

**REGULATION OF THE TRANSFER BETWEEN ASSOCIATE AND BACHELOR'S
DEGREE AND THE INTERINSTITUTIONAL CREDIT TRANSFER BETWEEN
DOUBLE MAJOR AND MINOR**

CHAPTER 1

Purpose, Content, Basis and Definitions

ITEM 1- (1) The purpose of this regulation is to arrange the procedure and principles to be followed for the bachelor and associate degree students and for the ones in higher education institutions and faculties, colleges, conservatories, or vocational school or other higher education institutions located within the equivalent of diploma programs and degree programs for transfer, among the double major, minor and credit transfer between institutions.

CONTENT

ITEM 2- (1) This regulation includes provisions related to all kinds of horizontal transfer among the higher education institutions of associate and bachelor degree programs and the double major, minor programs and credit transfer.

BASIS

ITEM 3- (1) This Regulation, is prepared basing on the 7th article's 1st clause's (e) subclause of 2547 numbered Higher Education Law.

DEFINITIONS

ITEM 4- (1) The below mentioned refer to:

- a) Double Major Program: The program which enables the students, who attain success requirements and other conditions, to take courses in two diploma programs at the same time and to get two separate diplomas.
- b) Exchange Program: The program which allows the students, who are registered to one of the higher education institutions, to have short term education in another higher education institutions and for the lessons, taken from an institution, to be recognized as equivalent to other higher education institution, within the framework of the protocol drawn up between the two domestic or overseas institutions of higher education institutions.
- c) Diploma Program: Faculties, colleges, conservatories, vocational schools or departments providing the qualifications of higher education students in associate degree or bachelor's degree programs,
- ç) Level: Each of the undergraduate or graduate degree programs,
- d) Equivalent Diploma Program: The diploma programs of which names and at least eighty percent content, which is determined by the boards of directors, are the same
- e) Different Score Type: By taking the tests, which are used in the placement of higher education programs in Student Selection and Placement system , into account, 7 types of scores since 2010 as: Quantitative Score Type (SAY) (YGS -1 and YGS -2), Verbal Score Type (SÖZ)

(YGS -3 and YGS -4), Equal Score Type (EA) (YGS -5 and YGS -6), Math's and Science Score Type (MF), Turkish- Math's Score Type (TM), Turkish- Social Sciences Score Type (TS), Foreign Language Score Type (DİL), on the other hand, 7 types of scores in 2009 and before, EA-1, SAY-1, SÖZ-1, EA-2, SAY-2, SÖZ-2 and DİL and to SAY-1 SAY Score Type, to SÖZ-1 SÖZ Score Type, to EA-1 EA Point Type, to SAY-2 Math's-Science Score Type, to EA-2 Turkish-Math's Score Type, to SÖZ-2 Turkish-Social Sciences Score Type, to DİL Foreign Language Score Type

- f) Grade point average: Except for prep. class, the grade point average of the whole courses credits that the students got till the semester that they want to transfer,
- g) Related board of directors: The faculty board of directors in faculties of higher education institutions, the college board of directors in the colleges, conservatoire board of directors in conservatoires, the vocational school board of directors in vocational schools,
- h) Orientation program: The program which is made up of the additional courses and practice in order to accommodate to the transferred diploma program in the case of transfer between the diploma programs
- i) Quota: The announced number of the students which is identified in advance
- i) Intrainstitutional horizontal transfer: A student's transfer to another diploma program in the same level and in the same institution,
- j) Interinstitutional horizontal transfer: The transfer to a university at the same level, higher technology institution or independent vocational schools founded by foundations from a university, higher technology institution or vocational schools by no means of being directly related to any other higher technological institution or any foundation
- k) Transcript: The document on which the taken courses' names, credits and grades are all written
- l) Common program: The program which is composed of the courses that the students, who are accepted to a faculty, a college or a vocational school, take from the same higher education institution before transferring to another graduate or associate degree
- m) International common diploma program: It's an international common diploma education institution which is conducted in higher education graduate and associate degree programs by the cooperation of other overseas higher education institutions
- n) Base point: The entrance point of the lowest scored student's to a higher education institution placed by the ÖSYM with a central exam (student selection and placement center)
- o) Minor Program: The program which enables the students to get a minor program certificate (not a diploma) providing the circumstances that the students who're enrolled in a higher education institution fulfill the necessary conditions get the limited number of courses in another program in the same institution
- ö) Horizontal transfer: The higher education institution students' gaining the right of transferring to another equivalent diploma program and going on the rest of the education there in the framework of this regulation
- p) Higher Education Student Database (YÖKSİS): The central database in which the student's (who are currently studying at any associate, graduate or postgraduate degree programs in higher education institutions) information are kept.

CHAPTER 2

GENERAL PRINCIPLES

QUOTA

ITEM 5- (1)Transfers between different higher education institutions' bachelor degree programs or bachelor degree programs in the same higher education institution can only be made within the framework of the numbers and transfer conditions announced before.

(2) In placements made by OSYM, quota limitation is not applied for transfers to bachelor degree programs having no quota limitation.

TRANSFER

ITEM 6- (1) Transfers cannot be made in the first semester and last semester of associate diploma programs, to the first two semesters and last two semesters of bachelor degree programs.

(2) Transfers can be made from first education to secondary education in the same bachelor degree program of the same higher education institution. But, students transferred to second education bachelor degree programs pay fee of second education.

(3) Transfers in second education bachelor degree programs of higher education institutions can only be made to secondary education bachelor degree programs. But, students, who passed to upper class in the first % 10 of their classes according to their success in secondary education bachelor degree programs, can be transferred to first education bachelor degree programs under the quota limitation.

(4) Transfers can be made from one open or distance education to another one. In order to be transferred from open and distance education to formal education, the average of the students' grade must be 80 or over out of 100 or their grade of registration in the year of central placement must be equal or more than the base point in the year of registration of the university's bachelor degree program that they want to be transferred, in the year of registration.

(5) Transfers can be made from first or secondary education bachelor degree programs to open or distance education bachelor degree programs.

APPLICATION AND EVALUATION

ITEM 7- (1) Applications for transfers between bachelor degree programs can only be made during the time announced.

(2) Criterion to be used for evaluation of transfer applications and minimum conditions needed for transfer is determined by university senates.

(3) Committees formed by the relevant board of directors make the preliminary assessment of the application in line with the principles determined by the senate. Applications is evaluated according to the criterion determined by the university senate by taking into consideration of candidates' general point average (GPA), central placement score for transfer to programs indifferent kinds of score and if available, the success in common lessons of the program that candidates want to be transferred and transfer is provided by the allocated quota.

(4) Procedure of transfer placement to bachelor degree programs is made on the decision of relevant board of directors of higher education institutions.

(5) Registration freeze does not hinder the right for transfer.

(6) For the conversion of success scores from quartet system to hundred systems or reverse, conversion tables determined by the Executive Board of Higher Education or equivalent arranged by the universities can be used. The method of equivalent that will be applied is determined by the university's senate.

Announcement of the Result and Adaptation Program

ITEM 8 – (1) The evaluation result of the candidates applied for transfer to each bachelor degree programs is announced on the web page of the relevant higher education institutions. Decision about the candidates who have the right to be transferred is announced to themselves as written.

(2) In case of having the sufficient number of candidates succeeded to be transferred, substitute candidates are announced on the amount of the quota. If not applied by original

candidates during the determined period, substitute candidates will be invited each in turn instead of the original candidates that do not apply.

(3) Relevant committees identify in which semester or class the student will be adapted by considering the courses taken in previous terms and the ones to be taken on the program transferred to according to the principles determined by the senate; determine an adaptation program that consist of the additional courses and the courses the student is exempted from if there are any.

(4) Last conditions of the students transferred in context of this regulation is processed to higher education student data base by Student Affairs Department within at latest 15 days after registration process is completed and transfer and adaptation process becomes absolute.

CHAPTER THREE

Under-graduate Transfer between Intra-institutional Programmes

The quota of under-graduate transfer between intra-institutional programmes and base point requirement

ITEM 9 – (1) A faculty, college, conservatory or university located within the same area of the vocational school or other of its own faculties, colleges, conservatories, or equivalent level within the vocational school diploma program may be transferred within the quota set by the board of directors.

(2) In which periods and to which degree programs the quota of under-graduate transfer between intra-institutional programmes is going to be stated is determined by the relevant board of directors in a way that would start from the second and include the fifth semesters and without exceeding the fifteen percent of the annually announced student quota that is foreseen in ÖSYM guidebook. Students who are studying at a department in foundation universities with a scholarship are considered to have renounced their rights when they take intra-institutional transfer. In higher education institutions where there is the procedure of transferring to degree programmes after the common programme, the quota determined by the senate is the basis for these degree programmes.

(3) In company with the last four years' base points of the relevant degree programme and if available, the clauses determined by the senate about under-graduate transfer between intra-institutional programmes the quota of under-graduate transfer between intra-institutional programmes are announced on the institution's web page at least 15 days before the deadline of the application.

(4) Programme's intra-institutional quotas can be determined separately for the degree programmes which are in same faculty, college, conservatory or the programmes within the vocational school and the degree programmes which are within other faculties, colleges, conservatories or degree programmes within the vocational schools.

(5) For under- graduate transfer application between the intra-institutional degree programmes which are at the same level but accept students with various central placement scores it is essential that the student's score that he got from the central exam and the shouldn't be less than the lowest base score starting from the year he took the exam and related to the equivalent intra-state degree programmes that he applies to transfer.

(6) For under- graduate transfer application between the intra-institutional degree programmes which admit students using an aptitude test it is required to succeed in aptitude test apart from other clauses.

Transfer from common programmes to degree programmes

ITEM 10 – (1) The quota for the students placed at the common programme want to transfer into a degree programme is determined a week before the registration period the latest by the senate in a way that the quota for each degree programme is not less than thirty.

(2) To be able to transfer into degree programmes, each student who completed the common programme successfully are asked to make a number of choices in accordance with the number of degree programmes in the common programme.

(3) In higher education institutions which there is the procedure the common programme prior to degree programmes, students who completed the programme successfully are placed in degree programmes that are foreseen in ÖSYM guidebook for the common programmes they were placed through a central or aptitude test, by accepting the score which is calculated by average of students' grade point average in the common programme and their central placement score as the basis. On condition that the applicants have the same score, the one who has the higher placement score is of first priority. The university senate determines which of these criteria to be carried out.

(4) Before the diploma programme selection, the time that is spent apart from the preparatory class is included in the study period.

(5) The transfer to diploma programmes accepting candidates with different field scores can be possible for candidates' who placed in the common programme with a field score, depending on the provisions of the regulations related to intra-institutional undergraduate transfer.

CHAPTER FOUR

Under-graduate Transfer between Inter-institutional Programmes

Under-graduate Transfer between Inter-institutional Programmes

ITEM 11 – (1) Under-graduate transfer between inter-institutional programmes is carried out between higher education institutions' equivalent programmes and depending on the quota announced by the Higher Education Council.

(2) For under-graduate transfer between inter-institutional programmes it is necessary for students to have a score of 60 out of 100 in each semester of the programme they are registered.

(3) The students who do not meet the requirements of the second subsection but whose central placement score is enough or more than necessary for the programme they want to transfer can apply for the under-graduate transfer. These applications are evaluated only after the placement of the students who meet the requirements of the second subsection has been finished and if there are vacancies in the quota.

(4) Higher education institutions' quota and schedule for application and evaluation processes for under-graduate transfer are announced on the website of Higher Education Council.

(5) In programmes that give associate degree, the quota and schedule for application and evaluation processes for under-graduate transfer are announced in January for the second semester and in July for the third semester.

6) In programmes that give under-graduate degree, for students of second and third grades of four years' ones second, third and fourth grades of five years' ones and second, third, fourth and fifth grades of six years' ones the quota and schedule for application and evaluation processes for under-graduate transfer are announced in July.

(7) Every year on a regular basis, for second, third, fourth and fifth grade students, inter-institutional under-graduate transfer quotas are determined by Higher Education Council on a basis that two quotas where the degree programmes' ÖSYM general entrance quota is 50 or less than 50; three where the number is between 51 and 100 and four where the number is 101 or more. However, The related board of directors in faculties, colleges, vocational schools can determine additional quotas without exceeding the difference in the number of the students to have already left or been discharged from the programme and the ones who placed in the programmes in this semester through the under-graduate transfer programme. In the event of determining the additional quota, the quota should be reported to the Higher Education Council on 30 June until the end of the business day the latest. As for the additional quota for associate degree programmes to be practised in second semester are to be reported to the Higher Education Council on 31 December until the end of the business day the latest.

(8) For transfer to higher education institutions where the courses are given in a foreign language partially or totally, it is required to be successful in the proficiency exam of the institution or during the application process to submit a document showing that the candidate has the score determined as required by the institution.

(9) The students who want to transfer to open-plan or distance education programmes in which there is no quota limit apply to the related higher education institution on the last day of the first week in September until the end of the business day the latest.

(10) The transfer students are exempt from the courses they have taken in their previous diploma programme and their grade point averages are determined according to the courses they take from the higher education institution where they completed the diploma programme.

Evaluation

ITEM 12 – (1) The results of the inter-institutional under-graduate transfer evaluation are announced on the website of the related higher education institution in a way that includes the names and scored of all candidates whose application are valid.

(2) Pre-evaluation is carried out by the committees formed by the related board of directors and it depends on the basis that the university senate determined. Applications are evaluated looking at the candidates' grade point averages and depending on the basis determined by the university senate, then the transfer is performed on the basis on the quota.

(3) Principal and spare candidates are determined in the event of having applications that meet the requirements. Instead of the principal candidates who do not apply in the given time on the schedule, the spare candidates' applications are assessed. The adjustment programmes of the students who get the right to transfer are planned in a way that would enable these students start the new academic semester with other students.

Under-graduate Transfer from Other Higher Education Institutions

ITEM 13- (1) The students who are continuing their associate or under-graduate degree in higher education institutions related to Turkish Armed Forces and Turkish National Police Academy, can transfer to other higher education institutions depending on the related provisions of the issue given in their institutions' own regulations.

(2) The ones who are discharged from these institutions due to the activities lack of academic success or indiscipline stated in the 10th item of Higher Education Institutions Student Discipline Regulation and published in Official Journal which is issued in 13/ 1/ 1985 and numbered 18634, cannot apply for the transfer.

(3) If the students described in the first subsection are discharged from these institutions not because of the reasons given in second sub-section, they can apply for the transfer other higher education institutions after two years following their being discharged. These applications are evaluated according to intra-institution under-graduate transfer.

Under-graduate Transfer from Foreign Higher Education Institutions to Domestic Higher Education Institutions

ITEM 14 - (1)The quota for the transfer from the foreign institutions can be determined by universities' senates. In the event of determining a quota which will not exceed the half of the quota for inter-institutional transfer of each programme, the quota and the determined requirements are reported to Higher Education Council on 30 June until the end of the business day the latest. On the web page of Higher Education Council, the quotas, the requirements and evaluation schedule of all higher education institutions are announced.

(2) For under-graduate transfer from foreign higher education institutions to domestic higher education institutions, students are required to meet the requirements stated in the second subsection of 12th item in this regulation.

(3) Students from foreign higher education institutions can apply for domestic institutions without being obliged to have succeeded in all the courses they took on condition that they have the sufficient base point required for the related grade of the degree programme that they want to transfer. These kinds of applications are evaluated by the university senate in a way that they are the exception of foreign institution transfer quota.

(4) In applications for under-graduate transfer from foreign higher education institutions to domestic higher education institutions it is required that the institution is accepted as one which is certified to give associate or under-graduate degree and the degree programme that the student got courses should be accepted as the equivalent of the related domestic degree programme.

(5) In evaluation of the applications of the students to have started their higher education abroad and want to carry on in domestic institutions, the minimum points of Student Placement Examination carried out by Student Selection and Placement Centre and the equivalents of this exam and equivalent points are announced by the Higher Education Council together with the quota and the requirements.

Foreign students

ITEM 15- (1) The quota of the foreign students who are members of the same foreign country determined by the Higher Education Council does not depend on the first subsection of the 14th item of this regulation.

CHAPTER 5

Double major, Minor and Credit Transferring between Institutions

Double Major Program

ITEM 16- (1) Double Major programs can be established in certain departments of the same higher education institution, upon the recommendation of the related department, with the decision of the Faculty Board, and the approval of the University Senate.

(2) Applications are accepted to second major diploma program upon the proposal of the related department that the program is being implemented and with the approval of the Faculty Administrative Board.

(3) Registrations cannot be accepted for more than one second major diploma program at the same time. However, students can register to a second major diploma program and a Minor program at the same time.

(4) The student in second major diploma program may transfer to a second major diploma program on condition that s/he provides the requirements for transfer in the institution.

(5) While accepting students to double major diploma program that receives students with aptitude test, the candidate must also be successful in the aptitude test.

Application Conditions

Article 17 – (1) Applications for the Double Major Program can be completed in the 3rd term of the first major, at the earliest, or during the 5th term at the latest.

(2) To be eligible for a Double Major Program, a student has to have a cumulative grade point average of at least 70 over 100, and be in the top 20% of the class ranking in the major program.

(3) To be eligible for a Double Major Program, a student has to have been successful in all the previously completed courses until that semester.

(4) To be successful in the program, a student's cumulative grade point average in major program may drop below 65 over 100 for one time only during his/her double major education. Student will be dismissed from the Double Major Program if his/her cumulative grade point average drops below 65 over 100 for the second time.

(5) Students shall not be awarded their graduation diploma for the second major until all graduation requirements for the primary major have been fulfilled.

(6) The courses taken by the student in double major second diploma program and the equivalence of which are approved, are specified in the transcript.

(7) The education period of a student who is eligible for graduation in a major program, but has not completed the double major program can be extended for maximum two semesters by the decision of the second major program's Faculty Executive Board in the duration.

(8) Students, who do not take the appropriate courses for two consecutive semesters and do not have official leave, will be dismissed from the Double Major Program.

(9) The evaluation of the courses in Double Major Program taken by students, who have been dismissed, are determined by the University Senate.

(10) Additional conditions for Double Major Programs in the light of these regulations can be brought upon the Senate decision; anticipated minimum success rates shall be increased.

Minor Program

ITEM 18 – (1) A minor degree program shall be offered, determining the higher institution's principles and application conditions upon proposal by the boards of the related department and with approval of the university senate.

(2) Quotas for the minor program shall be determined by the relevant university board.

(3) Applications are evaluated by the relevant faculty or school board.

Application Conditions

ITEM 19 – (1) Applications for the Minor Program can be completed in the 3rd term of the first major, at the earliest, or during the 5th term at the latest.

(2) To be eligible for a Minor Program, a student has to have been successful in all the previously completed courses until that semester.

(3) To be eligible for a Minor Program, a student has to have a cumulative grade point average of at least 65 over 100.

Credits

ITEM 20 – (1) Students, who are accepted to Minor Program must take and pass the courses determined by the decision of the senate. The courses that are offered by each department are agreed by the related departments. They are approved by the University Senate upon the proposal of the related faculty board.

(2) To be eligible for a Minor Program, a student has to have been successful in all previously completed courses and have a cumulative grade point average of at least 60 over 100.

(3) The education period of a student who is eligible for graduation in a major program, but has not completed the minor program can be extended for maximum one semester by the decision of the minor program's Faculty Executive Board in the duration.

Graduation

ITEM 21 – (1) The success and graduation of a student from his/her major program is not affected by his/her performance in the Minor Program under any circumstances.

(2) A student can request to withdraw from a Minor Program in any semester. Those students are not allowed to register for the same program any more.

(3) Students, who do not take the appropriate courses for two consecutive semesters and don't have official leave, will be dismissed from the Minor Program.

(4) The evaluation process of the courses taken in the minor program by the students who withdraw from the program is determined by the Senate.

(5) Additional conditions for Double Major Programs in the light of these regulations can be brought upon the Senate decision; anticipated minimum success rates shall be increased.

Exchange programs and Course Taking as Prospective Students

ITEM 22 – (1) Students, who are enrolled in any institution in domestic or abroad, in the scope of national and international student exchange programs or as a special student, with the decision of related Faculty Board, can use their previous courses' credits for the degree programs they are enrolled.

(2) The time spent as a special student and in exchange program is included the students' overall education period.

(3) The total of the courses' credits as a special student or in the exchange programs cannot be more than one third of the total credits of the degree program they are enrolled.

(4) The special students or the ones in exchange programs pay the tuition fee to the degree program they are enrolled.

(5) The students to attend summer schools as special students pay the fee to the higher institution in which they take the courses.

(6) The students, educated in the institutions with Turkish-medium instruction, have to certify that their foreign language level is enough to take courses in the institutions in which the medium of instruction is a foreign language.

Simultaneously studying in Higher Education Institutions

ITEM 23 – (1) Undergraduate or graduate students cannot register for the different higher education institutions engaged in formal education at the same semester and be educated.

(2) Students enrolled in or have graduated from institutions of higher education in any formal program of vocational schools can be registered for the associate degree distance education

programs which are conducted with the distance education system and do not have quota system provided that the programs are different from their previous programs.

(3) Students enrolled in any undergraduate program of formal institutions of higher education or graduates of these programs can be registered for the graduate or undergraduate programs which are conducted with the distance education system and do not have quota system provided that the programs are different from their previous programs.

(4) Formal vocational school programs students or graduates who enrolled in associate degree programs, in the vertical transfer operations, prefer one of the formal distance education associate degree program or the vocational school to be graduated.

(5) The military operations of male students to be registered for the formal education as well as the distance education are carried out according to their status in formal education. Distance education programs for which students enroll in this case does not provide any rights related to military operations. Students, who cancel their enrollment in formal education after enrolling for the distance education programs, provided that they certify it, will benefit from the whole student services.

CHAPTER 6

Exceptions

ITEM 24 – (1) In case of appointment as a permanent move to another place of the ones assigned to permanent public services in public institutions and organizations, themselves and the others they're obliged to look after, except for the last year or the last two semesters, from the beginning of each class or semester of school year the diploma program they are registered within one month, can be transferred regardless of the quotas, on condition that their grades at the entrance to the central placement are higher than the scores of the institutions they'll transfer at that year.

(2) For the lateral transfer from the higher education institutions abroad, the student's father or mother's returning to Turkey because of their jobs completion, except for the foreign language class, their study at least one year and being successful in the final exams are sufficient for the application of lateral transfer. They will be evaluated with the exception of quota by the related Board of the higher education institutions being applied.

(3) Applications for children of foreign diplomats who are undergoing service to higher education institutions in Turkey will be evaluated with the exception of quota by the related Board of the higher education institutions being applied. In case of acceptance to the institution, required orientation program for each student is prepared.

CHAPTER 7

Miscellaneous and Final Provisions

ITEM 25 – (1) The students participating in exchange programs and have successfully completed the courses taken in institutions gone, two protocols suggesting orientation before Exchange are signed for the reason of preventing loss of semester.

(2) Students who were enrolled in an international joint degree in higher education institutions in the country, dismissed from the higher education program abroad due to academic failure, based on their scores in the institution in the country, in the frame of transfer conditions in this regulation, can be transferred to an equivalent degree program in their own institution or another.

(3) Transfers from International joint degree programs to the other international joint programs conducted in the same area within the same university or another university; from International joint degree programs to the other degree programs in the country or from a degree program in the country to the international joint programs are done within the provisions of this regulation.

(4) On condition that the students, placed in the undergraduate programs with the vertical transfer, carry the graduation requirements for the degree programs, their undergraduate grade point average is calculated over courses taken in the orientation program and undergraduate program.

(5) In case of lateral transfer of special student or students participating in Exchange programs among institutions, only the accepted courses, in the programs they're registered, can be transferred.

Repealed regulation

ITEM 26 – (1) As of the date of entry into force of this Regulation, dated 10.21.1982 published in Official Gazette No. 17 845 concerning Undergraduate and Undergraduate Transfer between Higher Education Institutions Regulations was repealed.

Double major and minor programs available

TEMPORARY ITEM 1 – (1) In double major and minor programs being implemented before the effective date of this regulation, related higher education institution's principles determined by the opening of the program are applied.

Force

ITEM 27 – (1) The provisions of this Regulation related to the inter-institutional transfer on 01.06.2010, the other provisions shall enter into force on the date of publication.

Execution

ITEM 28 – (1) The provisions of this Regulation shall be executed by Chairman of the Board of Higher Education

