

KARABÜK UNIVERSITY

LATERAL TRANSFER IMPLEMENTATION PRINCIPALS

SECTION ONE

Purpose, Scope, Basis, Definitions

Objective and Scope

Article 1- (1) This implementation principals organize lateral transfer principals and assessment of applications between the diploma programmes of Karabuk University and they also organize lateral transfer principals and assessment of applications from the other higher education councils to the equivalent diploma programmes of Karabuk University.

Basis

Article 2 (1) These principals are prepared in accordance with the principals of regulations of transfer, double major, submajor and the credit transfer between councils of associate degree and undergraduate programmes at higher education Councils which are issued in the official journal on 20th April 2010 with no 27561.

Definitions

Article 3- The implementation principals explain:

- a) Diploma programme: Higher education programmes which prepare diplomas for associate degree and undergadute students who fit the determined qualifications of faculty, college, conservatoire, vocational college or departments.
- b) Level: Each of associate degree and undergraduate programmes
- c) Equivalent diploma programme: Diploma programmes which share the same name or share the 80 per cent of content, which is confirmed by the related board of management of the content
- d) Different point types: Considering the tests which are used for counting the points at Student Selection and Placement system for placing the students to higher education programmes and including seven point types, that is, quantiative point type (YGS1 and YGS-2), verbal point type (YGS-3 and YGS-4), equally- weighted point type (YGS-5 and YGS -6), mathametics- science (MS) point type, Turkish- Mathematics (TM) point type, Turkish and Social (TS) point type, Foreign Language (Language) point type since 2010; including seven point types Equully- weighted-1, Quantiative-1, Verbal-1, Equully- weighted-2, Quantiative-2, Verbal-2 and Langue and corresponding Quantiative-1 with Quantiative point type, Verbal-1 with Verbal point type, Equully- weighted-1 with Equally- weighted point type, Quantiative-2 with Mathematics – Science point type, Equally –Weighted-2 Turkish- Mathematics point type, Verbal-2 Turkish-Social point type, Language to foreign Language point type in 2009 and before,

- e) General point average: Except for preparation class; credit based ,weighted point average of all the lectures taken by the students until they want transfer
- f) Relevant board of management: Faculty board of management at faculties, college board of management at colleges, conservatoire board of management at conservatoires, vocational college board of management at vocational colleges of higher education councils
- g) Orientation programme: the programme which consists of lectures and applications prepared for fitting the curriculum of the transition programme when there is a transfer among diploma programmes
- h) Quato: The number of students which is announced before,
 - 1) Intra lateral transfer: Transfer to other equivalent diploma programmes from the current programme
 - i) Interinstitutional lateral transfer: From the vocational colleges which aren't established by a university, higher technology institution or foundation to the other independent vocational colleges which are established by equivalent university, higher technology institution or foundation
 - j) Academic Record: The record which consists of the name of the lectures, credits and final grades during the education process
 - k) Common programme: A programme which consists of the same higher education institution's lectures which are taken by the students who are accepted by a faculty, college or vocational college
 - l) International common diploma programme: Common education and instruction programme of associate degree and undergraduate programmes which are conducted by higher education institutions interoperating other higher education institutions and other organizations abroad
 - m) Base Point: The entrance point of students who took the lowest mark and placed by Student selection and placement Center with a common exam to a higher education institution diploma programme.
 - n) Lateral Transfer: A student who has been enrolled a higher education institution has a right to go on education at a diploma programme of the same level within the framework of the principals of the regulation.
 - o) Higher education student database (YÖKSİS): It explains the common database which is used to keep the information of the associate, bachelor's and master's degree students of all higher education councils. (YÖKSİS)

SECTION TWO

General Application Conditions

General Application Conditions

Article 4 — (1) Students shouldnot get lateral transfer if they are in the first term and the last term of associate degree program and if they are in the first two terms and in the last two terms of bachelor's degree programme

(2)The lateral transfer from daytime education to night education without the limitation of quato is enabled at the same higher education institution at the same diploma programme. However, the students who swich to night education diploma programme pay the fee for the night education.

(3) The lateral transfer from the night education of higher education institutions to night education of diploma programmes in principle is possible. However, exceptionally the students at the night education diploma programme who pass the upper class being more

successful than the ninety per cent of the students in the same class should pass the daytime education diploma programme considering the quato.

(4) Students should pass laterally from the programmes of open and distant education to the open and distant education programmes. A student needs to have 80 points out of 100 in the grade point average of the current education programme or the placement point of the student in the year of the enrollment needs to be equal to or higher than the base point of the diploma programme of the university that the student wants to pass.

(5) Students should pass from the daytime and night programmes to open or distant education programmes laterally.

(6) The lateral transfer application between the diploma programmes should be done in the announced period.

(7) The commissions which are established by the relevant management board do the pre-assessment. Applications are assessed taking account the applicants' general point average, central placement point for the programmes with different point types and his success at the common lectures of the wanted programme if it exists and the transfer is enabled in accordance with determined quato.

(8) The students are placed to the diploma programme laterally by the Directorate of Student Affairs which is determined by the assembly resolution of respective department of Karabük University

9) Students who have suspended registration should have a right for the lateral transfer.

(10) Conversion table determined by Higher Education Executive Council is used to converting the points taken in the quad system to hundred system or vice versa.

11) Status of foreign language preparation class (compulsory %30 or % 100 foreign language preparation classes) which is taken by the student at his programme needs to be equal to the status of preparation class of the laterally applied programme of Karabük University and the students need to certificate that they have passed the class.

SECTION THREE

Lateral Transfer between Intrainstitutional Interprogrammes, Interinstitutional and Other Higher Education Institutions

Lateral Transfer of Intrainstitutional Interprogrammes

Article 5 (1)The lateral transfer is approved from the equivalent diploma programmes in a faculty, an college, a conservatoire or vocational college to other faculties, colleges, conservatoires or vocational colleges of the same university inclusive of the quatos of management board.

(2) The lateral transfer quato in which terms and for which diploma programmes is concluded by the relevant management boards starting from the second term, including the fifth term for each diploma programme and not exceeding %15 estimated quato of OSYM.

(3) Intrainstitutional lateral transfer quato and the related diploma programmes base points belonging to the last four years are announced on the institution webpage at least 15 days before the last application is accepted.

(4) The intrainstitutional quato of programmes should be determined for the diploma programmes in the same faculty, college, conservatoire, vocational college other faculties, colleges, conservatoires or vocational colleges of the same university separately.

5) To apply for the lateral transfer between the diploma programmes which accept the students according to several central placement point types in the same university and at the same level, the students central placement points available for the point type of the wanted

diploma programmes and taken when they enter the central exam should not be lower than the base point of the diploma programmes which are equivalent to the wanted programme of the other domestic universities.

(6) The principle of being successful in the aptitude test is needed for interinstitutional lateral transfer in the diploma programmes which accept the students according to aptitude test score besides the other principals.

Interinstitutional Lateral Transfer

Article 6- (1) Interinstitutional lateral transfer is done between the equivalent diploma programmes of the higher education institutions which are in the same level within the framework of the quato issued by higher education council.

(2) The students who want to benefit from lateral transfer need to at least a general point average 60 out of 100 in belonging to finished terms in their own programmes.

(3) The students who don't meet the essential of the success in the second paragraph, but have the central placement point which is equal to or higher than the base point of the wanted diploma programme should apply for the lateral transfer. These students' applications are assessed if there are quato after the applicants for the second paragraph are placed.

(4) Lateral transfer quato and application and assessment calendar of the higher education institutions are announced on the webpage of The Council of Higher Education .

(5) Lateral transfer and application and assessment calendar for the diploma programmes which give associate degree are announced in January for the second term and in July for the third term.

(6) Lateral transfer and application and assessment calendar for the second and third grades of diploma programmes of bachelor's degree which last four years and for the second, third and fourth grades of diploma programmes of bachelor degree which last five years and for the second, third, fourth and fifth grades of diploma programmes of bachelor degree which last six years are announced in July.

(7) Lateral transfer quato for the the second, third, fourth and fifth grades is regularly determined by OSYM every year. The quato for the diploma programmes whose general quato are 50 and less than 50 are 2, the quato for the diploma programmes whose general quato is between 51 and 100 is 3, the quato for the diploma programmes whose general quato are 101 and more are 4. However, the relevant commissions of faculties, colleges and vocational colleges may determine extra quato considering the number of the students who have left the programme or have been discharged. If there is extra quato, it is reported to Higher Education Institution by 30 June at the latest. Additional lateral transfer quato belonging to the second term for the associate diploma programmes is determined by the relevant commission and reported to the Council of Higher Education by 31st December at the latest.

8) For the lateral transfer to the partly or fully foreign language education of higher education institution, the students, the students need to pass the proficiency exam of the relevant higher education institution or need to have a document showing his success at nationally or internationally valid exams.

9) The students who want to apply for the lateral transfer for open or distant education programmes which don't have limitation of quato apply for the higher education until Friday in the first week of September.

10) While calculating the general point average of the students who have passed laterally including the points of the lectures belonging to the their graduation programme after the lateral transfer are taken into consideration since the lectures they have taken before the lateral transfer aren't taken again.

Lateral Transfer from The Other Higher Education Institution

Article 7- (1) The associate and bachelor degree students of Turkish Army Forces and Police Academy pass laterally in accordance with the framework of their private laws and the articles of this regulation.

(2) Due to the essentials of the tenth article of Higher Education Institution Student Discipline Regulation which is issued on the official journal with the number of 18634 and dated 13th January 1985, the students who have left the institution because of being unsuccessful and against discipline cannot have the right to apply for the lateral transfer.

(3) The students who have been discharged from the higher institutions included in the first paragraph without the reasons in the second paragraph should pass the other higher institutions in two years. These applications are assessed according to the lateral transfer regulations.

SECTION FOUR

Lateral Transfer From The Higher Education Institutions Abroad To The Domestic Higher Education Institutions

Lateral Transfer From The Higher Education Institutions Abroad To The Domestic Ones

Article 8 (1) The quato for the lateral transfer from the higher education institutions abroad is determined by the senate of our university. In this case, lateral transfer quato from higher education institutions abroad which is determined not exceeding the interinstitutional lateral quato, application conditions of university senate and interinstitutional lateral quato are submitted to the Council of Higher Education by 30th June at latest. On the webpage of The Council of Higher Education, lateral transfer quato from the higher education institution abroad which belong to all of the Higher Education institutions in Turkey, application conditions and assesment calender are announced.

(2) The condition of the success of the first paragraph in the 12th article of this regulation in the interinstitutional lateral transfer is necessary for the lateral transfer from the higher education institutions abroad to the domestic higher education institutions.

(3) The students who have base point in the acceptance year of the programme of the wanted higher education diploma programme should apply for the lateral transfer from the higher education institutions abroad to the domestic higher education institutions without the condition of success for the lectures of the higher education institutions abroad. However, the students who want to pass the programmes of our university from the higher institutions abroad laterally need to have 80 out of 100 for the grade point average of all the lectures taken in the programmes abroad. These students' applicants are evaluated apart from the scope of the quato of lateral transfer from abroad by the rules of the senate.

(4) The applications from abroad and their higher education institution and programme need to be acknowledged by the Council of Higher Education which is the authority to give associate degree and bachelor's degree and the equivalency of the applied associate or bachelor's degree programme which the students have registered need to be accepted by the concerned university.

(5) The base points which are taken in the exams of Student Selection and Placement conducted by The Council of Higher Education and the other accepted equivalent exams and points will be used for accepting the applications from the higher education institutions abroad to the higher education programmes in Turkey. These points and quato of lateral transfer from

abroad will be announced by The Council of Higher Education. For the applications, students need to get the least point or more from these exams.

SECTION FIVE

Foreign Citizen Students, Special Cases and Several Provisions

Foreign Citizen Students

Article 9 –(1) The quota of the students who come from abroad belonging to the same nationality of the country that they come which is determined by The Council of Higher Education isn't restricted with the 1st paragraph of 8th article in this regulation.

Special Cases

ARTICLE-10 – (1) In the situation when those, who are in charge of constant and principal public service at state institutions and organizations and are appointed to somewhere else without time limitation, themselves with their wives/husbands and children to be obliged to look after, can be moved without searching for quota but their points in central placement exam, which are used for the diploma programs which they are registered at most in one month from then on the starting the education of equivalent diploma program's every class or term except for last class or last 2 terms, have to be higher than the base point of the diploma program at the higher education institution which they will go, from the year when they are placed.

(2) At the foreign higher education institution lateral transfer, the student's mother or father, in the situation that if they are in charge of state service and they come back to Turkey due to the end of their duties, in the state of final return if they are workers, they are required to be successful at final exams and study at least one year except for prep class are enough to apply for lateral transfer. The concerning administrative board of the higher education institution applied for lateral transfer evaluates students, who apply in this way, out of quota for foreign lateral transfer.

(3) The applications of the children of foreign diplomats working in Turkey to higher education institutions are evaluated by the administrative board of the higher education institution without searching for quota. In the case of accepting the application, necessary adaptive program is prepared for every student.

Several Provisions

ARTICLE-11 – (1) A protocol, which foresees lesson adaptation before the exchange, is signed between the two higher education institutions to prevent the students, who join an exchange program, and be successful in the lessons taken in the higher education institution, lose any terms.

(2) The students, who are dismissed from a higher education institution because of academic failure, from those continuing international common diploma programs at a domestic higher education institution can make lateral transfer to an equivalent diploma program at a higher education institution or at their own higher education institution considering the final grades at domestic higher education institution at which they study and transfer provisions in this regulation.

(3) This Regulation is applied to lateral transfers from an international common diploma program to another international common diploma program (in the same department) at the same or other university; lateral transfers from international common diploma programs to other domestic diploma programs or lateral transfers from a domestic diploma program to international common diploma programs.

(4) In the situation that students, who enter undergraduate programs with vertical program, fulfill the conditions of graduation from the diploma program, their transcripts are calculated according to the lessons in the adaptive program and in the undergraduate program.

(5) In the situation that the students, who join the exchange program or private student program, make inter-academic lateral transfers, only their lessons accepted at the diploma program which they are registered, can be transferred.

SECTION SIX

Evaluation, Announcing the Results and Adaptive Program

Evaluation, Announcing the Results and Adaptive Program

ARTICLE-12- (1) The commissions formed by the concerning administrative board do the pre-assessment about the applications. The applications are evaluated considering to their grade point average and their success in the common lessons at the program which they want to transfer (if available) and the transfer is approved according to the quota.

(2) The institution announces the results of the candidates who apply for each diploma program to lateral transfer on the institution's webpage according to the points (by sorting), which are based on the evaluation. The decisions about those who have the right to lateral transfer are announced in written.

(3) In the state of being candidates who fulfill the required conditions, at the same number original or reserve members are determined. The applications of the reserved members are accepted instead of the original members who do not apply in time shown in the calendar.

(4) The concerning Administrative Boards determine the students to be adapted which term or which class, considering the lessons which student take in previous terms or the lessons of the program which the student make lateral transfer. And The Board determines the exempted lessons with an adaptive program consisting of extra lessons which student needs to take if any.

If the pass mark is 50 at the university which student study at, this student is exempted from the lessons with the grade 'D' (the parameter=2.00) in the condition that s/he passes these lessons with a grade between 50 and 59. The adaptive programs of the students who have the right to lateral transfer are prepared for the students to start new academic term synchronically with other students.

(5) The new conditions of the students, who make lateral transfer within this Directive, are processed to Higher Education Student Database (YÖKSİS) by The Head of Student Affairs in 15 days at the latest after completing the registration and finalizing the transfer and adaptation process.

SECTION SEVEN

States not described, Validity, Necessary Documents for Lateral Transfer Application

States not described

ARTICLE-13 (1) In the states not described in these application bases, the regulations, published on 27561 No. and 24 April 2010 dated Official Gazette, for the Credit Transfers between Institutions and Double Major, Sub branch, Transfer between Undergraduate or Associate Degree Programs at Higher Education Institutions is considered.

ARTICLE-14- Karabük University Lateral Transfer Implementation Principals is abolished by the 15 June dated and 2010/10-05 No.decison of Senate.

Validity

ARTICLE-15

(1) This application bases become valid on the date it is accepted by the senate.

Enforcement

ARTICLE-16

(1) The Rector of Karabük University enforces this application bases.

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It is accepted by the 21 December 2010 dated and 2010/16-29 No. Decision of Senate