(Senate Resolution dated 08.08.2023 no. 09)

(Senate Resolution dated 17.11.2020 no. 15)

(Senate Resolution dated 18.12.2019 no. 10)

(Senate Resolution dated 07.05.2009 no. 04)

# ATILIM UNIVERSITY

**DIRECTIVE ON THE PRINCIPLES OF STUDENT TRANSFERS 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 student transfers 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 student transfers.

# 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 24th, 2010, no. 27561.

# SECTION TWO

**Internal, Inter-institutional and International Transfers**

**Internal Transfers**

 **ARTICLE 4 - (1)** The quota for internal transfers are determined by the relevant board of directors between semesters 2 and 5 for undergraduate degree programs and semester 2 and 3 for associate degree programs, not exceeding 15% of the student quota projected in the ÖSYM guide.

1. The base points regarding internal transfers for the last four years for all degree programs are announced at least 15 days before the final application date on the University web-page.
2. The conditions for students regarding student transfer applications between programs accepting students at the same level are:
	1. Having scored a central placement points in the point class that is valid for their desired degree program which is less than the degree programs of other universities in Turkey equivalent to their desired degree program from the year taking the central exam,
	2. If the program to which a student is to be transferred is completely/ partially in English or if the Preparatory English course is mandatory while education is in Turkish and the student is registered in a program in Turkish; passing the aptitude test by Atılım University School of Foreign Languages or holding a certificate that qualifies for exemptions from foreign language courses in line with Atılım University School of Foreign Languages Regulations, valid nationally and internationally to document the foreign language skills of the student;

If the student is registered in a program in English, a certificate of completion for the Preparatory English courses.

# Inter-Institutional Transfers

**ARTICLE 5 - (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 by April 30 along with the criteria.

1. Inter-institutional student transfer procedures are performed in diploma programs sharing the same name, or those detected to match by at least eighty percent in terms of content by the relevant executive boards.
2. The conditions for students regarding inter-institutional transfers are:
	1. A minimum GPA of 60/100 (2.29/4.00) for the semesters completed under the program in which they were registered (for Open Courses or Distance Education, this should be at least 80/100 (3.15/4.00)),
	2. Having received no disciplinary punishment other than “Warning and Condemnation” during their education,
	3. If the program to which a student is to be transferred is completely/ partially in English or if the Preparatory English course is mandatory while education is in Turkish and the student is registered in a program in Turkish; passing the aptitude test by Atılım University School of Foreign Languages or holding a certificate that qualifies for exemptions from foreign language courses in line with Atılım University School of Foreign Languages Regulations, valid nationally and internationally to document the foreign language skills of the student; and if the student is registered in a program in English, a certificate of completion for Preparatory English courses,
3. Having failed at most 3 courses in total, until the semester where they wish to be transferred from their current program.
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. (The last two sentences were removed with Senate Resolution dated 11.10.2013 no. 07)
5. Student 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. Applications by alternate students shall be accepted in place of the candidates failing to apply in the determined time period.

# International Transfers

**ARTICLE 6 - (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 30th.

1. The conditions for students regarding international transfers are:
	1. Having a GPA of at least 2.29/4.00 (as per Senate Resolution dated 17.11.2020 no. 15) for the semesters until the transfer semester (except for students of parents returning from duty abroad, or those having scored the base points of the program of their request)
	2. Having received no disciplinary punishment other than “Warning and Condemnation” during their education,
	3. Recognition of their previous university by the Higher Education Council,
	4. 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,
	5. If the program to which a student is to be transferred is completely/ partially in English or if the Preparatory English course is mandatory while education is in Turkish and the student is registered in a program in Turkish; passing the aptitude test by Atılım University School of Foreign Languages or holding a certificate that qualifies for exemptions from foreign language courses in line with Atılım University School of Foreign Languages Regulations, valid nationally and internationally to document the foreign language skills of the student,

If the student is registered in a program in English, a certificate of completion for the Preparatory English courses.

* 1. Atılım University recognition of the equivalence between their current diploma program and the diploma program to which the student is to be transferred.

# Consideration outside the Quota

**ARTICLE 7 -** 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.

The conditions for such students are:

1. Having received no disciplinary punishment other than “Warning and Condemnation” during their education,
2. Recognition of their previous university by the Higher Education Council,
3. Atılım University recognition of the equivalence between their current diploma program and the diploma program to which the student is to be transferred.
4. If the program to which a student is to be transferred is completely/ partially in English or if the Preparatory English course is mandatory while education is in Turkish and the student is registered in a program in Turkish; passing the aptitude test by Atılım University School of Foreign Languages or holding a certificate that qualifies for exemptions from foreign language courses in line with Atılım University School of Foreign Languages Regulations, valid nationally and internationally to document the foreign language skills of the student;

If the student is registered in a program in English, a certificate of completion for the Preparatory English courses.

**ARTICLE 8** - In the events where the parents of an international transfer student are returning to Turkey when their official duty ends, or, as for laborer parents, if the student’s parents are returning to Turkey 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 Student Transfers.

The conditions for such students are:

1. Having received no disciplinary punishment other than “Warning and Condemnation” during their education,
2. Recognition of their previous university by the Higher Education Council,
3. Atılım University recognition of the equivalence between their current diploma program and the diploma program to which the student is to be transferred.
4. If the program to which a student is to be transferred is completely/ partially in English or if the Preparatory English course is mandatory while education is in Turkish and the student is registered in a program in Turkish; passing the aptitude test by Atılım University School of Foreign Languages or holding a certificate that qualifies for exemptions from foreign language courses in line with Atılım University School of Foreign Languages Regulations, valid nationally and internationally to document the foreign language skills of the student;

If the student is registered in a program in English, a certificate of completion for the Preparatory English courses.

**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** - The conditions below are required for inter-institutional, internal or international transfers for International students at universities. Inter-institutional and internal quotas apply for such students, determined by the Higher Education Council, and limited to the quotas increasing with new registrations:

* 1. Recognition of the university abroad of international students by the Higher Education Council,
	2. For international applications, a GPA of at least 2.29/4.00 (as per Senate Resolution dated 17.11.2020 no. 15) for the semesters until the transfer semester,
	3. 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,
	4. 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,
	5. If the program to which a student is to be transferred is completely/ partially in English or if the Preparatory English course is mandatory while education is in Turkish; passing the aptitude test by Atılım University School of Foreign Languages or holding a certificate that qualifies for exemptions from foreign language courses in line with Atılım University School of Foreign Languages Regulations, valid nationally and internationally to document the foreign language skills of the student; and if the student is registered in a program in English, a certificate of completion for Preparatory English courses, or if the student is registered in a program in English, a certificate of completion for the Preparatory English courses.
	6. No point class conditions apply for applications for internal, inter-institutional and international transfers.

# SECTION THREE

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

**Student transfer evaluation schedule**

**ARTICLE 10** - 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 11** - The primary evaluation for student transfers is performed by the commissions formed by the relevant executive boards. These commissions discuss the results of their evaluation performed in line with the criteria mentioned in Article 12 of Regulations on Transfer among Associate and Undergraduate Degree Programs of Higher Education Institutions, Double and Minor Major Program, and Inter-Institutional Credit Transfer with the relevant executive boards.

The order of applications for inter-institutional, success-based transfers is determined as follows **(Senate Resolution No. 09, dated 08.08.2023)**:

# For those placed with YKS scores:

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

# For those placed with DGS scores:

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

# Assignment

**ARTICLE 12** - The relevant executive boards decide on the semester to assign the transfer students, as well as the courses to be taken additionally or exempted from, considering their previously passed courses and the courses of the program to which they are being transferred. The grades from the courses previously taken and passed under the previous diploma program of transfer students are logged to their transcript.

# Conversion of grades for student transfers

**ARTICLE 13 -** For applications from abroad and between institutions, the grade conversion table of the Council of Higher Education is taken as basis in converting the success grades in the transcripts.

# Semesters where no student transfers are to be performed

**ARTICLE 14** - No student transfers are to be performed in the first and the last semesters of Associate Degree programs, and the first two and last two semesters of Undergraduate Degree Programs. However, when the central placement points of the student in the year of their registration equals, or is higher than, the base points of their desired diploma program, the student may apply to be transferred, including the Preparatory English section.

**SECTION FOUR**

**Various Issues**

# Base Points

**ARTICLE 15** - 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.

# Grade point average at graduation

**ARTICLE 16** - The grade point average at graduation for student transfer students are determined with regards to their grades in the courses passed under their previous diploma program, and the course grades received at Atılım University.

# Programs admitting students with special talent tests

**ARTICLE 17** - For student transfers from other University departments into programs admitting students with special talent tests, students are required to pass the special talent tests to be performed by the relevant school.

# Students with scholarships

**ARTICLE 18** - Internal transfer students pursuing education within scholarship quotas are deemed to have relinquished their scholarships.

# Student Transfer on the basis of Central Placement points

**ADDITIONAL ARTICLE 1** - (When the central placement points of a student equals, or is higher than, the diploma program to which the student wishes to be transferred, the student may apply for student transfers including Preparatory English sections. The calendar for student transfer applications, the principles on student quotas, as well as the principles and procedures regarding student transfers are determined by the Higher Education Council. In line with the principles and procedures determined, student applications are evaluated and accepted by the relevant boards of higher education institutions. When applications exceed quotas, candidates are listed with respect to their ÖSYS points and applications are accepted from highest to lowest ranking applicants.

**Student transfers under special conditions**

**ADDITIONAL ARTICLE 2** - 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 to be transferred to higher education institutions in Türkiye. The relevant principles and procedures are determined by the Higher Education Council.”

# Effective Date

**ARTICLE 19-**(1) This Directive shall take effect after its approval by the Senate.

# Execution

**ARTICLE 20 -** This Directive is executed by the President of Atılım University.