

(Senate Resolution dated 07.04.2026 no. 04)

ATILIM UNIVERSITY
DIRECTIVE ON THE PRINCIPLES OF VERTICAL TRANSFER BETWEEN
ASSOCIATE AND UNDERGRADUATE DEGREE PROGRAMS

SECTION ONE

Purpose - Scope - Basis

Purpose

ARTICLE 1 - This Directive aims to determine the principles and procedures regarding applications for vertical transfer to associate and undergraduate degree programs at our University internally, from another institution, or from abroad.

Scope

ARTICLE 2 - This Directive covers the principles and procedures regarding internal, inter-institutional and international applications for vertical transfer.

Basis

ARTICLE 3 - This Directive was prepared on the basis of Regulations on Transfer among Associate and Undergraduate Degree Programs of Higher Education Institutions, Double and Minor Major Program, and Inter-Institutional Credit Transfer published in the Official Gazette dated April 24, 2010, no. 27561.

Definitions

ARTICLE 4 – (1) The definitions for these Regulations are as follows:

- a) DGS: Vertical Student Transfer Exam,
- b) Equivalent diploma program: Diploma programs that have the same name or the content of which is found to be at least eighty percent identical as a result of a comparison of all mandatory courses required to graduate from the program by the relevant governing boards,
- c) School Board: The boards of the schools under Atılım University,
- ç) ÖSYM: The Student Selection and Placement Center,
- d) President: The President of Atılım University,
- e) Senate: The Atılım University Senate.
- f) University: Atılım University,
- g) YKS: Placement Exam for Higher Education Institutions
- ğ) YÖK: The Higher Education Council

SECTION TWO

Internal, Inter-institutional and International Transfers

Internal Horizontal Transfers

ARTICLE 5 - (1) The quotas for internal horizontal transfers are determined by the relevant boards, not exceeding 15% of the student quota specified in the ÖSYM guide, between the Semesters 2 and 5 for undergraduate programs, and between Semesters 2 and 3 for associate degree programs. Student applications outside of the applicable semesters will be rejected.

(2) For internal transfer quotas, the minimum scores for each diploma program for the last four years will be announced on the University website at least 15 days before the application deadline.

(3) For transfer applications between diploma programs that accept students at the same level, students are required to meet the condition where their central placement score in the relevant score type for their desired diploma program as of the year they took the central placement exam is not lower than the lowest minimum score of equivalent diploma programs in other universities within the country.

Inter-Institutional Transfers

ARTICLE 6 - (1) The quotas for inter-institutional student transfers are determined by the Higher Education Council in line with the aforementioned Regulations as per Article 3 of this Directive. Upon the request of the University, additional quotas may be set within the framework of the aforementioned Regulations with the decision by the school executive boards. The additional quotas are informed to the Higher Education Council along with the criteria.

(2) Inter-institutional horizontal transfers are between equivalent diploma programs.

(3) The conditions for students regarding inter-institutional transfers are:

- a) A minimum GPA of 60/100 (2.29/4.00) for the semesters completed under the program in which they were registered (at least 80/100 (3.15/4.00) for Open Courses or Distance Education),
- b) Students are required not to apply for a horizontal transfer to a lower grade than their current grade.

(4) Students who do not fulfill the criteria of success detailed under Paragraph (a) of Subclause 3 of this Article may also apply if their diploma points are the same as, or more than the base points of the program of their request.

(5) Vertical transfer results are announced on the Atılım University web page, listing all candidates with respect to their points.

(6) When there is a sufficient number of candidates fitting the required criteria, a similar number of alternate candidates are announced among the applicants as per Paragraph (a) of Subclause 3 of this Article. If any of the primary candidates do not register within the specified period, the reserve candidates will be given the right to register in order of priority.

International Transfers

ARTICLE 7 - (1) For transfers from higher education institutions abroad, the senate determines a quota half as much as the quota for inter-institutional transfers. The quota is then informed to the Higher Education Council by June 30, along with the criteria.

In addition to the conditions stipulated in the Regulation on the Principles Regarding Transfers Between Associate and Undergraduate Degree Programs, Double-Major, Minor, and Inter-Institutional Credit Transfer in Higher Education Institutions, students in this situation are also required to meet the following requirements for horizontal transfer:

(2) The conditions for students regarding international transfers are:

- a) Students must have a minimum GPA of 60/100 (2.29/4.00) from previous semesters up to the semester they are transferring to (excluding students with parents whose overseas assignments ended and who have the minimum score required for the program they are applying to).
- b) Recognition of their previous university by the Higher Education Council,
- c) Having taken exams administered by the Student Selection and Placement Center (ÖSYM) and scored the minimum points set by ÖSYM for the year of their registration,
- ç) Atılım University recognition of the equivalence between their current diploma program and the diploma program to which the student is to be transferred.

- (3) Students in open and distance education programs abroad, which do not require attendance, may not apply for horizontal transfer to formal education programs in Türkiye.
- (4) Students applying for horizontal transfer from higher education institutions abroad to higher education institutions in Türkiye are required to document that they stayed in the relevant country during their studies with an official document obtained from a passport, police department, e-Government or similar sources.
- (5) Applications by students having scored the base points required for the diploma program to which they are to be transferred regardless of whether all courses are passed, and the students are regarded to be within the scope of the Quota for International Transfers.

ARTICLE 8 - In the events where the parents of an international transfer student are returning to Türkiye when their official duty ends, or, as for laborer parents, if the student's parents are returning to Türkiye for good, it is sufficient for the student to have studied for a year excluding Preparatory English courses, and passed the entirety of these courses for international transfer purposes. In such cases, the student is regarded to have applied within the scope of the quota for Vertical Transfers.

In addition to the conditions stipulated in the Regulation on the Principles Regarding Transfers Between Associate and Undergraduate Degree Programs, Double-Major, Minor, and Inter-Institutional Credit Transfer in Higher Education Institutions, students in this situation are also required to meet the following requirements for horizontal transfer:

- a) For inter-institutional applications, having a GPA of at least 2.29/4.00 for the completed semesters in the programs in which the student is registered,
- b) Recognition of their previous university by the Higher Education Council,
- c) Atılım University recognition of the equivalence between their current diploma program and the diploma program to which the student is to be transferred.

ARTICLE 9 - For the children of foreigner diplomats serving in Turkey, no conditions apply in terms of quotas and the application is evaluated by the executive board of the higher education institution to which they apply. When such applications are accepted, the necessary assignment program is prepared for each student.

ARTICLE 10 - For students enrolled in universities with foreign student status, the following conditions are required for inter-institutional and international transfer requests, and the quotas allocated by the Higher Education Council for these students are taken as a basis:

- a) Recognition of the university abroad of international students by the Higher Education Council,
- b) For international applications, a GPA of at least 60/100 (2.29/4.00) for the semesters until the transfer semester,
- c) Having a diploma program at the university to which they are registered abroad that is equivalent to the diploma program at our University to which the student is to be transferred,
- ç) For inter-institutional horizontal transfers, the overall grade point average (GPA) of the semesters completed in the program in which the student is enrolled must be at least 60/100 (2.29/4.00); for applications from Open or Distance Education to formal education in Türkiye, the GPA must be at least 90/100 (3.57/4.00) (Candidates who do not meet the 90/100 requirement but whose central placement score is equal to or higher than the minimum score of the diploma program they wish to transfer to may also apply).

SECTION THREE

Evaluation Calendar - Evaluation - Conversion of Assignment Grades - Non-Transfer Semesters

Vertical transfer evaluation calendar

ARTICLE 11 - The evaluation calendar for internal, inter-institutional and international transfers is determined by the President's Office in line with the academic calendar.

Evaluation

ARTICLE 12 - The primary evaluation for vertical transfers is performed by the commissions formed by the relevant executive boards. The results of the evaluation conducted by the commissions in accordance with the criteria specified in Article 12 of the Regulations on the Principles Regarding Transfers Between Associate and Undergraduate Degree Programs, Double Major, Minor, and Inter-Institutional Credit Transfer in Higher Education Institutions, are discussed and decided upon by the relevant boards.

The order of applications for inter-institutional, success-based transfers is determined as follows:

For YKS placements:

[YKS Score x 0.40] + [General grade point average (converted to the 100-point grading system of YÖK) x 0.60]

For DGS placements:

[General GPA of the undergraduate program in which the candidate is registered in the relevant year (YKS base score x 0.40)] + [GPA (converted to the 100-point grading system of YÖK) x 0.60]

For international students:

[ÖSYS/ YKS (minimum score x 0.40) of the program in the year the candidate registered to the program in Türkiye] + [General grade point average (converted to the 100-point grading system of YÖK) x 0.60]

Assignment

ARTICLE 13 - Exemption and equivalency procedures are carried out in accordance with the provisions of the "Atılım University Directive on Recognition of Previous Education, Exemption and Assignment Transactions".

Conversion of grades for vertical transfers

ARTICLE 14 - For applications from abroad and between institutions, the grade conversion table of the Higher Education Council is taken as basis in converting the success grades in the transcripts.

Non-transfer semesters for horizontal transfers

ARTICLE 15 - In merit-based inter-institutional and international transfers, transfers are not permitted to the first and last semesters of associate degree programs, or to the first two and last two semesters of undergraduate degree programs. However, if a student's central placement score from the year of enrollment is equal to or higher than the minimum score for the diploma program they wish to transfer to, the student may apply for a transfer, including to the preparatory class.

SECTION FOUR

Various Issues

Base Points

ARTICLE 16 - In the event where no base points are applicable for a department of Atılım University, the lowest points with which students were admitted into the program to which the student wishes to be transferred.

Foreign language proficiency

ARTICLE 17 - If the language of instruction of the department to which the student will transfer is different from the student's native language, the student must meet the conditions in the “School of Foreign Languages Directive on Education and Examination”, and the “School of Foreign Languages Directive on Exemption and/or Equivalence”.

Horizontal transfer by central placement scores

ARTICLE 18 – Horizontal transfer procedures by central placement scores are carried out in accordance with the provisions of the “Vertical Transfer Procedures to be Executed Pursuant to Additional Article 1 for the Fall and Spring Semesters” determined by the Higher Education Council.

Horizontal transfer under special conditions

ARTICLE 19 - In the events where education may not proceed due to violence or humanitarian crises, students in countries determined by the Higher Education Council may apply for vertical transfer to higher education institutions in Türkiye. The relevant principles and procedures are determined by the Higher Education Council.

Cases not included

ARTICLE 20 - In cases not included in this Directive, evaluations shall be made in accordance with the principles set forth in the Regulations on Transfers Between Associate and Undergraduate Degree Programs, Double Major, Minor, and Inter-Institutional Credit Transfer in Higher Education Institutions, and the principles outlined in the ÖSYM Preference Guide.

Effective Date

ARTICLE 21-(1) This Directive shall take effect after its approval by the Senate.

Execution

ARTICLE 22 - This Directive is executed by the President of Atılım University.