

**ALTINBAŞ UNIVERSITY**  
**SCHOOL OF FINE ARTS AND DESIGN**  
**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 Plastic Arts in Altınbaş University School of Fine Arts and Design,

Department Chair: Chair of Plastic Arts Department in Altınbaş University School of Fine Arts and Design

School 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

**Examination Committee:**

**Article 3** (1) The Examination Committee shall consist of Department Chairs and School Secretary and it shall operate under the chairpersonship of the Dean or a Vice Dean, who shall be assigned by 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 4** (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,
- (d) Evaluate and respond to objections.

**Invigilators:**

**Article 5** (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,
- (d) 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 6** (1) School of Fine Arts and Design Dean's Office may administer more than one special talent examination if deemed appropriate,

(2) 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 7** (1) The examination will be held in single stage:

- (a) The duration of the exam is two (2) hours.
- (b) Semi memory-based imaginary work,

**Evaluation:**

**Article 8** (1) Grading Committee shall grade the exam papers out of 100 points without knowing the identity of the candidates.

**Announcement of Examination Results:**

**Article 9** (1) The Dean shall examine the final list of candidates (exact list and standby list) and submit it to the President's Office for the approval. Lists approved by the President's Office shall be announced by the Registrar's Office.

**Exact Registration:**

**Article 10** (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.

**Effective Date:**

**Article 11** (1) This Directive is effective as of the date it was approved by Altınbaş University Senate on June 13, 2011.

**Execution:**

**Article 12** (1) The provisions of this Directive shall be executed by the President of Altınbaş University.