



**YURTDIŞI
TÜRKLER**
VE AKRABA TOPLULUKLAR BAŞKANLIĞI



**TÜRKİYE
SCHOLARSHIPS
BURSLARI**



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TÜRKİYE SCHOLARSHIPS SCHOLARSHIP PROCEDURES GUIDE



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COVERAGE OF SCHOLARSHIPS

Commencement of Scholarship and Payments

- Following the evaluation and selection of the students that meet the eligibility requirements to receive education in Turkey, the scholarships shall commence upon the signing of a scholarship agreement between the parties.
- The scholarship payments for the Turkish Language Preparatory Program, associate degree, undergraduate and graduate programs shall commence once the awardee student enrolls in her/his course of study.
- ***If the awardee student fails to enroll in her/his course of study within the determined period of time, the scholarship awardee status shall terminate by itself.***



If students certify that their failure to enroll in their course of study is due to compelling reasons other than their own negligence, the issue shall be evaluated by Türkiye Scholarships team.

Compelling reasons include; the failure to open the program the student has been placed in by the relevant university, or a delay occurring in the student's travel to Turkey due to unforeseen reasons or extenuating circumstances not caused by the student herself/himself.



COVERAGE OF SCHOLARSHIPS



Duration of Scholarship

Language Course

- The duration specified in the relevant scholarship program, not exceeding the duration of the Turkish preparatory education (1 year)

Associate Degree Program

- 1-year Turkish Language Preparatory Program + normal duration of the relevant associate degree program

Undergraduate Program

- 1-year Turkish Language Preparatory Program + normal duration of the relevant undergraduate program
The normal duration is 4 years for Departments like Law and International Relations while it is 5 years for Department of Dentistry and 6 years for Department of Medicine.

Graduate Program

- 1-year Turkish Language Preparatory Program + 2 years

Doctoral Program

- 1-year Turkish Language Preparatory Program + 4 years

Foreign Language Preparatory Program and Scientific Preparation Program

- A period of time, not exceeding 1 year, may be granted to awardee students who are required to attend a foreign language preparatory program.
- A period of time, not exceeding 1 year, may be granted to graduate and doctoral students who are required to attend a scientific preparation program.

Requests for Extension Period



- An additional period of one year at the utmost may be granted to those students who fail to complete their education within the specified time.
- This period can be extended up to 2 years for students enrolled in programs providing education and training based on the pass-fail grading system such as medicine, dentistry and pharmacy.



! Students who will apply for an extension period must provide proof and document that they can graduate within the extension period requested. Applications that are not documented and submitted within the specified period of time shall not be taken into consideration. Following the evaluation of the requests for extension period considering the documents submitted, students shall be informed.

Examples of required documents for extension period requests:

- *For Bachelor's Degree Students: a letter from their university stating the number of credits required for their graduation and that they can complete these credits within the additional period of time;*
- *For Graduate and Doctoral students: thesis monitoring report, thesis progress reports, thesis advisor's comment on their thesis work, the opinion of the Institute on the prolongation of their thesis, if any, and the statement of the Institute on the dissertation jury's inability to come together for thesis review/ defense.*



The monthly stipend of students granted an extension period shall be subject to a 50% deduction.

» Payments

- Scholarship payments shall be made through depositing the amount determined by Türkiye Scholarships administration into the student's bank account on a monthly basis.
- Payments are made on a retroactive basis so as to cover the passing month which the student is eligible to receive payment for (January's scholarship payment is received on 1st of February and so on).
- A student having no conditions that impede the scholarship payment for at least 20 days in a month shall be deemed eligible for the scholarship payment. The aforementioned period of time is not observed for the scholarship payments to be made during the first month in which the scholarship is awarded and the month in which the student graduates.



If the operation performed on scholarship statuses of students whose scholarship is suspended, paused, deducted or terminated are found faulty, compensatory payments shall be made for the months elapsed as of the date of operation. This payment will only cover the monthly stipend and does not cover other provisions.

All amounts of the unmerited payments made due to any reasons (i.e. the education institution's failure to deliver the required information and documents on time, student's failure to comply with her/his obligation to notify) shall be deducted on a monthly basis deducted at the rate of 25% of the scholarship. However, if it is understood that the complete amount of unmerited payment cannot be deducted due to lack of time (near graduation), the rate of deduction shall be re-determined so as to recover the complete unmerited amount.

PROVISIONS

» Travel Support

- Travel support for students shall be provided by Türkiye Scholarships during their first arrival and their departure after graduation. Travel support may be provided by Türkiye Scholarships either by purchasing the flight tickets or reimbursing the amount to students in cash.
- Students purchasing their own tickets at their first arrival must submit copy of tickets and their receipts to Türkiye Scholarships team for reimbursement to be processed.

» *! For travel support of graduating students, students must provide necessary documents as proof that they have graduated from their program of study and make an official request within six months leading to their date of graduation. ! Graduating students must make their ticket requests at least 15 days prior to the intended date of return to their country.*



Health



- Health expenses of scholarship students shall be covered by Türkiye Scholarships within the scope of General Health Insurance (GHI).
- Türkiye Scholarships shall carry out procedures such as insurance registration, premium payment and renewal of registration required by the Social Security Institution (SGK) on behalf of beneficiary students. However, if students dismissed in any way from the scholarship program continue their education, they must personally carry out the relevant procedures.
- In order to conduct the GHI registration procedures, students must obtain their Foreign Identity Number (YKN) as soon as possible and submit it to Türkiye Scholarships. Students under General Health Insurance can benefit from public hospitals free of charge. Along with a doctor's prescription, students are able to receive medication from any pharmacy by only paying the contribution fee.



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▶ Turkish Language Education and University Fees

- Student tuition fees and Turkish language preparatory program fees are covered by Türkiye Scholarships.



▶ Visa and Residence Procedures



- Students who are offered scholarship awardee status must obtain a visa/residence permit from the Turkish Foreign Representative in their respective country and prepare documents specified in the scholarship acceptance letter.
- Residence permit procedures in Turkey are carried out by the Ministry of Interior- Directorate General of Migration Management.
- Students granted scholarship awardee status must apply to the Provincial Directorates of Migration Management along with the necessary information and documents in order to obtain the appropriate residence permit within the specified legal period.
- Students who will apply for a residence permit for the first time are required to make their applications through the Directorate General of Migration Management website before their visa or visa exemption period is over and immediately after their university enrollment.
- Scholarship students shall be granted a residence permit which will cover the period of their study.



Residence permits of students shall be canceled in case of enrollment suspension, dismissal from university, failure to renew enrollment and graduation.



Students who wish to continue to reside in Turkey after their graduation must apply for a residence permit in accordance with their purpose of stay before graduating.



- International students do not need to obtain a visa to enter Turkey within the validity period of their residence permit. This student residence permit allows students to enter and exit Turkey without obtaining a visa within their specified study period.
- Applications for an extension must be made before the residence permit expires. Students can apply for a residence permit extension within sixty days prior to the expiration of their residence permit.

Documentation of Scholarship-Related Procedures

- Students should notify the respective personnel or units of Türkiye Scholarships of any changes in their student status (enrollment suspension, lateral transfer, leave of study, health report, marriage, military service, change of address, etc.) within 15 days at the latest.
- University enrollment status of the students shall be checked through the Higher Education Information System (YÖKSİS). For this reason, students should keep track of their enrollment status via YÖKSİS and keep their information up-to-date. Transcripts that provide information on the academic status of the students shall be requested from the universities.
- The information and documents obtained from the relevant institutions and organizations shall be considered as the basis for conducting scholarship-related procedures. In case of any discrepancies between this information and the student's declaration, the student shall be held responsible to ensure that the information is up-to-date.



Reimbursement of Committed Supports

- In the event that any of the supports defined in the scholarship programs has been already paid by the student, the documented amount shall be reimbursed to the students in a way not to exceed the amounts determined by Türkiye Scholarships.

TURKISH LANGUAGE EDUCATION



Turkish Language Preparatory Program

- The Türkiye Scholarships students (including students enrolled in the programs providing education and training in a foreign language) who do not have a Turkish language proficiency document shall attend the Turkish Preparatory Program for a year. Those students who have a Turkish language proficiency document may directly start their faculty education.
- The following documents shall be accepted as language proficiency documents:
 - i. Turkish Language Proficiency Certificate (Level of C1) awarded by Turkish Language Learning Centers (TÖMER), Yunus Emre Institute and other institutions or organizations approved by our Türkiye Scholarships,
 - ii. Certificate of graduation from undergraduate and graduate programs taught in Turkish,
 - iii. High school diploma obtained from institutions providing education and training in accordance with the curriculum of the Ministry of National Education.



- Students who do not have and submit a Turkish language proficiency certificate shall be considered not to have sufficient knowledge of Turkish language and shall be enrolled as students of Turkish Preparatory School Program in the Türkiye Scholarships system.



It is essential that students complete the Turkish language preparatory program in the Turkish Language Learning Centers in the provinces where their universities are located.

- Candidates who have completed the Turkish language preparatory program and obtained a Turkish proficiency certificate shall start their academic education in the following academic year.
- If found eligible by their universities, those students who have successfully completed the Turkish language preparatory program in the first semester of the academic year may start their academic education in the second semester of the academic year.
- Those students found ineligible by their universities to start their academic education in the second semester of the relevant academic year may continue their education at the highest level of Turkish language preparatory program, or they may be granted a leave of absence for one semester, which will be exempted from the scholarship period, by suspending their scholarship upon their request.



Scholarships of those students who fail the one-year Turkish language preparatory program shall be suspended until they submit a language proficiency certificate and certify that they have started their academic education. This period shall be exempted from the period of the scholarship. Scholarships of students who fail to obtain a language proficiency certificate at the end of the second year shall be terminated.

► Turkish Language Proficiency Exam

- Students who know a sufficient level of Turkish but cannot document their proficiency can take the Turkish language exemption exam and directly start their university education if they pass the exam. Students shall participate in Turkish language proficiency exams held by the Turkish language learning centers free of charge. The proficiency exam schedule and other exam-related information can be obtained from the learning center specified in the Scholarship Acceptance Letter.
- Students who directly start their academic education by obtaining the Turkish Proficiency Certificate although they have been placed in Turkish language learning centers must notify our Presidency in this regard within 10 days at the latest.



► Compulsory Attendance in Turkish Language Preparatory Program



Students are obliged to attend the classes. Scholarships of those students enrolled in the Turkish language preparatory program whose monthly absence exceeds 20 hours shall be subject to a deduction of 25 percent for the following three months. Scholarships of those students who do not attend more than 100-course hours without any valid excuse or taking necessary permissions shall be subject to termination.

ACADEMIC PROCEDURES



Procedures for University, Department and Program Change Requests

- It is essential that students complete their education in the programs where they are placed. However; University, Department and Program changes can be made by the assent or approval of Türkiye Scholarships and the Council of Higher Education (YÖK) in the following conditions.

Lateral Transfer

- In accordance with the provisions of “The Regulation for Student Transfer Between Associate Degree and Bachelor’s Degree Programs, Double Major and Minor Programs and Course Credit Transfers Between Institutions of Higher Education published in the Official Gazette No.27561, dated 24 April 2010; Associate and Bachelor’s degree students can be transferred to another university, department and program via lateral transfer.
- In accordance with the principles of “the Graduate Education Regulation” published in the Official Gazette no. 29690 dated April 20, 2016; graduate students who have completed at least one semester in a graduate program can make lateral transfer.
- Students shall notify any changes regarding their lateral transfer request to Türkiye Scholarships within 1 month.



Compelling Reasons

- In case of compelling reasons such as unavailability of a department/program and other academic reasons, students may request for a university, department or program change.
- Students who will make a request for a university, department or program change due to compelling reasons must document their situation and send a request to Türkiye Scholarships.



Requests for change of program/department due to compelling reasons may be made until the end of the first semester of the relevant program, except for language preparatory program.

- The aforementioned requests or compelling reasons which are defined by Türkiye Scholarships shall be examined by Türkiye Scholarships team and the changes considered valid or appropriate shall be submitted to the approval of YÖK.



Leaves of Absence



- During the academic year, students' procedures for enrollment suspension and leaves of absence shall be subject to the legislation of the institution they are enrolled in.
- Scholarship payments shall continue during school holidays and during leaves which are less than a month during the academic year.
- Students shall send a request to Türkiye Scholarships along with the documents of enrollment suspension and leaves of absence which they will receive from the institution they are enrolled in and shall be considered on leave upon the assent and approval of Türkiye Scholarships.
- The total duration of the leaves of absence to be granted during the academic year cannot exceed one month, except for the following situations,

i. Leaves granted due to compelling reasons

- Scholarships of students who are on sick leave or other leaves of absence due to compelling reasons such as illness and military service during the academic year and request to spend their time outside Turkey shall be subject to suspension if their health report or leave lasts more than one month. These students are required to submit their health report and its Turkish translation to Türkiye Scholarships and the institution they are enrolled in. In such cases, students must suspend their enrollment, if necessary, and submit a document indicating that their enrollment has been suspended.
- The duration of the leaves of absence which can be granted to students within the above context is for a maximum of one year.

ii. Academic research/study leaves

- Graduate and doctoral students who are going to conduct their thesis work abroad may be granted an academic research/study leave up to 6 months during their education provided that they submit their documents to Türkiye Scholarships. Scholarship payments of these students shall continue during their leave.
- Within the scope of the requests for academic research/study leaves, students shall be asked to submit documents such as the review of their thesis advisor on their research, their research proposal/plan and a permission letter by the Institute.

iii. Student Exchange Programs

- Within the scope of national or international student mobility deemed appropriate by Türkiye Scholarships, a leave of absence for a maximum of one semester may be granted to students who will continue their education in another higher education institution provided that they notify before-hand along with their acceptance letters within 15 days.
- However, scholarships of students who will continue their education in a higher education institution abroad shall be suspended during the related student mobility program.
- Those students who take a leave of absence should notify Türkiye Scholarships in this regard upon their return.
- Leaves of absence granted to students are only for the follow-up of scholarship procedures. In this process, the obligations of students arising from the scholarship legislation they are subject to regulating the procedures such as residence, dormitory, and education shall continue.

CONDITIONS THAT LEAD TO LOSS OR DEDUCTION OF SCHOLARSHIP PAYMENTS

► Academic Follow-up Procedures



- Academic progress and attendance of students shall be monitored periodically. Depending on the evaluations carried out by Türkiye Scholarships, monthly scholarships of students who do not meet the relevant academic and attendance criteria may be subject to a deduction (not exceeding 50% of the scholarship), suspension or termination.
- Scholarship students are obliged to show due diligence to complete their academic program successfully and without interruption. Scholarships of students who are identified as not able to fulfill these obligations shall be subject to termination. The following situations shall be considered as negligence on the student's part:

Student's failure to do his/her compulsory internship within a given period of time without any valid excuse. Student's failure to take the Single Course Exam and Make-up Exams. Intentionally delaying courses to the following semesters

- Scholarships of students reported to be dismissed from the university shall be terminated.





▤ Preparatory School Students

- Scholarships of students who fail the one-year Turkish language preparatory program or a foreign language preparatory program shall be subject to suspension until they submit a language proficiency certificate and certify that they have started their faculty education. This period shall not be included within the duration of the scholarship. Scholarships of students who fail to obtain a language proficiency certificate at the end of the second year shall be subject to termination.

▤ Associate Degree Students

- Scholarships of associate degree students whose cumulative grade point average (CGPA) is below 1.00 (out of 4.00) at the end of the first academic year shall be subject to termination.
- Monthly scholarships of associate degree students whose cumulative grade point average (CGPA) is below 2.00 (out of 4.00) at the end of the first academic year or have to retake the course or level shall be subject to a deduction of 25% as in the following academic year.

CONDITIONS THAT LEAD TO LOSS OR DEDUCTION OF SCHOLARSHIP PAYMENTS

For Bachelor's Degree Students

- Monthly scholarships of bachelor's degree students whose cumulative grade point average (CGPA) is below 1.00 (out of 4.00) at the end of the first academic year shall be subject to a deduction of 50% as in the following academic year.
- Scholarships of bachelor's degree students whose cumulative grade point average (CGPA) is below 1.00 (out of 4.00) in years following the first academic year shall be subject to termination.
- Monthly scholarships of bachelor's degree students whose cumulative grade point average (CGPA) is below 2.00 (out of 4.00) or have to repeat the course or level in years following the first academic year shall be subject to a deduction of 50% as of the following academic year. In case of the recurrence of the condition that leads to deduction of the scholarship payments in any of the following years, the scholarships of the aforementioned students shall be subject to termination.
- However, scholarships of students in the final year of their normal period of education and who are identified as able to graduate from their program shall not be subject to termination even in case of the recurrence of the condition that leads to deduction of the scholarship payment.

| CGPA / Year | 1st Year | 2nd Year | 3rd Year | 4th Year |
|---|--|--|---|---|
| $0 < \text{CGPA} < 1.00$ | Conditional Scholarship (A deduction of 50 %) | Termination of Scholarship | Termination of Scholarship | Termination of Scholarship |
| $\text{CGPA} < 2.00$ | - | Conditional Scholarship (A deduction of 50%) | Conditional Scholarship (A deduction of 50%) | Conditional Scholarship (A deduction of 50%) |
| Recurrence of the Condition that Leads to Deduction of Scholarship Payments | - | If the CGPA of a student is still below 2.00 at the end of the 3rd year after a deduction of scholarship payment applied due to a CGPA below 2.00 at the end of the 2nd year, his/her scholarship shall be terminated. | | - |
| | - | If the GPA of a student continues to be low ($0 < \text{CGPA} < 2.00$) in the following years after a deduction of scholarship payment applied due to a low CGPA in years following the first academic year, his/her scholarship shall be terminated. However, this rule does not apply to those students in the final year of their normal period of education and identified as able to graduate from their program. | | |

- Monthly scholarships of students repeating a grade level in medicine, dentistry and pharmacy programs providing education and training based on the pass-fail grading system for the second time shall be subject to a deduction of 50%. If the aforementioned students repeat a grade level for the third time, their scholarships shall be subject to termination.
- The subsequent scholarships of associate degree/bachelor's degree students who document and prove the elimination of the condition that has led to deduction of their scholarship shall be paid in full.
- The academic achievement criteria have been determined considering the cumulative grade point average required by most universities for passing a course, receiving a conditional pass, passing a grade and graduating from the program as well as the time periods required to benefit from full-time student rights. In accordance with the legislation of the universities, conditions that differ from the above-mentioned academic achievement criteria shall be separately evaluated by Türkiye Scholarships.

Scientific Preparation Program Students

- If the enrolled programs of graduate and doctoral students require a scientific preparation program, an additional time, not exceeding one year, may be granted to these students.
- Scholarships of those students who fail in the scientific preparation program shall be subject to termination.



CONDITIONS THAT LEAD TO LOSS OR DEDUCTION OF SCHOLARSHIP PAYMENTS

▶ Graduate Students

- Scholarships of graduate students -except for those enrolled in the scientific preparation program- who have failed to successfully complete the credit courses and seminar courses included in the graduate program at the end of four semesters or failed to achieve the minimum CGPA required by the university within this period shall be subject to termination.

▶ Doctoral Students

- Scholarships of doctoral students -except for those enrolled in scientific preparation courses- who have failed to successfully complete the credit courses and seminar courses included in the doctoral program at the end of four semesters or failed to achieve the minimum CGPA required by the university within this period shall be subject to termination.
 - Scholarships of doctoral students who have failed to take the Doctoral Qualifying Exam at the end of the fifth semester shall be subject to termination.
 - Students who fail in the Doctoral Qualifying Exam must retake this exam in the following semester. Scholarships of those students who fail a second time in the exam shall be subject to termination.





Absence

- Scholarships of students enrolled in the foreign language preparatory program who are absent from classes constantly or at intervals for more than two months or do not take the proficiency exam shall be subject to termination.
- Scholarships of students who are absent from classes constantly or at intervals for more than two months in one semester without any valid excuse and students who do not take the final and make-up exams without a valid excuse shall be subject to termination.

Failure to Enroll/ Renew Enrollment

- Scholarships of students who fail to enroll in their program/ renew their enrollment and register for courses -except for language preparatory programs- without a valid excuse shall be subject to termination.

Enrollment Suspension

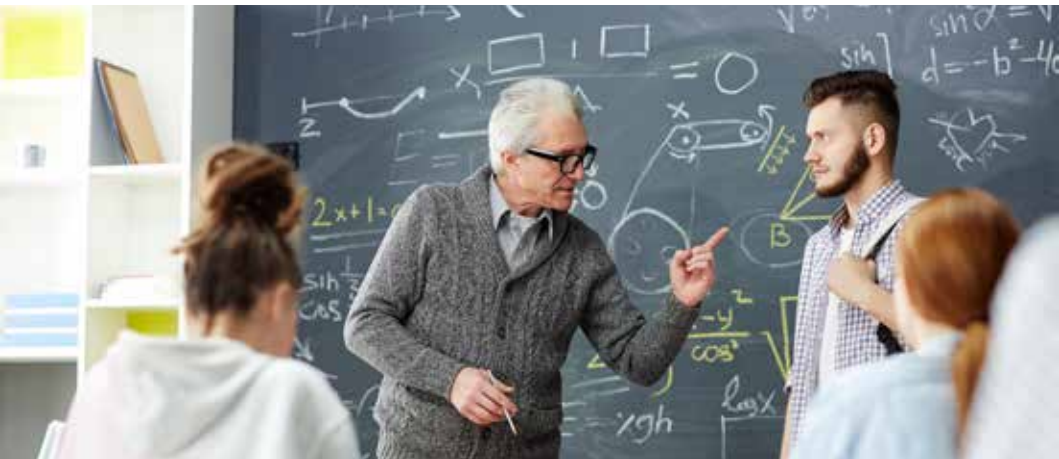
- Scholarships of students whose enrollment is suspended by their institution shall be subject to suspension at intervals or in total of up to a maximum of one academic year. Students who suspend their enrollments in the program they are placed in must notify Türkiye Scholarships.
- Scholarships of students who suspend their enrollment for more than one academic year shall be subject to termination.





Failure to Comply with the Disciplinary Rules of Dormitories and Education Institutions

- Regarding students who have been suspended from their education institution;
 - i. Scholarships of students suspended from university for 1 week up to 1 month shall be subject to suspension for 1 month.
 - ii. Scholarships of students suspended from university for 1 month up to one semester shall be subject to suspension during the period of their university suspension.
 - iii. The scholarship status of students suspended from university for more than one semester shall be evaluated by Türkiye Scholarships.
 - iv. Scholarships of students dismissed from their education institution shall be subject to termination. The status of students who receive disciplinary punishment according to the legislation of the dormitories they are placed in shall be evaluated and determined by Türkiye Scholarships.
- Students must comply with the legislation of the dormitories they stay in. The administrations of dormitories inform the status of students who receive disciplinary punishment to Türkiye Scholarships. The status of students who have received disciplinary punishment according to the legislation of the dormitories they are placed in is evaluated and a decision is made by Türkiye Scholarships administration



CONDITIONS THAT LEAD TO LOSS OR DEDUCTION OF SCHOLARSHIP PAYMENTS

Work Permits

- Work permit-related procedures in Turkey are carried out by the General Directorate of International Labor - Ministry of Family, Labor and Social Services.
- Graduate and Doctoral students who have successfully completed their foreign language preparatory program and/or scientific preparation program may work in the areas related to their course of study provided that they get the approval of Türkiye Scholarships and get a valid work permit. These students may be asked to submit documents such as a certificate of employment, work permit, a request letter ...etc.
- Monthly scholarships of students considered eligible to work as a result of the evaluation carried out by Türkiye Scholarships may be suspended or paid with a deduction during the work permit period. Other support and payments granted to the aforementioned students within the scope of the scholarship program -except for health insurance premiums- shall continue.



- The subsequent scholarships of the students whose work permit has been terminated within the period of the scholarship shall be paid in full.
- Scholarships of those students determined not to fulfill the obligations concerning the above mentioned matters shall be subject to termination.



Other Conditions

- Scholarships of students who are found to have declared and submitted wrong information or documents at any stage of their application process or scholarship period shall be subject to termination.
- Scholarships of students who have been identified to pose a threat to public order, public security or public health shall be subject to termination.
- Scholarships of students who acquire Turkish citizenship at any stage of their scholarship period, other than granted/ approved exceptional conditions, shall be subject to termination.
- Scholarship status of students under administrative or judicial investigation shall be evaluated by Türkiye Scholarships.
- Scholarships of students who receive scholarships from any international organizations or other public institutions/ organizations in Turkey shall be subject to termination.
- Scholarships of students who have been sentenced for any crimes other than negligent crime, shall be subject to termination.

CONSEQUENCES OF TERMINATION, PAUSING AND SUSPENSION OF SCHOLARSHIPS



Pausing of Scholarships

- If the need arises to re-evaluate scholarships procedures performed on a scholarship holder, scholarship of the student shall be subject to a pause.
- During the re-evaluation process, monthly scholarships of students whose scholarships have been paused shall not be paid. If the result of the re-evaluation is positive, monthly scholarship payments shall be commenced. The unpaid monthly scholarships shall also be compensated.



Consequences of Termination and Suspension of Scholarships

- Monthly scholarships of students whose scholarships have been suspended shall not be paid.
- Students whose scholarships have been terminated cannot benefit from the scholarships again in the future.
- In case of termination of the scholarship, the Ministry of Interior, Council of Higher Education (YÖK), Higher Education Credit and Hostels Institution (KYK), Social Security Institution (SGK) and Turkish Language Learning Center (TÖMER) will be informed by Türkiye Scholarships to conduct necessary procedures for the termination process.



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