**ALTINBAS UNIVERSITY**

**DIRECTIVE ON TRANSFER BETWEEN ASSOCIATE AND UNDERGRADUATE**

**PROGRAMMES**

**PART ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose and Scope**

**ARTICLE 1** - (1) This directive regulates the principles of undergraduate transfer to Altınbaş University associate and undergraduate programmes.

(2) Undergraduate transfers are made in accordance with the provisions of the "Regulation on

the Principles of Transferring Between Associate and Undergraduate Degree Programmes,

Double Major, Minor and Inter-Institutional Credit Transfer in Higher Education Institutions"

and "Altınbaş University Education and Training Regulations".

(3) Transition is made between equivalent higher education institutions whose equivalence is recognised by the Higher Education Council.

**Basis**

**ARTICLE 2 -** (1) This directive has been prepared based on the Regulation on the Principles

of Transfer between Associate and Undergraduate Degree Programmes, Double Major, Minor

and Inter-Institutional Credit Transfer in Higher Education Institutions published in the

Official Gazette dated 24 April 2010 and Altınbaş University Associate and Undergraduate

Education Regulations.

**Definitions:**

**ARTICLE 3** - (1) In this Directive

a)Equivalent Diploma Programme: Diploma programmes with the same names or

diploma programmes that are determined by the relevant administrative boards to have at

least eighty percent of the same content,

b)Faculties: The faculties where undergraduate education is carried out at Altınbaş University,

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

d)Relevant Board: Faculty/Vocational School Boards at Altınbaş University,

e) Different Score Type: The scores formed by taking into account the tests used in the

calculation of the scores used in placement to higher education programmes in the Student

Selection and Placement system.

f) Grade Point Average (GPA): The grade point average weighted according to the credits of all courses taken until the semester the student wants to transfer, except the preparatory class,

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

h) Senate: Altınbaş University Senate,

ğ) University: Altinbas University,

i) Board of Directors: Altınbaş University Board of Directors,

ı) Adjustment Programme: The programme consisting of additional courses and practices in

order to adapt to the curriculum of the diploma programme to which the transfer is made,

j) Higher Education Student Database (YÖKSİS): The central database where the information

of students studying at associate, undergraduate and graduate levels in all higher education

institutions within the Council of Higher Education is kept,

k) ÖSYM: Measurement, Selection and Placement Centre,

**English Proficiency Exam**

**ARTICLE 4 -** (1) Applicants to programmes whose medium of instruction is completely or

partially in English must be proficient enough in English to follow the courses. The English

proficiency of the students applying for transfer is determined by the English Proficiency

Exams conducted by Altınbaş University School of Foreign Languages and the dates of which

are announced in the academic calendar. English proficiency requirements are applied

according to Altınbaş University English Preparatory Programme Regulations.

**PART TWO**

**Internal Undergraduate Transfers**

**General Provisions**

**ARTICLE 5** - (1) Internal transfer quotas and conditions are determined by the relevant board of directors, not exceeding 15% of the student quota foreseen in the ÖSYM guide for each diploma programme for the relevant year, and are accepted and finalized by the Senate.

(2) In-house quotas of the programmes can be determined separately for diploma programmes

within the same faculty or vocational school and diploma programmes within other

faculties or vocational schools.

(3) Applications for transfer between programmes within the institution are made to the

Student Affairs Department within the announced period.

(4) Transfer cannot be made to the first semester and last semester of associate degree programmes, and the preparatory class, first two and the last two semesters of undergraduate programmes.

(5) Intra-institutional transfer is made between equivalent diploma programmes

according to quotas and other conditions.

(6) Freezing registration does not constitute an obstacle to benefit from the right to transfer.

(7) Intra-institutional transfer quotas, the base scores of the relevant diploma programme for

the last four years and the conditions for intra-institutional transfer are announced on the

University's website at least two weeks before the last application is accepted.

(8) When students who are studying in a programme of the University within the

scholarship quota transfer to another programme, the situation regarding their scholarships is determined by the Senate.

**Application and Evaluation**

**Article 6 -** (1) The student must have a grade point average (GPA) of at least 60 out of 100

or at least 2.29 out of 4.00, provided that it is not less than the lowest base score of the

diploma programmes of other universities in the country, and the grade point average (GPA)

of the semesters completed in the programme in which the student is enrolled must be at

least 60 out of 100 or at least 2.29 out of 4.00. Applications are evaluated by including 40

percent of the candidates' grade point average and the OSYS / YKS score in the year of

enrolment in higher education in the score type of the programme in the calculation and the

transition is provided according to the allocated quota.

(2) In order to be able to apply for transfer between diploma programmes that accept students

at the same level within the University, the student must have taken the central exam in the

score type valid for the diploma programme he/she wants to transfer as of the year he/she

took the central exam. Placement score must not be less than the lowest base score of the diploma programmes of other universities in Turkey equivalent to the diploma programme they want to transfer to.

(3) There must be sufficient time to graduate within the education

     period specified in Article 44/c of Law No. 2547.

(4) Article 4 of this regulation applies to programmes whose medium of instruction is

      English or partially English.

(5) Applications for transfer between diploma programmes are made only within the

      announced period. The evaluation is made by the relevant administrative boards within the framework of the principles determined by the Senate.

(6) Applications are evaluated according to students' GPA averages and Placement Score.

(7) In the conversion of the success grades obtained according to the quadratic or faceted

      system, the reciprocity method determined by the University Senate is applied.

(8) The student's adjustment procedures are carried out by the relevant Board of Directors.

**Announcement of Results and Adjustment**

**Article 7** - (1) The evaluation results of the candidates applying for each diploma programme are announced on the website of our university. Other candidates who meet the success requirement are announced as substitute candidates in their order of success. If there is no application from the main candidates within the specified period, the substitutes are called in order.

(2) The relevant commissions determine the semester or class to which the student will be

adjusted according to the principles determined by the Senate, taking into account the courses taken in the previous semesters and the courses of the programme to which the student has transferred. If any, it determines an adjustment programme consisting of additional courses that the student must take and the courses to be exempted and notifies the Student Affairs Department before the course selection.

(3) The new status of students who transfer within the scope of this Directive is entered

into the higher education student database (YÖKSİS) by the Student Affairs Department

within 15 days at the latest after the registration process is completed and the transition and

adjustment procedures are finalized.

(4) The relevant commissions notify the Student Affairs Department of the code and credit

(ECTS) of the courses taken by the students from the previous diploma programme together

with the name of the course. The courses that the student has taken and succeeded in the

previous programme are adjusted and the grades previously obtained for these courses are

recorded in the transcript and added to the grade point average.

(5) The adjustment programmes of the students who are entitled to transfer are made

in a way to ensure that these students start the new academic semester on the same date

as the other students.

**Registration Procedures**

**Article 8 -** (1) Students who are admitted by transfer must complete their registration in

person at the Registrar's Office with the documents requested by the University on the dates

specified in the academic calendar.

**PART THREE**

**Inter-institutional Domestic Undergraduate Transfers**

**General Provisions**

**ARTICLE 9 -** (1) Transfer from other higher education institutions in Turkey to our

University, between equivalent diploma programmes at associate and undergraduate level and

between Higher Education is made within the framework of the quotas published by the Board. Applications of those who are not currently enrolled in a higher education institution are not accepted.

(2) Undergraduate transfer quotas and the application and evaluation calendar are announced on the website of the Council of Higher Education.

(3) In diploma programmes offering associate degree, the quotas for transfer and the

application and evaluation calendar are announced in January for the second semester and in

July for the third semester.

(4) In diploma programmes where bachelor's degree is awarded; quotas for second and

third grades in four-year degree programmes, for second, third and fourth grades in five-year

degree programmes, for second, third, fourth and fifth grades in six-year degree programmes,

and the application and evaluation calendar are announced in July.

**Application and Evaluation**

**Article 10** - (1) - The student must have a grade point average (GPA) of at least 60 out of 100

or at least 2.29 out of 4.00 for the semesters completed in the programme he / she is

enrolled in.

(2) The preliminary evaluation of the applications is made by the relevant administrative

boards within the framework of the principles determined by the Senate.

(3) Applications are based on the GPA of the students. If the GPAs are equal, the score of

placement is taken into consideration.

(4) The conversion table determined by the Higher Education Executive Board is used to

convert the success grades obtained according to the quadratic or faceted system.

(5) The student's adjustment procedures are carried out by the relevant Board of Directors.

(6) For English or partially English programmes, Article 4 of this regulation applies.

**Announcement of Results and Adjustment**

**Article 11** - (1) The evaluation results of the candidates applying for each diploma

programme are announced on the website of our university. If there are enough candidates

who meet the success requirement, the number of substitute candidates is announced as many

as the number of quotas. If there is no application from the main candidates within the

specified period, the substitutes are called in order.

(2) The relevant commissions determine the semester or class to which the student will be

adjusted according to the principles determined by the Senate, taking into account the courses

taken by the student in previous semesters and the courses of the programme to which the

student has transferred. If any, it determines an adjustment programme consisting of

additional courses that the student must take and the courses to be exempted, and notifies the

Student Affairs Department before the course selection.

(3) The new status of students who transfer within the scope of this Directive is entered

into the higher education student database (YÖKSİS) by the Student Affairs Department

within 15 days at the latest after the registration process is completed and the transition and

adjustment procedures are finalised.

(4) The relevant commissions notify the Student Affairs Department of the codes and

credits (ECTS) of the courses taken by the transfer students from the previous diploma

programme, together with the name of the course. The courses that the student has taken and

succeeded in the previous programme are adjusted and the grades previously obtained for

these courses are recorded in the transcript and added to the grade point average.

(5) The adjustment programmes of the students who are entitled to transfer are made

in a way to ensure that these students start the new academic semester on the same date

as the other students.

**Registration Procedures**

**Article 12** - (1) Students who are admitted by transfer are registered to the Registrar's Office

with the documents requested by the University on the dates specified in the academic

calendar, personally or by the person appointed by a notary public.

(2) The documents of the student from the university to which the student will transfer are

requested by correspondence of the two higher education institutions.

**SECTION FOUR**

**Transfer from Higher Education Institutions Abroad to the University**

**General Provisions**

**Article 13 -** (1) The University Senate may determine a quota for undergraduate transfers from higher education institutions abroad. In the event that quotas are determined, the quotas for foreign higher education institutions specified for each program, along with the application requirements determined by the Senate, must be reported to the Higher Education Council by the end of business day on June 30th at the latest, together with the inter-institutional transfer quotas. The Higher Education Council will announce the foreign student quotas, application requirements, and evaluation schedule of all higher education institutions on its website

(2) In transfer from higher education institutions abroad, students who have the base score

in the admission of students to the relevant class of the diploma programme in the higher

education institution to which the student wants to transfer can apply for transfer without the

requirement of success in all courses they have studied abroad. The transfer application of the  students who apply in this way is evaluated outside the scope of the quota for transfer abroad  within the framework of the principles determined by the Senate.

(3) For applications made from universities abroad, it is required that the higher education

institution where the student is studying abroad and the programme in which the education is

carried out is recognised by the Council of Higher Education as an institution authorized to

award associate degree or undergraduate diploma and that the equivalence of the diploma

programme in which the student is enrolled to the associate degree or undergraduate diploma

programme to which the student applies for transfer is accepted by the relevant university.

(4) The minimum scores in the Student Selection and Placement Exams conducted by the

Student Selection and Placement Centre and the exams and scores accepted as equivalent to

them, which will be used in the evaluation of the transfer applications of students who started  higher education abroad to higher education programmes in Turkey, are announced by the Council of Higher Education together with the transfer quotas determined by the universities. Candidates must have at least the announced scores or higher in order to apply for transfer.

(5) In transfer from higher education institutions abroad, the number of students who can

transfer to each class of a programme from the same higher education institution abroad

cannot exceed 15 percent of the quota of the relevant class of that programme abroad. In the

calculation of 15 per cent, the numbers below 1 are completed to 1. If the part after the

comma is less than 5, it is completed to the lower integer, and if it is 5 and above, it is

completed to the next higher integer.

**Application and Evaluation**

**Article 14 -** (1) It is required that the higher education institution where the student is

studying abroad and the programme in which the education is carried out is recognised by the   Council of Higher Education as an institution authorised to award associate and

undergraduate diplomas, and that the equivalence of the diploma programme in which the

student is enrolled to the associate and undergraduate diploma programme to which the

student applies for transfer is accepted by the University.

(2) The student's Grade Point Average (GPA) before the semester in which the student wants to transfer must be at least 2.29 out of 4.00.

(3) Students applying from a higher education institution abroad are required to submit a copy of their passport for the years they have studied abroad.

(4)For English or partially English programmes, Article 4 of this regulation applies.

**Announcement of Results and Adjustment**

**Article 15 -** (1) The evaluation results of the candidates applying for each diploma

programme is announced on the website of our university. If there are enough candidates

who meet the success requirement, the number of substitute candidates is announced as many as the number of quotas. If there is no application from the main candidates within the

specified period, the substitutes are called in order.

(2) The relevant commissions determine the semester or class to which the student will be

adjusted according to the principles determined by the Senate, taking into account the courses taken by the student in previous semesters and the courses of the programme to which the student has transferred. If any, it determines an adjustment programme consisting of

additional courses that the student must take and the courses to be exempted and notifies the

Student Affairs Department before the course selection.

(3) The new status of students who transfer within the scope of this Directive is entered

into the higher education student database (YÖKSİS) by the Student Affairs Department

within 15 days at the latest after the registration process is completed and the transition and

adjustment procedures are finalized.

(4) The relevant commissions notify the Student Affairs Department of the codes and

credits (ECTS) of the courses taken by the transfer students from the previous diploma

programme, together with the name of the course. The courses that the student has taken and

succeeded in the previous programme are adjusted and the grades previously obtained for

these courses are recorded in the transcript and added to the grade point average.

(5) The adjustment programmes of the students who are entitled to transfer are made

in a way to ensure that these students start the new academic semester on the same date

as the other students.

**Registration Procedures**

**Article 16 -** (1) Students who are admitted by transfer must complete their registration in

person at the Registrar's Office with the documents requested by the University on the dates

specified in the academic calendar.

(2) The student is required to submit a transcript in a sealed envelope.

**SECTION FIVE**

**Transfer with Central Placement Points**

**Transfer with central placement score**

**Article 17** - (1) If the student's central placement score in the year of enrolment is equal to or higher than the base score of the diploma programme he/she wants to transfer to, the student can apply for transfer, including the preparatory class. The application calendar for transfer to the programme, the principles regarding the student quota and the procedures and principles regarding the transfer are determined by the Higher Education Executive Board. In accordance with the determined procedures and principles, the applications of the students are evaluated by the relevant boards of higher education institutions and their transfer is accepted. In cases where the application is more than the quota, the transfer of as many candidates as the quota is accepted, starting from the candidate with the highest OSYS score.

(2) Within the scope of this article, the maximum duration of students who transfer to a programme different from the programme they are studying is calculated by subtracting the class they are accepted from the maximum duration of the programme.

**SECTION SIX**

**Miscellaneous and Final Provisions**

**Undergraduate Transfer from Other Higher Education Institutions**

**Article 18** - (1) Students who continue their education at associate and undergraduate level in the Turkish Armed Forces, Police Academy and affiliated higher education institutions can transfer to other higher education institutions within the framework of the provisions of their own special laws and in accordance with the relevant provisions of this Regulation.

(2) Those who are dismissed from these institutions due to the acts listed in Article 9 of the Student Discipline Regulation of Higher Education Institutions published in the Official Gazette dated 18.08.2012 and numbered 28388, due to failure or indiscipline cannot apply for transfer to other higher education institutions.

 (3) Students who are dismissed from higher education institutions within the scope of the first paragraph for a reason not covered by the second paragraph may apply for transfer to other higher education institutions within two years from the date of dismissal. These applications are evaluated according to the provisions of inter-institutional transfer.

(4) Students who have been placed and enrolled in any higher education institution as a result of ÖSYM in the relevant year can apply after studying at least 1 semester.

**Maximum Duration**

**Article 19** - (1) The time spent in the previous institutions/programmes of the students who change institutions/departments by transfer is included in the calculation of the duration of education. The total duration cannot exceed the periods specified by the Law.

**Matters Not Provided**

**Article 20** - (1) In cases where there is no provision in this directive; other relevant legislation provisions, YÖK, Senate, University Administrative Board and relevant management decisions are applied.

**Repealed Directive**

**Article 21** - (1) As of the effective date of this Directive, the "Altınbaş University Directive on horizontal transfer between associate and undergraduate programmes" dated 08/08/2011 has been abrogated.

**Enforcement**

**Article 22** - (1) This directive was approved by the University Senate on 26.04.2016 and entered into force as of this date.

**Execution**

**Article 23** - (1) This directive is executed by the Rector.

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| **Legal Basis on Which the Directive Came into Force**  |
| **Relevant Board**  | **Decision Date**  | D**ecision Number** | **Decision Item**  |
| Senate  | 26/04/2016  | 2016/05  | Decision 6/a  |
|  Board of Trustees  |  04/05/2016  |  2016/05  |  Decision 4  |
| **Meetings at which the Amendment to the Directive was Adopted**  |
| **Relevant Board**  | **Decision Date**  | **Decision Number**  | **Decision Item**  |
| Senate  | 13/11/2018  | 2018/13  | Decision 2  |
|  Board of Trustees  | 14/11/2018  | 2018/10  | Decision 19  |
| Senate  | 25/06/2019  | 2019/07  | Decision 1  |
| Board of Trustees  | 18/07/2019  | 2019/07  | Decision 8  |
| Senate  | 09.02.2023  | 2023/02  | 4/d  |
|  Board of Trustees  | 16.03.2023  | 2023/01  | 7/d  |