

ALTINBAŞ UNIVERSITY
SCHOOL OF FINE ARTS AND DESIGN
DEPARTMENT OF PAINTING
DIRECTIVE FOR SPECIAL TALENT EXAMINATION

Objective and Scope:

Article 1 (1) This Directive sets forth the rules concerning student admission to Altınbaş University School of Fine Arts and Design Department of Plastic Arts via a special talent examination, the formation of examination committees, the announcement, administration, assessment, evaluation of the examination as well as the announcement of the examination results.

Definitions and Abbreviations:

Article 2 (1) The following terms are used in this Directive with the meanings specified;
University: Altınbaş University,
President: Altınbaş University President,
Senate: Altınbaş University Senate,
School: Altınbaş University School of Fine Arts and Design,
Dean: Dean of School of Fine Arts and Design in Altınbaş University
Department: Department of Painting in Altınbaş University School of Fine Arts and Design,
Department Chair: Chair of Painting Department in Altınbaş University School of Fine Arts and Design
Faculty Secretary: Undergraduate Secretary of Altınbaş University School of Fine Arts and Design,
Examination: Special Talent Examinations administered by Altınbaş University School of Fine Arts and Design Department of Painting

Legal Basis

Article 3 This Directive has been drawn up on the basis of Article 14 of Turkish Higher Education Act No. 2547 of November 4th, 1981.

Examination Committee:

Article 4 (1) The Examination Committee shall consist of Department Chairs and Faculty Secretary under the chairpersonship of the Dean. Examination Committee may require for the assignment of other faculty members and staff as auxiliary staff. Auxiliary staff may be included in the committee with the approval of the Dean.

(2) Roles and responsibilities of the Examination Committee are:

(a) To prepare any documents, materials and equipment that may be required during the examination; provide invigilators with the applicants' list and examination papers; ensure that the examination is conducted according to with the rules and regulations,

(b) Select the exam locations and ensure that these locations are well organized for the proper conduct of the examination,

- (c) Make a list of exam invigilators and submit the list to the Dean,
- (d) Provide the materials needed for the examination,
- (e) Collect the examination papers when the test/exam is concluded and submit them to the Assessment Committee,
- (f) Ensure proper implementation and completion of the examination.

Grading Committee:

Article 5 (1) Grading Committee shall be formed by the School of Fine Arts and Design Administration Board upon the written recommendation of the respective Department Chair.

(2) Roles and responsibilities of the Grading Committee are:

- (a) Receive the Examination papers from the Examination Committee in accordance with the rules and principles set forth in the examination manual,
- (b) Mark and grade the examination papers; prepare the exact and standby lists of exam candidates,
- (c) Provide the Dean with a list of grade results,
Evaluate and respond to objections.

Invigilators:

Article 6 (1) Invigilators shall be selected from among the faculty members upon the proposition of Department Chair and approval of the Dean.

(2) Roles and responsibilities of the Invigilators are:

- (a) In accordance with the rules set forth in the examination manual, to be present at the exam location at the designated examination time,
- (b) Ensure that the examination is administered in a proper manner according to the exam rules and regulations,
- (c) Check the examination papers before and after the examination,

Together with a faculty member assigned as invigilator to the respective exam location, submit the examination papers to the Examination Committee.

Announcement of Examinations:

Article 7 (1) Program quota, application requirements, application dates & deadlines, examination venues & dates shall be posted on the University website as well as announced through other media outlets.

Conduct of Examinations:

Article 8 (1) The examination will be held in single stage:

The duration of the exam is two (2) hours.

Examination Theme

Article 9 (1) The theme of the examination shall be semi memory-based imaginary work.

Evaluation

Article 10 (1) Grading Committee shall grade the exam papers out of 100 points without knowing the identity of the candidates.

All provisions set forth in Admission by Special Talent Examination part of Turkish Council of Higher Education Student Selection and Placement Centre's 2019 Manual for Higher Education Programs and Quota shall apply when evaluating exam results.

Announcement of Examination Results:

Article 11 (1) The Dean shall examine the final list of candidates (exact list and standby list). The final approved lists shall be announced by the Registrar's Office.

Exact Registration:

Article 12 (1) Candidates who have qualified for admission shall carry out the registration procedures on the specified dates. Candidates who fail to register before the deadline shall lose the right for admission. In such case, candidates on the standby list shall be eligible for registration to replace the abovementioned candidates. The registration process shall be carried out within the dates designated by the University.

Re-examination:

Article 13 (1) **Multiple exam sessions may be held until the beginning of Academic Year in order to meet the required quota with candidates.**

Effective Date:

Article 14 (1) This Directive is effective as of the date it was approved by Altınbaş University Senate on July 29, 2019.

Execution:

Article 15 (1) The provisions of this Directive shall be executed by the President of Altınbaş University.

Yönergenin Yürürlüğe Girdiği Yasal Dayanaklar			
İlgili Kurul	Karar Tarihi	Karar Sayısı	Karar Maddesi
Senato	29/07/2019	2019/09	Karar-4
Mütevelli Heyet	05/09/2019	2019/08	Karar-14