduate student registered at Marmara University to become a special student at other higher education institutions; the general weighted grade point average (GPA) must be at least 2.00 out of 4.00.
- d) In order for a graduate student to become a special student, the general weighted grade point average (GPA) must be at least 3.00 out of 4.00.
- e) Special students are not sent to preparatory classes and are not accepted.
- f) For students who will go to other higher education institutions due to personal health problems or the health problems of a relative they are obliged to care for medically or economically, exposure to a disaster, their life safety being in danger, their human dignity being under threat, or preserving family unity, success is not required for students who will come to Marmara University within this scope.

(5) Students in the special student program pay the tuition fee/contribution fee to the higher education institution they are registered to. However, 80% of the tuition fee paid by students registered at foundation higher education institutions is transferred to the higher education institution where they are studying as a special student by the foundation higher education institution they are registered to.

(6) Special students who come to the summer school are evaluated according to the provisions of the Marmara University Summer School Regulation and pay the fee determined by the university board of directors. A general weighted grade point average (CGPA) is not required for students who will take courses in the summer school.

(7) In order for students studying in programs where the language of instruction is Turkish to take courses in programs where the language of instruction is foreign language, they must prove that their foreign language level is sufficient with one of the exams specified in the Marmara University Foreign Languages School Foreign Language and Turkish Preparatory Classes Education-Teaching and Exam Regulation.

(8) The language of the courses that a student in a program where the language of instruction is foreign language will take as a special student must also be in the same foreign language.

(9) The procedures of special students coming from Higher Education Institutions, Non-Governmental Organizations, Professional Organizations, Private Sector Organizations and Public Institutions with which protocols have been signed within the scope of domestic and

international exchange programs are carried out according to the provisions in the protocols made with these institutions.

(10) At the end of each semester, the student's success status certificate (transcript) is issued by the unit to the provincial It is sent to the equivalent authority in the relevant Higher Education Institution with an official letter.

(11) A document showing the courses taken and the grades received from these courses is given to the person who obtains special student status at Marmara University.

(12) The Unit Management Board determines the special student quota not to exceed 5% of the number of registered students for the semester to be applied, taking into account the current number of students in the programs, the adequacy of the physical infrastructure, the numerical adequacy of the teaching staff, the suitability of the education system and similar issues. Quotas are announced by the relevant Units until the special student application date specified in the Academic Calendar. Quota limitations do not apply to graduate students and students who apply due to special circumstances specified in Article 4, Paragraph 4, Clause "f" of this directive.

(13) In case of applications exceeding the quota, the evaluation and ranking are made by the Unit Management Board upon the proposal of the relevant Department / Department / Major Art Branch / Program Head, according to the scores obtained by adding 80% of the YKS score and 20% of the general weighted grade point average (GPA). (14) If the quotas determined according to the 12th paragraph of this article are not filled for students registered in other Higher Education Institutions, they are included in the ranking for the vacant quotas. The ranking and evaluation for the vacant quotas are made among themselves according to their success status and are made by the Unit Management Board upon the proposal of the relevant Department / Department / Major Art Branch / Program Head. (15) Those registered at Marmara University at the associate or undergraduate level and with special student status can take courses from another higher education institution, provided that they are not opened in programs within the university, if the Unit Management Board deems appropriate. The total of the credits of the course(s) taken as a special student and the credits of the course(s) taken in the program in which he/she is registered cannot exceed the maximum credit limit of the unit in which he/she is registered in a semester or year.

(16) A graduate student registered at Marmara University can take a maximum of 2 elective courses from another Department/Main Art Department, another institute affiliated with the university or similar programs of other higher education institutions as a special student to be counted towards the course load of the program in which he/she is registered. The courses to be taken from other higher education institutions must not have been opened in programs within the university. The names and credits of the courses taken as a special student are recorded in the success status certificate (transcript) as they are.

(17) The equivalent of the success grades of the courses taken as a special student in the Marmara University grading system is calculated and recorded in the system with the proposal of the Department/Main Art Department/Program Head in the Faculties, Institutes, Colleges and Vocational Schools and the Decision of the Unit Management Board.

PART THREE

Becoming a Special Student at Marmara University

ARTICLE 5- (1) A student who is a student at another higher education institution and wants to take courses at Marmara University's same level diploma programs;

a) A student who wants to take courses as a private student registered in a Higher Education Institution,

- 1) The "yes" decision of the Authorized Boards in the Higher Education Institution in which the student is registered,
- 2) You must submit the Certificate of Achievement (transcript) to the course unit by the deadline stated in the Academic Calendar attached to the petition. We will not process an application made after this has grown. However, for students who wish to take courses as private students, if the "approval" deduction received from the Higher Education Institution they are registered in is delayed, the relevant Unit Executive Board may extend this period until the end of course additions and withdrawals specified in the Academic Calendar of Marmara University.

b) Student living within the same province border, whether there is an excuse due to special circumstances, health or similar changes;

- 1) A student who wants to be a special student due to personal health problems or the health problems of a relative he/she is medically/economically responsible for; The Health Board report obtained from a fully equipped hospital, together with the decision of the Higher Education Institution where the student is registered, must be attached to the application petition. The Health Board Report must be about the health problem or physical/physical disability of the person or the relative he/she is responsible for medically/economically.
- 2) A student who wants to be a special student due to reasons such as being exposed to a disaster, having his/her life in danger or having his/her human dignity under threat, must attach to the application petition the documents he/she has received from the authorized authorities (Governor's Office, District Governor's Office, Judicial Authorities, Public Security Units etc., depending on the relevance) in order to show the situation he/she is in, together with the decision of the Higher Education Institution where the student is registered.
- 3) The application must be made to the unit where the student will take the course until the last application date specified in the Academic Calendar. Applications made after this date will not be processed.

ARTICLE 6- (1) Special student applications must be made by the Department/Program Head in Faculties, Colleges and Vocational Schools;

(2) The Unit may apply to the Special Student Applications Review and Evaluation Committee established under the coordination of the Student Affairs Department in order to evaluate the situation of the student who applied due to the special circumstances specified in paragraph "b" of Article 5 of this directive. The Committee examines the student's application file upon the request from the Unit. If deemed necessary, it may meet with the student

himself/herself, relatives, the Authorities of the Higher Education Institution where he/she is registered, Judicial Authorities, Security Units or the authorities of the hospital from which the Health Report was obtained; it may request additional documents from the student or request the student to obtain a Health Board Report from one of the hospitals within Marmara University or, if deemed necessary, from another university or public hospital.

(3) The Commission Report is notified to the relevant unit in writing through the Student Affairs Department. The Commission report is advisory and the student's application is decided by the Unit in accordance with the provision in the first paragraph of this article.

SECTION FOUR

Marmara University Student Becoming a Special Student in Another Higher Education Institution

ARTICLE 7- (1) In order for a Marmara University student to become a special student in another Higher Education Institution, the following provisions shall be followed:

- a) A student who wants to become a special student due to personal health problems or the health problems of a relative he/she is medically/economically responsible for, shall attach a Health Board Report obtained from a fully equipped hospital to his/her application petition. The Health Board report must be approved by the chief physician and must have been obtained within 60 days prior to the application date. The report must be about the health problem or physical/physical disability of the person or the relative he/she is medically/economically responsible for.
- b) A student who wants to become a special student due to reasons such as being exposed to a disaster, having his/her life in danger or having his/her human dignity under threat shall attach the documents he/she has received from the authorized authorities (provincial governorship, district governorship, judicial authorities, public order units, etc., depending on the relevant situation) to his/her application petition.
- c) Applications are made to the unit where the student is registered until the last application date specified in the Academic Calendar. Applications made after this date will not be processed.
- d) The student shall obtain the content information regarding the courses he/she will take from the Higher Education Institution where he/she wishes to be a special student or from its official website and attach it to his/her application petition. The Unit Management Board shall decide on which courses the student can take, in accordance with the course matching and opinions of the Department/Major/Major/Program Head, where he/she is registered, taking into account the principles of the Marmara University Exemption and Adaptation Procedures Directive. Unmatched courses shall not be considered as part of the obligations in the registered program.
- e) Correspondence with the Higher Education Institution where the student wishes to be a special student shall be conducted through the Unit.
- f) The Authorized Boards of the University to which the student applies shall decide on the acceptance of the student as a special student and the courses he/she may take at that university.

SECTION FIVE

Special Studentship Duration and Termination

ARTICLE 8- (1) The special studentship opportunity may be used for a maximum of two terms during a program. This period may be extended upon the student's request and only upon the decision of the Council of Higher Education under the following conditions:

- a) The student must be diagnosed with a serious disease that cannot be treated in the province where he/she resides due to his/her education after enrolling in the higher education institution, or the existing disease must have progressed, documented by a Health Board report from a state hospital or state university hospital.
- b) The university board of directors must propose that the student cannot continue his/her education at the higher education institution where he/she is registered due to acts such as assault or violence that he/she has been subjected to.
- c) Turkish citizens studying at higher education institutions abroad may benefit from the special student opportunity for a maximum of two terms.

(2) The special student status ends if the student is punished for an act that constitutes a crime according to the provisions of the Higher Education Institutions Student Disciplinary Regulation, if the conditions for benefiting from the special student status are eliminated, or if the unit board of directors decides that the special student status must be terminated.

SIXTH SECTION

Miscellaneous and Final Provisions

ARTICLE 9- (1) In cases not covered by this directive, the relevant legislation and the decisions of the authorized bodies of Marmara University shall apply.

ARTICLE 10- (1) As of the date of entry into force of this Directive, the Marmara University Special Student Directive, accepted by the Senate Decision No. 425-4 dated 05.07.2022, has been repealed.

ARTICLE 11- (1) This directive has been accepted by the Senate of Marmara University It shall enter into force on the date it is issued.

ARTICLE 12- (1) The provisions of this directive shall be enforced by the Rector.