

**REPUBLIC OF TURKEY**  
**NİĞDE ÖMER HALİSDEMİR UNIVERSITY**  
**SPECIAL TALENT EXAM DIRECTIVE**

**PART ONE**

**Purpose, Scope, Legal Basis and Definitions**

**Purpose and Scope**

**ARTICLE 1-** (1) This directive includes the basic principles, duties, procedures and principles related to the student admission by Special Talent Exam to undergraduate programs of Niğde Ömer Halisdemir University.

**Legal Basis**

**ARTICLE 2-** (1) This directive was prepared on the basis of both Higher Education Law No. 2547 that came into force by publishing in the Official Gazette No. 17506 dated 6/11/1981 and on the Regulation on the Selection Method by Special Talent Exam being available in Student Selection and Placement System (ÖSYS) Guide.

**Definitions**

**ARTICLE 3-** (1) The following terms have the following meanings in this directive;

- a) Academic Committees: It refers to the administrative committees in the relevant units admitting students by Special Talent Exam.
- b) Units: It refers to the faculties, colleges and conservatories admitting students by Special Talent Exam.
- c) Unit Chiefs: It refers to the administrators of units admitting students by Special Talent Exam.
- d) Objection Assessment Commission: It refers to the commission assessing any objections of students against Special Talent Exam.
- e) Special Talent Exam: It refers to the exams applied to the students who apply for the relevant programs requiring special talents.
- f) Chancellor: It refers to the chancellor of Niğde Ömer Halisdemir University.
- g) Chancery: It refers to the chancery of Niğde Ömer Halisdemir University.
- h) Senate: It refers to the senate of Niğde Ömer Halisdemir University.
- i) Exam Invigilator: It refers to the academic, administrative, technical and other assistive personnel assigned to Special Talent Exam.
- j) Exam Announcement: It refers to the announcement text prepared by the relevant units admitting students by Special Talent Exam and approved by the University Administrative Committee.
- k) Exam Guide: It refers to the guide prepared by the Examination Executive Committee of the units admitting students by Special Talent Exam and approved by the relevant boards of faculties, colleges and conservatories.
- l) Exam Board: It refers to the boards designated by the Administrative Board of the relevant unit and being responsible in Special Talent Exam.
- m) Exam Executive Committee: It refers to the committee designated by the administrative boards of faculties, colleges and conservatories admitting students by Special Talent Exam and enabling the process to organize.
- n) Chairperson of Exam Executive Committee: It refers to the dean/vice-dean, director/deputy director and head of department of the units admitting students by Special Talent Exam.
- o) University: It refers to Niğde Ömer Halisdemir University.

p) University Administrative Committee: It refers to the University Administrative Committee of Niğde Ömer Halisdemir University.

## **PART TWO**

### **Exam Organization, Required Documents, Pre-Registration and Exam Entrance Document**

#### **Announcement of Exam and the Documents required for Application**

**ARTICLE 4-** (1) The student quotas, application conditions, exam guide, registration and exam dates of the units admitting students by Special Talent Exam are announced on the official website of the University after the approval of the Administrative Board of the relevant unit and the approval of the Senate.

(2) The documents required for the application for the exam are specified in the Exam Guide of the relevant unit.

#### **Pre-Registration**

**ARTICLE 5-** (1) Those who meet the conditions in the Exam Guide aforementioned in paragraph (1) of Article 3 in this directive can pre-register for the Special Talent Exam.

(2) Pre-registration is done in person pursuant to the conditions set out in the Exam Guide.

#### **Exam Entrance Document**

**ARTICLE 6-** (1) Exam Entrance Document is created by taking the photos of the candidates applying for the exam.

(2) Candidates are obliged to have the exam entrance document with them during the exam.

## **PART THREE**

### **Exam Boards, Their Duties and Responsibilities**

#### **Exam Executive Board**

**ARTICLE 7-** (1) Exam Executive Committee consists of at least three members under the presidency of dean/vice-dean, director/deputy director or head of department.

(2) Special Talent Exam is conducted by Exam Executive Committee. The committee is entitled to decide on any matter concerning the conduct of the exam. Deciding, implementation and evaluation of the matters that are not included in Exam Guide are under the authority of Exam Executive Committee.

(3) All supervision procedures concerning the exam are carried out by two vice-chancellors and one faculty dean to be appointed by the Chancellor.

#### **Duties and Responsibilities of Exam Executive Board**

**ARTICLE 8-** (1) The number of members of Exam Board established pursuant to the principles set out in the Exam Guide can be increased by considering the major and the need.

(2) Exam Board is responsible for the planning, preparation, implementation and evaluation of the examination process.

(3) Exam Board is accountable to Exam Executive Board and fulfils the duties assigned by this board in order to carry out the exam duly.

#### **Application of Exam**

**ARTICLE 9-** (1) Special Talent Exam is carried out within the scope of the principles set out in the Exam Guide of the relevant unit.

#### **Objection and Application Period**

**ARTICLE 10-** (1) Candidates can object to the results at every stage of the exam and/or within 5 working days from the date of the announcement of the list of results in accordance with the conditions set out in Special Talent Exam Guide. The applications of the candidates who apply to the exam after this period shall not be put into process.

#### **Duties and Responsibilities of Objection Assessment Committee**

**ARTICLE 11-** (1) The Objection Assessment Committee consists of at least 3 instructors designated by the Administrative Committee of the unit admitting students by Special Talent Exam. The Committee conveys the result of the objection assessment to the unit chief in writing. The unit chief also informs the candidate of the assessment result in writing.

### **PART FOUR**

#### **Assessment, Announcement of Results and Registration Procedures**

##### **Assessment and Announcement of Results**

**ARTICLE 12-** (1) As many permanent candidates as the number of quotas are determined by ranging the placement score (PS) calculated within the scope of the principles set out in the guide of OSYS belonging to the relevant year from the highest point to the lowest point and the list of as many substitute candidates as set out in Special Talent Exam Guide approved by the Senate is created. The mentioned lists are announced after the approval of the Exam Executive Board of the relevant unit.

##### **Registration Procedures**

**ARTICLE 13-**(1) Candidates are obliged to register finally for the program he/she has the right to study at the appointed and announced period. The candidates who do not register finally at the appointed time shall lose their right for registration. If the quota is not filled, the list of announced substitute candidates is taken into consideration and the final registration is continued. At this phase, if the candidates in the list of announced substitute candidates do not register at the appointed time, they shall lose their right for registration finally.

(2) If the candidates make false statements to the relevant programs of the units admitting students by Special Talent Exam during Special Talent Exam and registration, if they do not comply with the exam rules or if they are ascertained to have misled the administration with any action or operation, their exams shall be deemed invalid and necessary legal proceedings shall be started. It shall be deleted even if these candidates are registered.

##### **International Student Candidates**

**ARTICLE 14-** (1) The Special Talent Exam of the candidates whose applications for the relevant programs of the unit admitting students by Special Talent Exam are approved pursuant to Niğde Ömer Halisdemir University Associate Degree and Undergraduate Level Abroad Student Admission Guide can be carried out on a different date than the exam of the other candidates. International student candidates are assessed within themselves. However, there is no obligation to fill quotas for international student candidates.

## **PART FIVE**

### **Miscellaneous and Other Provisions**

#### **Legal Clauses**

**ARTICLE 15 -** (1) In situations for which there are no provisions in this directive, the general provisions set out in the relevant legislation applies.

#### **Validity**

**ARTICLE 16-** (1) This Directive shall enter into force on the date of its approval by the University Senate.

#### **Execution**

**ARTICLE 17-** (1) The provisions of this Directive are executed by the Rector.