

ALTINBAŞ UNIVERSITY
GUIDELINES FOR TRANSFER BETWEEN ASSOCIATE AND BACHELOR’S DEGREE
PROGRAMMES

CHAPTER ONE

Purpose, Scope, Legal Basis and Definitions

Purpose and Scope

ARTICLE 1 – (1) This Guideline regulates the principles governing lateral transfers to associate degree and undergraduate programmes at Altınbaş University.

(2) Horizontal transfers are carried out in accordance with the provisions of the ‘Regulation on the Principles Governing Transfers, Double Majours, Minors and Inter-institutional Credit Transfers between Associate Degree and Bachelor’s Degree Programmes in Higher Education Institutions’ and the ‘Altınbaş University Associate Degree and Bachelor’s Degree Education, Teaching and Examination Regulation’.

(3) Transfers are permitted between higher education institutions recognised as equivalent by the Higher Education Council.

Legal Basis

ARTICLE 2 – (1) This Directive is based on the “Regulation on the Principles Governing Transfers, Double Majours, Minor Studies and Inter-institutional Credit Transfer in Higher Education Institutions, published in the Official Gazette on 24 April 2010, and the Altınbaş University Regulations on Associate and Bachelor’s Degree Education, Teaching and Examinations.

Definitions

ARTICLE 3 – (1) The terms used in this Regulation;

a) Level: Each of the associate degree or undergraduate degree programmes,

b) Equivalent Degree Programme: Degree programmes with the same name, or those determined by the relevant governing boards, following a comparison of all compulsory courses required for graduation from the programme in question, to have at least eighty per cent of their content in common,

c) Faculty: The faculties at Altınbaş University where undergraduate education is provided,

ç) Vocational School (MYO): The school at Altınbaş University where associate degree education is provided,

d) Different Score Types: The four score types used in the Student Selection and Placement System for admission to higher education programmes, taking into account the tests used in the calculation of scores: from 2018 onwards, the SAY Score Type (TYT and AYT), the SÖZ Score Type (TYT and AYT), the EA Score Type (TYT and AYT), and the DİL Score Type (TYT and YDT); from 2010 onwards, the SAY Score Type (YGS-1 and YGS-2), the SÖZ Score Type (YGS-3 and YGS-4), the EA Score Type (YGS-5 and YGS-6), the Mathematics–Science (MF) Score Type, Turkish – Mathematics (TM) Score Type, Turkish – Social Sciences (TS) Score Type, and Foreign Language (DİL) Score Type; In 2009 and prior years, there were seven score types: EA-1, SAY-1, SÖZ-1, EA-2, SAY-2, SÖZ-2 and DİL; and of these, SAY-1 corresponds to the SAY Score Type, SÖZ-1 to the SÖZ Score Type, EA-1 to the EA Score Type, SAY-2 to the Mathematics – Science Score Type, EA-2 to the Turkish – Mathematics Score Type, SÖZ-2 to the Turkish – Social Sciences Score Type, and DİL to the Foreign Language Score Type,

e) General Grade Point Average: The student’s weighted grade point average, calculated based on the credits of all courses taken up to the term in which they wish to transfer, excluding the foundation year,

f) Relevant Committee: The Faculty/Vocational School committees at Altınbaş University,

g) Governing Board: The Governing Board of Altınbaş University,

h) Adaptation Programme: A programme comprising additional courses and practical sessions designed to ensure alignment with the curriculum of the degree programme to which the student is transferring,

i) Quota: The number of students determined and announced in advance,

j) Internal Horizontal Transfer: A student’s transfer to other degree programmes at the same level within the higher education institution in which they are enrolled,

j) Horizontal Transfer: The right of a student enrolled at a higher education institution to continue their studies in other degree programmes at the same level,

k) ÖSYM: The Centre for Measurement, Selection and Placement,

l) Senate: The Senate of Altınbaş University,

m) Minimum Entry Score: The entry score of the student with the lowest score admitted to a degree programme at a higher education institution via the centralised examination organised by the Centre for Measurement, Selection and Placement (ÖSYM),

n) University: Altınbaş University,

o) Higher Education Student Database (YÖKSİS): The central database maintained by the Council of Higher Education, containing information on students enrolled at all higher education institutions at associate degree, undergraduate and postgraduate levels, means.

English Proficiency Examination

ARTICLE 4 – (1) Applicants to programmes where the language of instruction is wholly or partly English must possess a level of English sufficient to follow the courses. The English proficiency of students applying for lateral transfer is determined by the English Proficiency Examinations conducted by the School of Foreign Languages at Altınbaş University, the dates of which are announced in the academic calendar. The English proficiency requirements are applied in accordance with the Altınbaş University English Preparatory Programme Regulations.

PART TWO

Internal Lateral Transfers

General Provisions

ARTICLE 5 – (1) The quotas and conditions for internal lateral transfers for each degree programme shall be determined by the relevant governing board, not exceeding 15 per cent of the student quota specified in the ÖSYM guide for the relevant academic year, and shall be finalised upon approval by the Senate.

(2) Internal quotas for programmes may be determined separately for degree programmes within the same faculty or vocational college and for degree programmes within other faculties or vocational colleges.

(3) Applications for internal horizontal transfers between programmes must be submitted to the Directorate of Student Affairs within the announced timeframe.

(4) Horizontal transfers cannot be made to the first or final semesters of associate degree programmes, or to the foundation year, the first two semesters or the final two semesters of bachelor's degree programmes.

(5) Internal lateral transfers are carried out between diploma programmes at the same level, subject to the availability of places and other conditions.

(6) Having suspended one's enrolment does not constitute an obstacle to exercising the right to a lateral transfer.

(7) Quotas for internal lateral transfers, the minimum entry scores for the relevant degree programme over the last four years, and the conditions for internal lateral transfer shall be published on the University's website at least two weeks prior to the deadline for accepting applications.

(8) The status of scholarships for students currently studying on a scholarship place within a programme at the University shall be determined by the Senate when they undertake a lateral transfer.

Application and Assessment

Article 6 – (1) The student must have achieved a score no lower than the minimum entry threshold for degree programmes at other universities within the country, and their cumulative grade point average (CGPA) for the semesters completed in their current programme must be at least 60 out of 100 or at least 2.29 out of 4.00. Applications are assessed by including 40 per cent of the candidate's ÖSYS/YKS score from the year they enrolled in higher education, calculated based on their GPA and the programme's scoring system, and transfers are granted in accordance with the allocated quota.

(2) In order to apply for a lateral transfer between degree programmes at the same level within the university, the student's central placement score—achieved in the relevant score category for the degree programme to which they wish to transfer, as of the year they sat the central examination—must not be lower than the lowest threshold score of other degree programmes at equivalent level at universities within the country.

(3) There must be sufficient time remaining for the student to graduate within the duration of study specified in Article 44/c of Law No. 2547.

(4) For programmes where the language of instruction is English or partly in English, Article 4 of these Guidelines shall apply.

(5) Applications for lateral transfers between degree programmes may only be made within the announced timeframe. Assessment is carried out by the relevant administrative boards in accordance with the principles established by the Senate.

(6) Applications are assessed on the basis of students' GPA and their admission score.

(7) When converting grades obtained under the four-point or hundred-point systems, the conversion table determined by the Higher Education Executive Board shall be used.

(8) The student's credit transfer procedures are carried out by the relevant Governing Board.

Announcement of Results and Transfer

Article 7 – (1) The assessment results of candidates applying for each degree programme are published on the University's website. Other candidates who meet the success criteria are announced as reserve candidates in order of merit. Should no application be made by the main candidates within the specified period, the reserves are called in turn.

(2) The relevant committees shall determine the semester or year into which the student is to be transferred, in accordance with the principles established by the Senate, taking into account the courses the student has taken in previous semesters and the courses of the programme to which they have transferred. They shall identify any additional courses the student is required to take as part of a placement programme, as well as any courses from which the student is exempt, and notify the Directorate of Student Affairs of this prior to course selection.

(3) The new status of students transferring under this Directive shall be entered into the Higher Education Student Database (YÖKSİS) by the Directorate of Student Affairs within 15 days at the latest, once the registration process has been completed and the transfer and placement procedures have been finalised.

(4) The relevant committees shall notify the Directorate of Student Affairs of the course codes, credits (ECTS) and titles of the courses taken by students in their previous degree programme. Courses successfully completed by the student in their previous programme shall be recognised, and the marks previously obtained for these courses shall be recorded on the academic transcript and included in the grade point average.

(5) The credit transfer programmes for students who have been granted the right to transfer are arranged in such a way as to ensure that these students commence the new academic semester on the same date as other students.

Enrolment Procedures

Article 8 – (1) Students admitted via lateral transfer must complete their registration at the Directorate of Student Affairs, either in person or through a representative appointed by a notary, by the dates specified in the academic calendar, together with the documents required by the University.

PART THREE

Inter-institutional Domestic Horizontal Transfer

General Provisions

ARTICLE 9 – (1) Lateral transfers to our University from other higher education institutions within the country shall be carried out between equivalent diploma programmes at associate degree and bachelor's degree levels, and within the quotas published by the Higher Education Council. Applications from individuals who are not currently enrolled at a higher education institution shall not be accepted.

(2) The quotas for lateral transfers, together with the application and assessment timetable, are published on the Higher Education Council's website.

(3) For diploma programmes leading to an associate degree, the transfer quotas and the application and assessment timetable are published in January for the second semester and in July for the third semester.

(4) For degree programmes leading to a bachelor's degree: for four-year programmes, the quotas for lateral transfer and the application and assessment timetable for the second and third years; for five-year programmes, for the second, third and fourth years; and for six-year programmes, for the second, third, fourth and fifth years, are published in July.

Application and Assessment

Article 10 – (1) – It is a requirement that the student's cumulative grade point average (CGPA) for the semesters completed in their current programme be at least 60 out of 100 or at least 2.29 out of 4.00. Applications are assessed by including 40 per cent of the candidate's ÖSYS/YKS score from the year they enrolled in higher education, calculated based on their GPA and the programme's scoring system, and transfers are granted in accordance with the allocated quota.

(2) Preliminary assessment of applications is carried out by the relevant administrative boards in accordance with the principles established by the Senate.

(3) Applications are assessed on the basis of students' GPA and their placement score.

(4) When converting grades obtained under the four-point or hundred-point systems, the conversion table determined by the Higher Education Executive Board is used.

(5) The student's credit transfer procedures are carried out by the relevant Governing Board.

(6) For programmes taught in English or partially in English, Article 4 of these Guidelines shall apply.

(7) Students may not apply for a lateral transfer to a year lower than the one in which they are currently enrolled.

Announcement of Results and Credit Transfer

Article 11 – (1) The assessment results of candidates applying for each degree programme shall be published on the University's website. Where there are a sufficient number of candidates meeting the success criteria, a number of reserve candidates equal to the quota shall be announced. Should no application be made by the successful candidates within the specified period, the reserve candidates shall be called in order of priority.

(2) The relevant committees shall determine the semester or year into which the student is to be placed, in accordance with the principles established by the Senate, taking into account the courses the student has taken in previous semesters and the courses of the programme to which they are transferring. They shall identify any additional courses the student is required to take as part of a placement programme, as well as any courses from which the student is exempt, and notify the Directorate of Student Affairs of this prior to course selection.

(3) The new status of students transferring under this Directive shall be entered into the Higher Education Student Database (YÖKSİS) by the Directorate of Student Affairs within 15 days at the latest, once the registration process has been completed and the transfer and placement procedures have been finalised.

(4) The relevant committees shall notify the Directorate of Student Affairs of the course codes, credits (ECTS) and titles of the courses taken by students transferring horizontally from their previous degree programme. Courses successfully completed by the student in their previous programme shall be recognised, and the marks previously obtained for these courses shall be recorded on the academic transcript and included in the grade point average.

(5) The credit transfer programmes for students who have been granted the right to transfer are arranged in such a way as to ensure that these students commence the new academic semester on the same date as other students.

Enrolment Procedures

Article 12 – (1) Students admitted via lateral transfer must complete their registration at the Directorate of Student Affairs, either in person or through a representative appointed by a notary, by the dates specified in the academic calendar, together with the documents required by the University.

(2) The documents from the university to which the student is transferring shall be requested through correspondence between the two higher education institutions.

PART FOUR

Lateral Transfer to the University from Higher Education Institutions Abroad

General Provisions

Article 13 – (1) The University Senate may set quotas for lateral transfers from higher education institutions abroad. Where quotas are set, the quotas for overseas higher education institutions specified for each programme, together with the application criteria determined by the Senate and the inter-institutional lateral transfer quotas, shall be notified to the Higher Education Council by the close of business on the thirtieth day of June at the latest. The Higher Education Council shall publish on its website the overseas student quotas, application criteria and assessment timetable for all higher education institutions.

(2) In the case of lateral transfers from higher education institutions abroad, students who meet the minimum entry mark for admission to the relevant year of the degree programme at the higher education institution to which they wish to transfer may apply for a lateral transfer without being required to meet any academic success criteria for all courses they have studied abroad. Applications for lateral transfer submitted in this manner are assessed outside the scope of the overseas lateral transfer quota, in accordance with the principles determined by the Senate.

(3) For applications from universities abroad, it is a condition that the higher education institution where the student studied abroad and the programme of study are recognised by the Higher Education Council as an institution authorised to award associate or bachelor's degrees, and that the equivalence of the degree programme in which the student is enrolled to the associate or bachelor's degree programme to which they are applying for lateral transfer is accepted by the relevant university.

(4) The minimum scores in the Student Selection and Placement Examinations conducted by the Student Selection and Placement Centre (), as well as the examinations and scores deemed equivalent to these, to be used in the assessment of transfer applications from students who commenced higher education abroad to higher education programmes in Turkey, are announced by the Higher Education Council together with the overseas lateral transfer quotas determined by the universities. Applicants must have scores at or above the published thresholds in order to apply for a lateral transfer.

(5) In the case of lateral transfers from higher education institutions abroad, the number of students who may transfer to each year group of a programme at the same higher education institution abroad may not exceed 15 per cent of the overseas quota for the relevant year group of that programme. When calculating the 15 per cent, numbers below 1 are rounded up to 1. If the figure after the decimal point is less than 5, it is rounded down to the nearest whole number; if it is 5 or above, it is rounded up to the next whole number.

Application and Assessment

Article 14 – (1) It is a condition that the higher education institution where the student has studied abroad and the programme in which the education was undertaken are recognised by the Higher Education Council as institutions authorised to award associate and bachelor's degrees, and that the equivalence of the diploma programme in which the student is enrolled to the associate or bachelor's degree programme to which they are applying for a lateral transfer is accepted by the University.

(2) The student's Cumulative Grade Point Average (CGPA) must be at least 2.29 out of 4.00 prior to the term in which they wish to transfer.

(3) Students enrolled in study programmes abroad, such as open and distance learning programmes where attendance is not compulsory, may not apply for lateral transfer to full-time study programmes within Turkey.

(4) Students applying for a lateral transfer from higher education institutions abroad to higher education institutions in Turkey must provide official documentation, such as passports, documents from police headquarters, e-Government and similar sources, to prove that they have resided in the relevant country throughout their period of study.

(5) For programmes where the language of instruction is English or partially in English, Article 4 of these Guidelines shall apply.

(6) When converting grades obtained under the four-point or hundred-point systems, the conversion table determined by the Higher Education Executive Board shall be used.

Announcement of Results and Admission

Article 15 – (1) The assessment results of candidates applying for each degree programme shall be published on the University's website. Where there are a sufficient number of candidates meeting the success criteria, a number of reserve candidates equal to the quota shall be announced. Should the successful candidates fail to apply within the specified period, the reserve candidates shall be called in order of priority.

(2) The relevant committees shall determine the semester or year into which the student is to be placed, in accordance with the principles laid down by the Senate, taking into account the courses the student has taken in previous semesters and the courses of the programme to which they have transferred. They shall identify any additional courses the student is required to take as part of a placement programme, as well as any courses from which the student is exempt, and notify the Directorate of Student Affairs of this prior to course selection.

(3) The new status of students transferring under this Directive shall be entered into the Higher Education Student Database (YÖKSİS) by the Directorate of Student Affairs within 15 days at the latest, once the registration process has been completed and the transfer and placement procedures have been finalised.

(4) The relevant committees shall notify the Directorate of Student Affairs of the course codes, credits (ECTS) and titles of the courses taken by students transferring horizontally from their previous degree programme. Courses successfully completed by the student in their previous programme shall be recognised, and the marks previously obtained for these courses shall be recorded on the academic transcript and included in the grade point average.

(5) The credit transfer programmes for students who have been granted the right to transfer are arranged in such a way as to ensure that these students commence the new academic semester on the same date as other students.

Enrolment Procedures

Article 16 – (1) Students admitted via lateral transfer must complete their registration at the Directorate of Student Affairs, either in person or through a representative appointed by a notary, by the dates specified in the academic calendar, together with the documents required by the University.

(2) Students must submit their academic transcript in a sealed envelope.

PART FIVE

Lateral Transfer via the Central Placement Score

Lateral Transfer via the Central Placement Score

Article 17 – (1) If a student's central placement score from the year of their enrolment is equal to or higher than the minimum score required for the degree programme to which they wish to transfer, they may apply for a lateral transfer, including to a foundation year. The

application timetable for lateral transfer to the programme, the principles regarding student quotas, and the procedures and principles governing lateral transfers are determined by the Higher Education Executive Board. In accordance with the established procedures and principles, students' applications are assessed by the relevant committees of higher education institutions, and lateral transfers are approved. Where the number of applications exceeds the quota, lateral transfers are approved for as many candidates as the quota allows, starting with the candidate with the highest ÖSYS score and proceeding in descending order.

(2) For students transferring to a programme different from the one in which they are currently enrolled under this article, the maximum duration of their studies shall be calculated by deducting the year in which they were admitted from the maximum duration of the programme.

SECTION SIX

Miscellaneous and Final Provisions

Lateral Transfers from Other Higher Education Institutions

Article 18 – (1) Students pursuing associate degree or bachelor's degree programmes at higher education institutions affiliated with the Ministry of National Defence and the Ministry of the Interior may transfer to other higher education institutions in accordance with the provisions set out in their respective special laws and in compliance with the relevant provisions of this Regulation.

(2) Students whose enrolment has been terminated from these institutions due to the acts listed in sub-paragraph (d) of the first paragraph of Article 54 of the Higher Education Act No. 2547 dated 4 November 1981 may not apply for a lateral transfer to other higher education institutions.

(3) Students whose enrolment has been terminated from higher education institutions covered by the first paragraph for reasons not falling within the scope of the second paragraph may apply to transfer to other higher education institutions within two years of the date of termination. Such applications shall be assessed in accordance with the provisions governing inter-institutional lateral transfers.

(4) Students who, in the relevant academic year, have been placed at and enrolled in any higher education institution through the ÖSYM results may apply after having completed at least one term of study.

Maximum Duration

Article 19 – (1) For students transferring to the same programme from other higher education institutions via lateral transfer, the periods spent at their previous institutions shall be included in the calculation of their duration of study. The total duration may not exceed the periods specified by the Act.

Matters Not Covered

Article 20 – (1) In cases not covered by this Directive, the provisions of other relevant legislation, as well as decisions of the Higher Education Council (YÖK), the Senate, the University Executive Board and relevant administrative decisions shall apply.

Directive Repealed

Article 21 – (1) With effect from the date on which these Guidelines come into force, the ‘Guidelines on Lateral Transfers between Associate Degree and Undergraduate Programmes at Altınbaş University’ dated 08/08/2011 are hereby repealed.

Entry into Force

Article 22 – (1) This Regulation was adopted by the University Senate on 26 April 2016 and came into force on that date.

Implementation

Article 23 – (1) These Guidelines shall be implemented by the Rector.

Legal Basis for the Entry into Force of the Guidelines			
Relevant Committee	Date of Decision	Decision Number	Decision Clause
Senate	26 April 2016	2016/05	Resolution 6/a
Board of Trustees	4 May 2016	2016/05	Resolution 4
Meetings at Which Amendments to the Guidelines Were Approved			
Relevant Committee	Date of Decision	Decision Number	Decision Clause
Senate	13 November 2018	2018/13	Resolution 2
Board of Trustees	14 November 2018	2018/10	Resolution 19
Senate	25 June 2019	2019/07	Resolution 1
Board of Trustees	18 July 2019	2019/07	Resolution 8
Senate	9 February 2023	2023/02	4/d
Board of Trustees	16 March 2023	2023/01	7/d

Senate	24 August 2026	2026/07	2
Board of Trustees	25 August 2026	2026/09	8/b