(Senate Resolution dated 17.11.2020, no. 15)

(Senate Resolution dated 31.08.2016, no. 07)

(Senate Resolution dated 17.05.2016, no. 05)

(Senate Resolution dated 06.10.2015, no. 09)

(Senate Resolution dated 14.11.2014, no. 08)

# ATILIM UNIVERSITY

**DIRECTIVE ON RECOGNITION OF PREVIOUS EDUCATION, AND PROCEDURES FOR COURSE EXEMPTIONS AND ASSIGNMENTS**

**Purpose**

**Article 1-** The purpose of this Directive is to regulate the principles and procedures regarding the exemption of courses passed in another higher education institution, including Atılım University, by students who register in Atılım University through student transfer including vertical transfer and with their YGS or LYS results, and assignment of such students.

# Scope

**Article 2-** This Directive covers the procedures regarding the exemption of courses passed by students who register in Atılım University through student transfer, or after their discharge or graduation from another higher education institution, and the assignment of such students.

# Basis

**Article 3** - This Directive is based on Article 14 of Law No 2547, Regulations on the Principles of Student Transfer between Associate Degree and Undergraduate Degree Programs, Double Major, Minor Programs, and Inter-Institutional Credit Transfer at Higher Education Institutions; as well as Atılım University Regulations on Associate and Undergraduate Degree Student Registration, Admission, Education, and Examination.

# Definitions

**Article 4-** The definitions for this Directive are:

1. **Assignment:** Recognition of courses of students who register in Atılım University through student transfer, taken at their previous higher education institution; and determination of the semester in which transfer students are supposed to continue their education;
2. **Exemption:** Approval of course equivalence for course(s) passed at their previous higher education institutions by students registered in Atılım University with their YGS or LYS results, regarding the courses in the curriculum of Atılım University;
3. **Transfer:** Having the courses, taken and passed by students at their previous higher education institutions logged on the transcript for programs under Atılım University departments,

# Application

**Article 5-** Exemption applications are to be made in the first week of each academic year. Students are required to clearly indicate the courses intended to be exempted from, and attach course contents and transcripts of such courses, issued and approved (sealed, stamped and signed, or e-signed) by their previous higher education institution. Non-complying documents shall not be taken into account or accepted.

# Exemption Procedures

**Article 6- (1)** Course content equivalence and the number of credits are taken into account regardless of the compulsory or elective status of courses.

1. Students continue to the course(s) currently under the exemption evaluation process, until the request is concluded by the relevant executive board. Course exemption and assignment procedures are concluded within two weeks following the application date.
2. In the events where students having received education at different higher education institutions request to be exempted from courses from which they were exempted at their final university, Atılım University takes into account the course content of the university at which such courses have been passed. Applications on the grounds of previous exemptions by the sending university may not be processed if the relevant course content and the credit equivalence status have not yet been evaluated.
3. **(Senate Resolution dated 31.08.2016 no. 07)** Exemption and assignment procedures for the students transferred to Atılım University as per Additional Article 1, and those requesting exemption due to their previous education are organized in a way that these students complete a minimum of one academic year at Atılım University (60 ECTS).
4. The names of the courses taken by the student at a previous institution from which the student is requesting to be exempted are not required to match those of the equivalent courses at Atılım University.
5. **(Senate Resolution dated 31.08.2016 no. 07)** Students requesting an exemption on the grounds of their previous education (regardless of their previous graduation status) are required to present a letter stating the courses from which exemption is requested.
6. **(Senate Resolution dated 31.08.2016 no. 07)** Students are assigned after the grades in their transcript are converted into grades in the grading system of Atılım University.
7. **(Senate Resolution dated 31.08.2016 no. 07)** Students are held accountable for the curriculum programs in place for the sections to which they are assigned.
8. **(Senate Resolution dated 31.08.2016 no. 07)** While determining sections, 20 ECTS are taken into consideration for each semester, adding 30 more to determine sections and levels.

# Assignment Procedures

**Article 7- (1)** Assignment procedures are carried out by assignment commissions to be established by the relevant dean/ directorate. Assignment forms are evaluated and concluded by the relevant executive board. In the executive board resolution, included are the semester to which the relevant student is assigned, as well as the course code, the name and the passing grades of the previous courses, and those of the equivalent courses from which the student is to be exempted. Assigned courses are indicated under a separate section on student transcripts. This section is titled “Transfer”.

**Sample Transcript**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Full Name: XXXXX XXXXXX** | | | | | | | | | |
| **Student ID** | | **:** | | **123456789** | | | | | |
| **School** | | **:** | | **SCHOOL OF ENGINEERING** | | | | | |
| **Department** | | **:** | | **Computer Engineering** | | | | | |
| **Transfer** | | **:** | | **(Details: Assignment of courses taken under the XXXXXXXXX program of XXXXXXX University between 2009-2011)** | | | | | |
| **Registration Type** | | **:** | | Transfer etc. | | | | | |
| Courses at the Sending University | | | | | | Courses Exemptions/ Assignments | | | |
| **Course Code** | **Course Name** | | **Course Code** | | **Course Name** | **Credits** | **Credits** | **ECTS** | **Converted Grades** |
| BİLT 104 | Mathematics II | | MATH 151 | | Calculus I | 4 | XX | 7.0 | CB |
| BİLT 142 | Algorithm and Program Development II | | COMPE 112 | | Computer Programming in C | 5 | XX | 5.0 | AA |
| ………. | | | | | ……….. | | | | |

* 1. **(Senate Resolution dated 31.08.2016 no. 07)** The grade point averages of transfer students are taken into account one semester after their exemption and assignment procedures.
  2. Content of the courses already passed at a previous university and their equivalents as per the curriculum of Atılım University are required to match by at least 80%.
  3. If a previously passed course is a non-credit course and its equivalent at our University is a credit course, the course is graded with the letter “S”.

**Sample Transcript**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Courses at the Sending University | | | | Courses Exemptions/ Assignments | | | |
| **Course Code** | **Course Name** | **Course Code** | **Course Name** | **Credits** | **Credits** | **ECTS** | **Converted Grades** |
| Ata 101 | Turkish I | TURK 101 | Turkish I | - | - | 2.0 | S |

* 1. If a previously passed course is a credit course and its exempted equivalent is a non-credit course at our University, the course is graded with the letter “S”.

**Sample Transcript**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Courses at the Sending University | | | | Courses Exemptions/ Assignments | | | |
| **Course Code** | **Course Name** | **Course Code** | **Course Name** | **Credits** | **Credits** | **ECTS** | **Converted Grades** |
| XXX 128 | XXXXXXXX | XXX 235 | XXXXXXXX | 0 | 0 | 2.0 | S |

* 1. If two or more courses previously taken by transfer students are equivalent to a single course as per the assignment procedures, the criteria below shall be followed:
     1. Total content of the courses which are already passed and their equivalents as per the curriculum of Atılım University are required to match by at least 80%.
     2. Grades are converted on the basis of their weighted average scores (WA). (i) WA calculations are based on grade points, credits and weights/ coefficients of the courses taken at a previous university; (ii) The WA score is used to calculate the letter grades of students at their previous universities. For this purpose, the WA score is rounded up to the closest letter weight (for the previous university) in order to find the corresponding letter grade. (iv) If the WA is found to be the average of two letter weights, the WA score shall be rounded up to the weight of the higher grade. (v) Lastly, this grade is converted into a letter grade in line with the conversion table implemented by Atılım University.

**Sample grade conversion**

**Example:** Suppose that a student is transferred from **(X)** University and 3 of their previously-passed courses (COURSE-1, COURSE-2, COURSE-3) are deemed to equal one course for exemption purposes during student assignment procedures. The letter grades and coefficients used by **(X)** University and their equivalent at Atılım University (in red) are provided below.

|  |  |  |  |
| --- | --- | --- | --- |
| **(X) University** | | | |
| **Grades** | | **Coefficients** | |
| **A** | **AA** | | **4.0** |
| **A-** | **AA** | | **3.7** |
| **B+** | **BA** | | **3.3** |
| **B** | **BB** | | **3.0** |
| **B-** | **BB** | | **2.7** |
| **C+** | **CB** | | **2.3** |
| **C** | **CC** | | **2.0** |
| **C-** | **DC** | | **1.7** |
| **D+** | **DC** | | **1.3** |
| **D** | **DD** | | **1.0** |
| **D-** | **FD** | | **0.7** |
| **F** | **FF** | | **0.0** |

(i) A chart is prepared on the basis of the letter grades of the previous university and their equivalent weights/ coefficients, as shown below. For our example:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Letter/ Grade (Sending University)** | **Weight (Sending University)** | **Credits (Sending University)** |
| **COURSE-1** | **B+** | **3.3** | **3** |
| **COURSE-2** | **C-** | **1.7** | **1** |
| **COURSE-3** | **D** | **1.0** | **2** |

(ii) Weighted averages (WA) are calculated on the basis of this table.

(iii) The relevant letter grade for the previous university is calculated using the WA score. For the calculation, the WA score is rounded up to the closest letter weight (of the previous university) in order to find the corresponding letter grade. For this sample, the WA score (2.26) is rounded up to 2.3 which translates to the grade C+.

(iv) If the WA is found to be the average of two letter weights, the WA score shall be rounded up to the weight of the higher grade. If the WA was calculated 2.5 in our example (the average of 2.3 and 2.7 at (**X**) University), the score would be rounded up to 2.7, and the letter grade would be B-.

(v) This grade is converted into the letter grade according to the conversion table in place at Atılım University. The letter grade is CB in this example.

**Sample Transcript**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Courses at the Sending University | | | | Courses Exemptions/ Assignments | | | |
| **Course Code** | **Course Name** | **Course Code** | **Course Name** | **Credits** | **Credits** | **ECTS** | **Converted Grades** |
| XXX 113 | XXXXXXXX | XXX 117 | XXXXXXXX | 4 | XX | 6.0 | DC |
| XXX 244 | XXXXXXXX |
| XXX 103 | XXXXXXXX |

* 1. If a course passed at a previous university substitutes for multiple courses at Atılım University, the criteria below applies, and the grades determined through grade conversion are granted for the courses from which the student is exempted.
     1. The content of the course that is already passed and its equivalents in the Atılım University curriculum must match by at least 80%.
     2. Credits for the course that is already passed and its equivalents in the Atılım University curriculum must match by at least 70%.

**Sample Transcript**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Courses at the Sending University | | | | Courses Exemptions/ Assignments | | | |
| **Course Code** | **Course Name** | **Course Code** | **Course Name** | **Credits** | **Credits** | **ECTS** | **Converted Grades** |
| XXX 317 | XXXXXXXX | XXX 235 | XXXXXXXX | 2 | XX | 4.0 | CB |
| XXX 119 | XXXXXXXX | 3 | XX | 5.0 | CB |

* 1. If a technical elective course (TE) passed at a previous university has no equivalent courses at Atılım University and if such courses grant students with the knowledge, skills and know-how necessary for the profession, it may substitute a technical elective course upon the proposal of the relevant department directorate regardless of its content. If accepted, grade conversion is carried out upon the decision of executive board.
  2. If a non-technical elective course (NTE) passed at a previous university has no equivalent courses at Atılım University and if these courses are in line with students’ interests and competencies, and support their personal development and awareness to social service, history, culture and arts, sports, environmental awareness, science, or technology, it may substitute a non-technical elective course upon the proposal of the relevant department directorate regardless of its content. If accepted, grade conversion is carried out upon the decision of executive board.

**Sample transcript indication**

Suppose that a transfer student took MAK 413 – Vibration Theory from the Department of Mechanical Engineering at their sending university, before their transfer; and that there are no courses matching the course in question at Atılım University. In this case, the Department relevant to the student (i.e. Mechanical Engineering) may open courses such as “Transfer Elective I, II, III…” for this student.

ME 495 Transfer Technical Elective I

ME 496 Transfer Technical Elective II

ME 497 Transfer Technical Elective III

…..

This may be indicated on student transcripts as follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Courses at the Sending University | | | | Courses Exemptions/ Assignments | | | |
| **Course Code** | **Course Name** | **Course Code** | **Course Name** | **Credits** | **Credits** | **ECTS** | **Converted Grades** |
| MAK 413 | Vibration Theory | ME 495 | Transfer Technical Elective | 3 | XX | 5.0 | BB |

A similar form of indication may be utilized for NTE courses, such as:

NTE 481 Transfer Non-Technical Elective I

NTE 482 Transfer Non-Technical Elective II

NTE 483 Transfer Non-Technical Elective III

* 1. **(Senate Resolution dated 17.11.2020, no. 15)** Students who are placed into Atılım University with their results in YKS or a similar exam, or transfer students, are given the course load of the semester they are assigned to, after the course exemptions they have been granted due to their previous studies. Their GPA is not calculated at the beginning of their first semester; but instead after they have pursued their program for a semester.
  2. Scholarship requests of transfer students shall be evaluated according to their grade point average calculated on the basis of the courses taken at Atılım University after at least one academic year.

# Grade conversion

**Article 8- (1)** Letter grades from the universities using the same grading (letter) system as Atılım University are transferred directly.

1. If the previous university uses a 100-point grading system and they have the same letter conversion table as Atılım University, the conversion table is used for grade conversion purposes.
2. If the letter grade systems are different and the previous university has no conversion tables, these universities are determined and a chart is obtained with the help of the Dean of Students of Atılım University.

# Cases Not Included

**Article 9-** The relevant provisions of the Higher Education Law no. 2547, the legislation of the Turkish Council of Higher Education, Atılım University Regulations on Associate and Undergraduate Degree Student Registration and Admission, Education, and Examination, and the resolutions by the University Senate, provided that they comply with legislation, apply regarding the cases not included in this Directive.

**Article 10**- Atılım University Directive on Recognition of Previous Education accepted with the Senate Resolution dated 24.07.2013 no. 05 has been repealed.

# Effective Date

**Article 11 – (1)** This Directive shall take effect following its approval by the Senate.

# Execution

**Article 12 -** This Directive is executed by the President of Atılım University.