

**T.R.**  
**ISTANBUL GELISIM UNIVERSITY**  
**DIRECTIVE ON EXEMPTION-ADJUSTMENT PROCEDURES AND LATERAL**  
**TRANSFER PRINCIPLES**

*(Adoption: Senate Decision dated 29.11.2019 and numbered 13)*

**FIRST SECTION**

**Aim, Scope, Basis, and Definitions**

**Aim**

**ARTICLE 1 -** (1) The purpose of this Directive is to regulate the principles of undergraduate transfer and the exemption and adaptation of the courses taken by the students enrolled in Istanbul Gelisim University from any higher education institution recognized and accepted as equivalent by the Council of Higher Education and in which they are successful / conditionally successful.

**Scope**

**ARTICLE 2 -** (1) This Directive covers associate and undergraduate students enrolled in Istanbul Gelisim University.

**Basis**

**ARTICLE 3 -** (1) **This Directive has been prepared on the basis of Article 14** of the Higher Education Law dated 4/11/1981 and numbered 2547 and the Regulation on the Principles of Transition, Double Major, Minor and Inter-Institutional Credit Transfer between Associate Degree and Undergraduate Programs in Higher Education Institutions with Gelisim University Associate Degree and Undergraduate Education and Examination Regulation.

**Definitions**

**ARTICLE 4** (1)The definitions in this Directive refer to;

- a) a) ECTS: European Credit Transfer and Accumulation System,
- b) Program: Undergraduate/associate degree program,
- c) Faculty/School/Vocational School: Faculty, School or Vocational School with undergraduate/associate degree education at Istanbul Gelisim University
- d) Faculty/School Board: Faculty, School and Vocational School boards that provide undergraduate/associate degree education at Istanbul Gelisim University,
- e) GPA: General weighted grade point average,
- f) Relevant Administrative Board: The faculty administrative board in faculties at Istanbul Gelisim University, the college administrative board in colleges and the vocational school administrative board in vocational schools,
- g) Senate: Senate of Istanbul Gelisim University,
- h) University: Istanbul Gelisim University,
- i) Exemption and Adaptation Commission: The commission established by the relevant board of directors upon the recommendation of the Department/Program Presidency and carrying out the adaptation procedures of the students regarding the courses,

i) ö) Lateral Transfer: Refers to the situation that the student registered in a higher education institution gains the right to continue education in other diploma programs of the same level, within the framework of the principles in this regulation.

- j) Base score: The entrance score of the student with the lowest score placed in the diploma program of a higher education institution by the Measurement, Selection and Placement Center (ÖSYM) through the central exam,
- k) Intra-institutional lateral transfer: Refers to the transfer of a student to other diploma programs at the same level within the higher education institution in which he is registered.
- l) Lateral transfer between institutions: Refers to the transfer from vocational schools established by a university, high technology institute or foundations without being affiliated to a university, to independent vocational schools established by another university, high technology institute or foundations at the same level.
- m) Transfer with Central Placement Score: In case the central placement score in the year the student is enrolled is equal to or higher than the base score of the diploma program he/she wants to pass, the transfer, including the preparatory class,
- n) Level: Each of the Associate or Undergraduate diploma programs,
- o) Equivalent diploma program: Diploma programs that have the same name or that at least eighty percent of their content is determined by the relevant board of directors,

## **SECTION TWO**

### **Internal, Inter-Institutional, Undergraduate Transfers with Overseas and Central Placement Score**

#### **Internal and Inter-Institutional Lateral Transfers**

**ARTICLE 5 -** (1) Lateral transfer can be made to the second and third semesters of associate degree programs and to the third and fifth semesters of undergraduate diploma programs at the same level and equivalent in GPA and intra-institutional and inter-institutional undergraduate transfers. Students cannot transfer to the preparatory class of associate and bachelor programs, the first and last semesters of associate programs, the first and last two semesters of the bachelor programs.

(2) For internal and inter-institutional transfer with GPA, the student's grade point average for the semesters he/she has completed in the program he/she is enrolled in must be at least 2.29 out of 4.00 (60 out of 100).

(3) In intrainstitutional transfers, lateral transfers can be made from primary education to secondary education in the same diploma programs without quota limitation. However, students who transfer to the evening education diploma program pay the evening education fee.

(4) For internal and inter-institutional lateral transfers with GPA, lateral transfers can be made from secondary education to only secondary education diploma programs in higher education institutions. However, students who enter the top ten percent of their class in terms of success from the second education diploma programs and move to the next class can transfer to the first education diploma programs within the quota.

(5) With GPA, internal and inter-institutional lateral transfers can be made from open or distance education to other open or distance education diploma programs. In order to transfer from open and distance education to formal education programs, the student's general grade point average in the program he is studying must be 80 out of 100 or above, or his central

placement score in the year of registration must be equal to or higher than the base score of the diploma program of the university he wants to transfer to that year.

Lateral transfers can be made from daytime or evening education diploma programs to open or distance education diploma programs.

(6) In case of internal and inter-institutional lateral transfers with GPA, the student should not have received disciplinary punishment.

(7) When students studying within the scholarship quota make an in-house transfer with GPA, the principles for the continuation of their scholarship are determined by the board of trustees and announced on the web page during the quota announcement.

(8) Applications for in-house and inter-institutional transfer with GPA are announced on the web page during the quota announcement.

(9) Suspending registration does not constitute an obstacle to benefit from the right to transfer.

(10) Students who complete their maximum education period in the program they are enrolled in cannot apply for GPA intra-institutional and inter-institutional transfer.

### **Lateral Transfer from Higher Education Institutions Abroad**

**ARTICLE 6 -** (1) The provisions of the regulation on the principles of transition between associate and undergraduate programs in higher education institutions, double major, minor and inter-institutional credit transfer shall apply exactly.

### **Lateral Transfers with Central Score (Additional Article – 1)**

**ARTICLE 7 -** (1) If the central placement score of the student in the year he/she is enrolled is equal to or higher than the base score of the diploma program he/she wants to pass, the student may apply for lateral transfer, including the intra-institutional and inter-institutional preparatory class.

(2) In accordance with the application calendar for undergraduate transfer, the principles regarding the student quota and the procedures and principles determined by the Higher Education Executive Board, the applications of the students are evaluated and their undergraduate transfers are accepted. In cases where the application is more than the quota, lateral transfer of the candidate as much as the quota is accepted by starting from the candidate with the highest OSYS (Student Selection and Placement Exam) score and ranking.

(3) In lateral transfers with the Central Score, the student must not have received a disciplinary penalty.

(4) When students studying within the scholarship quota make an in-house transfer with GPA, the principles for the continuation of their scholarship are determined by the board of trustees and announced on the web page during the quota announcement.

(5) Students who register according to the results of the Special Ability Exam can apply for lateral transfer if the diploma program to which they will apply for the central placement scores in the year they are enrolled is equal to or higher than the base score in the relevant year and they meet the conditions. However, it cannot apply to programs that accept students with a special talent exam.

(6) Students who are placed in undergraduate programs that can be transferred vertically with a Vertical Transfer Exam placement score and undergraduate programs that receive students with a special talent exam can apply for lateral transfer if they meet the conditions for programs where they can transfer vertically according to their graduation areas.

(7) Suspending registration does not constitute an obstacle to benefit from the right to transfer.

(8) Students can switch to associate degree or undergraduate programs, from associate degree to undergraduate or from undergraduate to associate degree, provided that they provide the central placement scores of the higher education programs they want to pass with the central placement scores in the year they are enrolled.

(9) Students may transfer only once in accordance with Additional Article-1, but they may return to the higher education institution where the students who transfer in accordance with the said article are entitled to enroll as a result of ÖSYS central placement on the later application dates.

(10) Students who have completed the maximum education period in the program they are registered in cannot apply for internal or inter-institutional transfer pursuant to Additional Article-1.

(11) Within the scope of Additional Article – 1, the maximum duration of the students who transfer to a different program from the program they are studying is calculated by subtracting the class in which the program is accepted from the maximum duration.

### **SECTION THREE**

#### **Exemption, Adaptation Applications and Annexes**

##### **Exemption and Adjustment Applications**

**ARTICLE 8** - (1) Students enrolled in the university with central placement can apply for exemption from the courses they have taken in a previous higher education institution and are successful/conditionally successful within the dates announced in the academic calendar in the first semester in which they enrolled in the program. Exemption procedures can also be made for students who cannot apply within the application period and whose excuses are accepted by the relevant board of directors.

(2) Students who are entitled to undergraduate transfer or placed by vertical transfer can apply for exemption from the courses they have taken in the previous higher education institution at the time of application and are successful/conditionally successful.

(3) Students who attend a second higher education institution simultaneously can also apply for an exemption request from the courses they are successful in until the end of the course addition process at the latest.

(4) The student cannot claim a new exemption for courses for which no exemption is requested and for which course registration is made and failed.

(5) Exemption and adaptation results are announced to students through the Student Information System (OBIS). Students can object to courses that are not exempted, course grades and semester or class adjustments within one week at the latest from the date of announcement. Objections are finalized by the relevant units and notified to the Rectorate within one week at the latest. Students must register and continue to the course (s) for which they request an objection until their objection is finalized. The student cannot apply for an objection again for the objection procedures evaluated and finalized by the relevant units or for a new course exemption and adjustment procedure.

##### **Exemption Application Attachments**

**ARTICLE 9** - (1) The following documents should be attached to the exemption application forms.

- a) Certified or e-signed transcript,
- b) Current course contents announced on the website of the higher education institution

where he/she has previously studied. Approval will not be sought in the course contents and will be checked by the exemption and adaptation commission when necessary.



## **SECTION FOUR**

### **Exemption and Adjustment Procedures**

#### **Exemption and Adjustment Procedures**

**ARTICLE 10** - (1) Exemption and Adjustment Procedures are carried out by at least three faculty members or lecturers established in faculties and colleges. One of the members of the commission chairs the commission.

(2) In exemption procedures, the grade conversion process is carried out for successful/conditional successful courses, taking into account the IGU grade conversion table in grade conversions from the quadruple system to the quadruple system. The letter grade obtained after the grade conversion cannot be lowered below the letter grade received by the student during his/her previous education, it cannot be considered unsuccessful, and if the letter grade obtained after the grade conversion is higher than the letter grade received, the higher grade is taken as a basis. However, conversion tables determined by the Higher Education Executive Board are used to convert from the face grade system to the quadruple grade system.

(3) For successful letter course grades that do not have a grade equivalent in the IGU Grade Conversion Table, an exemption is made by giving a CC letter grade.

(4) Exemption and adjustment procedures are carried out for the courses taken from Open Higher Education Institutions and successful or conditionally successful, taking into account the IGU Grade Conversion Table.

(5) Foreign language proficiency certificate is required from students who apply to foreign language education programs with lateral transfer or placed with a central exam and students who register within the scope of the foreign student quota. Students who do not have a certificate of proficiency must take the proficiency exam held by the Directorate of the School of Foreign Languages. In addition, Turkish language proficiency certificate is also required from students who enroll in Turkish education programs within the scope of foreign student quota. Students who do not have a Turkish language proficiency certificate are taken to the proficiency exam by IGÜTÖMER.

(6) If more than one course is considered equivalent to a course, the Weighted Grade Point Average of these courses is taken as a success grade. If a course is considered equivalent to more than one course, the course grade is valid as a grade for all exempted courses.

(7) Students who transfer from these unauthorized associate degree and undergraduate programs to associate degree and undergraduate programs recognized by the General Directorate of Civil Aviation (SHGM) cannot apply for exemption for the courses where the module exams in the curriculum are held.

## **SECTION FIVE**

### **Entry into Force and Execution**

#### **Cases without Provisions**

**ARTICLE 11** - (1) In cases where there is no provision in this Directive, the decisions of the University Senate shall be applied, provided that they are not contrary to the provisions of the Higher Education Law No. 2547, Istanbul Gelisim University Associate Degree and

Undergraduate Education and Examination Regulation and other relevant legislation.

**Repealed Directive**

**ARTICLE 12 - (1)** With the entry into force of this Directive, the Istanbul Gelisim University Course Equivalence and Adaptation Principles Directive, which was adopted by the University Senate's decision dated 01.07.2016 and numbered 2016/11-03 and decision dated 01.07.2016 and numbered 2016/11-04, has been repealed.

**PROVISIONAL ARTICLE 1 – (1) Pursuant to Article 12** of this Directive, Article 8 of the Istanbul Gelisim University Course Equivalence and Adaptation Principles Directive, which was repealed in accordance with

Paragraph 1 shall not apply to the exemption procedures of students who transfer in the fall semester of the 2019-2020 academic year. Since no exemption is granted within the scope of Article 8 (1) of the abolished directive, students can apply for an exemption until the 2019-2020 Academic Year Spring Semester course registrations for courses that have failed or are not exempted.

**Enforcement**

**ARTICLE 13 - (1)** This Directive enters into force after it is accepted by the Senate of Istanbul Gelisim University.

**Execution**

**ARTICLE 14-** (1) The provisions of this Directive shall be executed by the Rector of Istanbul Gelisim University.