

**TURKISH REPUBLIC**  
**DOGUS UNIVERSITY**  
**ASSOCIATE AND UNDERGRADUATE LEVEL**  
**SPECIAL STUDENT AND GUEST STUDENT DIRECTIVE**

(Approved by Senate Decision No. 2021/12 dated 29.03.2021 and Board of Trustees Decision No. 2021/14 dated 29.03.2021)

**Purpose and Scope:**

**Article 1- (1)** These principles stipulate that students who want to take courses from the same level diploma programs of units affiliated to Doğuş University while they are students of other higher education institutions and students enrolled in the diploma programs of units affiliated to Doğuş University who want to take courses from the same level diploma programs of other higher education institutions; regulates the conditions of being a special student, the course load they can take, student contribution fees, rights and obligations, and the rights and obligations of those who are senior students of secondary education institutions or those who are graduates of secondary education and are not enrolled in a higher education institution and want to take courses at Doğuş University as a guest student.

**Basis**

**Article 2-** This Directive has been prepared based on Article 14 of the Higher Education Law No. 2547 and Article 11 of the Doğuş University Associate and Undergraduate Education and Examination Regulations.

**Definitions:**

**Article 3-**

**(1)** In this Directive:

- a) Unit** Faculty / School / Vocational School within an institution of higher education,
- b) Guest student:** A student who is a senior student of secondary education institutions or a secondary education graduate who is not enrolled in a higher education institution but who wants to take courses at the University,
- a) Transcript (Transcript):** The document in which the names, credits and grades of the courses taken during the education period are written collectively,

- b) Special student:** A student who fulfills the obligations of the diploma program in which he / she is enrolled by participating in courses and practices at the same level while enrolled in a higher education institution in Turkey or abroad, the equivalence of which is accepted by YÖK,
- c) Rectorate** Rectorate of Doğuş University,
- d) Senate:** Doğuş University Senate,
- e) University** Dogus University,
- f) UYK** University Administrative Board,
- g) YÖK** The Council of Higher Education.

**Exchange programs and taking courses as a special student Article 4 -**

(1) Students enrolled in a higher education institution in Turkey or abroad whose equivalency is accepted by the Council of Higher Education may enroll as special students in the programs of the University within the framework of the decisions of the University and the other higher education institution.

(2) The ECTS credits of the courses or applications taken from another higher education institution at the same level within the scope of national and international student exchange programs or as a special student can be counted instead of the obligations in the diploma program in which the student is registered with the decision of the relevant board of directors.

(3) Students who have completed at least one semester of associate degree programs, at least two semesters of undergraduate programs, and at least one year of annual courses can apply for special student status. Special student applications are made at the beginning of the fall and spring semesters until the last day of the course registration / course selection dates specified in the academic calendar. Summer semester is applied according to the provisions of Summer Education Regulations.

**Students enrolled in another higher education institution taking courses from the University as a special student:**

**Article 5-**

- (1)** Students enrolled in a higher education institution in Turkey or abroad, the equivalence of which is accepted by the Council of Higher Education, can enroll as special students in the programs of the University within the framework of the relevant Board of Directors decisions of both higher education institutions.
- (2)** Applications; Taking into account the decision of the relevant board of directors of the higher education institution where the student is enrolled and the period in which the courses to be taken with the petition are opened

The application is made to the Directorate of Student Affairs of the University until the start date of the fall/spring semester education. The Registrar's Office sends the application to the relevant unit.

- (3) Students studying in programs whose medium of instruction is Turkish must document that their foreign language level is sufficient in order to take courses from programs whose medium of instruction is a foreign language.
- (4) Whether the candidate will take courses as a special student or not is decided by the Faculty / School / School / MYO board of directors, taking the opinion of the relevant department / program head.
- (5) The decision is notified to the higher education institution where the student is enrolled.
- (6) Students who take courses as special students cannot receive the diploma of the University and cannot benefit from student rights. However, they are obliged to comply with all academic and administrative rules that university students must follow.
- (7) Students who take courses at the University as special students are given a transcript showing the courses they have taken and their grades at the end of the semester. The success status of these students is also notified in writing to the higher education institutions where they are enrolled.
- (8) Students of other higher education institutions pay the tuition fee calculated over the ECTS credits of each course for the courses they take as special students at the University. **Students enrolled at the University taking courses from other higher education institutions as special students:**

#### **Article 6-**

- (1) Students enrolled at the University can take courses as special students from a higher education institution in Turkey or abroad, the equivalence of which is recognized by the Council of Higher Education, within the framework of the decisions of the relevant Board of Directors of both higher education institutions.
- (2) Students enrolled at the University apply to the Directorate of Student Affairs with a petition and attachments stating the name of the higher education institution where they want to take courses as a special student, the name of the course and its content.
- (3) The Registrar's Office forwards the petition and attachments to the academic unit to which the student is affiliated.
- (4) The student's request is decided by the Faculty / School / MYO board of directors by taking the appropriate opinion of the relevant department / program head.
- (5) The decision of the relevant board of directors is evaluated by the UYK and the UYK decision is forwarded to the higher education institution where the student wants to take courses as a special student.
- (6) The evaluation grades of the courses taken by the student as a special student from another higher education institution without the decision of the relevant board of directors and UYK are not accepted and are not recorded on the student's transcript.

- (7) The grade of the course taken by the student as a special student from another higher education institution is recorded on the student's transcript, based on the official notification of the relevant higher education institution to the university.
- (8) The semesters in which courses are taken as a special student are counted from the normal education period.
- (9) Students enrolled in one of the university programs must fulfill their financial obligations to the university in the periods when they want to take courses from another higher education institution as a special student.
- (10) The equivalents of the success grades for the courses taken from another higher education institution whose equivalence is accepted by YÖK are determined according to the exemption and adjustment procedures determined by YÖK decisions and the Senate within the framework of the relevant legislation.
- (11) Students enrolled in foreign language programs at our university are required to take the course in the language of instruction at Doğuş University if they wish to take a course from another higher education institution as a special student.
- (12) The equivalence of the course to be taken as a special student is determined on the basis of ECTS and content compatibility, and the ECTS credit of the course must be equal to or higher than the ECTS credit value of the course in the University curriculum.
- (13) When students enrolled in one of the university programs want to take courses as a special student at another higher education institution, the total ECTS of the courses they take at our University and at the university they attend as a special student cannot exceed the maximum ECTS load that the student can take in one semester.

#### **Taking Courses as a Guest Student ARTICLE**

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- (1) Full-time studentship is essential at the University. However, at the beginning of each academic year, the Registrar's Office may receive guest student applications.
- (2) Without prejudice to the provisions of subparagraph 5 of this article, senior students of secondary education institutions or secondary education graduates who are not enrolled in a higher education institution may be allowed to take courses as guest students with the decision of the University Executive Board.
- (3) Guest students cannot receive the diploma of the University and cannot benefit from student rights. However, they must comply with the administrative and academic rules of the University.
- (4) Guest students pay the tuition fee determined by the Board of Trustees based on the ECTS credits of the courses they attend.

(5) Guest student application is also considered as a Social Responsibility Practice by our University. For this reason, those who are final year students of secondary education institutions who will make university preferences or those who are graduates of secondary education but not enrolled in a higher education institution may be allowed with the approval of the Faculty / School / School of Management and the decision of the University Administrative Board.

(6) Upon the request of the student, a transcript of the course(s) taken as a guest student can be given.

**Execution:**

**Article 8-**

(1) This Directive is executed by the Rector of Doğuş University.

**Enforcement:**

**Article 9-**

(1) This Directive enters into force on the date it is adopted by the Doğuş University Senate and approved by the Board of Trustees.