

(Senate Resolution date 31.08.2016 and number 07)
(Senate Resolution date 17.05.2016 and number 05)
(Senate Resolution date 06.10.2015 and number 09)
(Senate Resolution date 14.11.2014 and number 08)

ATILIM UNIVERSITY REGULATION ON RECOGNITION OF PREVIOUS EDUCATION, EXEMPTION AND ASSIGNMENT PROCEDURES

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, also 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, vertical transfer or after their discharge or graduation from another higher education institution, and assignment of such students.

Basis

Article 3- This Directive has been drawn up on the basis of the Article 14 of the Law No 2547, Regulation on the Principles of Student Transfer between Associate Degree and Undergraduate Degree Programs, Double Major, Minor Program and Inter-institutional Credit Transfer at Higher Education Institutions and Atılım University Student Registration, Associate and Undergraduate Degree Education-Training and Examination Regulation.

Definitions

Article 4- The terms given below have the meaning given opposite to them wherever used in this Directive:

- a- Assignment:** Recognition of courses passed by students, who registered in Atılım University through student transfer including vertical transfer, in their previous higher education institution and determination of the semester in which transfer students are supposed to continue their education;
- B- Exemption:** Approval of the equivalence of course(s) passed by students, who registered in Atılım University with their YGS or LYS results, for the courses in the curriculum of Atılım University;
- c- Transfer:** Recording the courses, passed in previous higher education institution, in the transcript of Atılım University's departments;

Application

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

Exemption Procedures

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

(2) Students shall continue to the course(s), which is/are under exemption evaluation process,

until the request is concluded by relevant executive board, and exemption and assignment procedures shall be finalized within two weeks following application date.

(3) In the cases where students, who have received education in different higher education institutions, request to be exempted from courses which are exempted by their last-registered university, Atılım University shall take into account the course content of the university at which such courses have been passed. Exemption by another university shall not be processed, if relevant course content and credit equivalence have not been evaluated.

(4) (Senate Resolution date 31.08.2016 and number 07) The students who have transferred to Atılım University in accordance with Additional Article 1 or who make an exemption request for their previous education must complete a minimum of one academic year at Atılım University (equivalent to 60 ECTS).

(5) Name of a course requested to be exempted is not required to be the same with the course to be substituted at Atılım University.

(6) (Senate Resolution date 31.08.2016 and number 07) Students who make an exemption request for their previous education (graduated from a university or not) shall be required a petition including the courses requested to be exempted.

(7) (Senate Resolution date 31.08.2016 and number 07) Students shall be assigned after the grades in their transcript are converted to Atılım University's grading system.

(8) (Senate Resolution date 31.08.2016 and number 07) Students shall be subject to the curriculum applied in the grades to which they are assigned.

(9) (Senate Resolution date 31.08.2016 and number 07) In the determination of grades, 30 ECTS shall be added to a minimum of 20 ECTS which is the starting base of assignment for each semester.

Assignment Procedures

Article 7- (1) Assignment procedures shall be carried out by assignment commissions to be established by relevant office of dean/directorate. Assignment forms shall be evaluated and concluded by relevant executive board. Decision of executive board shall include the semester to which relevant student is assigned, code, name, credit, passing grade of the courses passed in previous higher education institution and name, code and credit of courses exempted at Atılım University. Exempted courses shall be indicated in a separate section of transcript to be named "transfer".

Transcript - Sample

Name Surname : XXXXX XXXXXX							
Student ID :123456789							
School :SCHOOL OF ENGINEERING							
Department :Computer Engineering							
Transfer: (Remarks: Assignment of courses taken in XXXXXXXXXX Program at XXXXXXXXXX University 2009-2011)							
Registration Type Transfer, Vertical Transfer, etc.....							
Course(s) in Previous University		Exempted/Assigned Course(s)					
Course Code	Course Name	Course Code	Course Name	Credit	T.Credit	Ects	Converted Grade
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
.....						

- (2) (Senate Resolution date 31.08.2016 and number 07) Grade point average of transfer students shall be taken into account one semester after exemption and assignment procedures.
- (3) Contents of the courses which are already passed and their equivalent in Atılım University’s curriculum must match up at least 80%.
- (4) If previously passed course is a non-credit course and its equivalent is a credit course, its letter grade shall be S.

Transcript - Sample

Course(s) in Previous University		Exempted/Assigned Course(s)					
Course Code	Course Name	Course Code	Course Name	Credit	T.Credit	Ects	Converted Grade
Ata 101	Turkish Language I	TURK 101	Turkish Language I	-	-	2.0	S

- (5) If previously passed course is a credit course and its exempted equivalent is a non-credit course, its letter grade shall be S.

Transcript - Sample

Course(s) in Previous University		Exempted/Assigned Course(s)					
Course Code	Course Name	Course Code	Course Name	Credit	T.Credit	Ects	Converted Grade
XXX 128	XXXXXXXXXX	XXX 235	XXXXXXXXXXXX	0	0	2.0	S

- (6) If previously taken two or more courses are equivalent to one course in assignment, below given criteria shall be followed:

- a) Total content of the courses which are already passed and its equivalent in Atılım University's curriculum must match up at least 80%.
- b) Grades are converted on the basis of weighted average (WA). (i) WA calculation is based on grade notes, credits and weights/coefficients of courses taken in previous university; (ii) WA score is used to calculate the letter grade of students at their previous university. For the calculation, WA score is rounded up to the closest letter weight (of previous university) in order to find corresponding letter grade. (iv) If the WA is found to be the average of two letter weight, WA score shall be rounded up to the weight of the higher grade. (v) Lastly, this grade is converted into letter grade according to the conversion table that Atılım University applies.

Sample grade conversion

Sample: Student has transferred from (X) University and 3 previously passed courses (Course-1, Course-2, Course-3) have been decided to be exempted for one course in assignment. Letter grades and coefficients used by (X) University and their equivalent at Atılım University (red) are shown in below table.

(X)University	
Grades	Coefficient
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 table, as shown below, shall be prepared on the basis of letter grades of previous university and their equivalent weights/coefficients. Sample:

	Letter Grade (Previous University)	Weight (Previous University)	Credit (Previous University)
COURSE-1	B+	3.3	3
COURSE-2	C-	1.7	1
COURSE-3	D	1.0	2

(ii) Weighted average (WA) is calculated on the basis of above-given table

$$\frac{(3.3 \times 3) + (1.7 \times 1) + (1.0 \times 2)}{(3.3 \times 3) + (1.7 \times 1) + (1.0 \times 2)}$$

$$WA = \frac{(3.3 \times 3) + (1.7 \times 1) + (1.0 \times 2)}{(3.3 \times 3) + (1.7 \times 1) + (1.0 \times 2)} =$$

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

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

(v) This grade is converted into letter grade according to the conversion table that Atılım University applies. The letter grade is CB according to this sample.

Transcript - Sample

Course(s) in Previous University		Exempted/Assigned Course(s)					
Course Code	Course Name	Course Code	Course Name	Credit	T.Credit	Ects	Converted Grade
XXX 113	XXXXXXXXXXXXXX						
XXX 244	XXXXXXXXXXXXXX						
		XXX 117	XXXXXXXXXXXXXX	4	XX	6.0	DC
XXX 103	XXXXXXXXXXXXXX						

(7) If one course passed in previous university substitutes for more than one course at Atılım University, below given criteria shall be applied and the grade determined after grade conversion shall be given to exempted courses.

- a) Content of the course which is already passed and its equivalents in Atılım University’s curriculum must match up at least 80%.
- b) Credit of the course which is already passed and its equivalents in Atılım University’s curriculum must match up at least 70%.

Transcript - Sample

Course(s) in Previous University		Exempted/Assigned Course(s)					
Course Code	Course Name	Course Code	Course Name	Credit	T.Credit	Ects	Converted Grade
XXX 317	XXXXXXXXXXXXXX	XXX 235	XXXXXXXXXXXXXX	2	XX	4.0	CB
		XXX 119	XXXXXXXXXXXXXX	3	XX	5.0	CB

(8) If a technical elective course (TE) passed in previous university has no equivalent at Atılım University and if such course equips students with the knowledge, skills and know-how necessary for the profession, it may substitute a technical elective course upon the proposal of relevant department regardless of its content. If accepted, grade conversion is carried out after the decision of executive board.

(9) If a non-technical elective course (NTE) passed in previous university has no equivalent at Atılım University and if such course is in line with students’ interests and competencies and supports their personal development and awareness to social service, history, culture and arts, and sports activities, environmental awareness, science, technology, it may substitute a non-technical elective course upon the proposal of relevant department regardless of its content. If accepted, grade conversion is carried out after the decision of executive board.

Sample of transcript record

In this sample, a student has passed MAK 413 Vibration Theory in the Department of Mechanical Engineering at previous university. However, the curriculum of the Department of Mechanical Engineering, Atılım University does not include an equivalent of this course. In such a case, relevant department may open technical elective courses for transfer students (Transfer Elective I, II, III).

ME 495 Transfer Technical Elective I
ME 496 Transfer Technical Elective II
ME 497 Transfer Technical Elective III

This courses can be recorded in transcript as follows:

Course(s) in Previous University		Exempted/Assigned Course(s)					
Course Code	Course Name	Course Code	Course Name	Credit	T.Credit	Ects	Converted Grade
MAK413	Vibration Theory	ME 495	Transfer Technical Elective	3	XX	5.0	BB

A similar procedure can be applied for NTE courses. NTE courses

NTE 481 Transfer Nontechnical Elective I
NTE 482 Transfer Nontechnical Elective II
NTE 483 Transfer Nontechnical Elective III

(10) Students who have transferred to Atılım University shall take the course load of the semester they are assigned to. Grade point averages of students shall not be calculated in their first semester at Atılım University.

(11) 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 of the universities which use the same grading (letter) system with Atılım University shall be processed directly.

(2) If previous university uses 100-point grading system and they have the same letter conversion table with Atılım University, such conversion table shall be used in the conversion procedure.

(3) If letter grade systems are different and previous university has no conversion table, Atılım University's Office of the Dean of Students shall obtain the table.

Miscellaneous Provisions

Article 9- Relevant provisions of the Higher Education Law no 2547, legislation of the Turkish Council of Higher education and Atılım University Student Registration, Associate and Undergraduate Degree Education-Training and Examination Regulation and resolutions of University Senate, provided that they comply with legislation, shall be applied in the cases not included in this Directive.

Article 10-(1) Atılım University Directive on Recognition of Previous Education accepted with the Senate Resolution date 24.07.2013 and number 05 has been abolished.

Effective Date

Article 11 – (1) This Directive shall take effect after it is approved by the Senate.

Execution

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