

IŞIK UNIVERSITY TRANSFER, DOUBLE MAJOR, MINOR AND CREDIT TRANSFER DIRECTIVE

SECTION ONE

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this Directive is to regulate the transfer of associate degree and undergraduate students to Işık University between diploma programs within the faculty, vocational school of health services, or vocational school at Işık University or from equivalent diploma programs in other higher education institutions to Işık University and to regulate the procedures and principles to be followed in double major, minor, and credit transfers between higher education institutions.

Scope

ARTICLE 2 – (1) This Directive consists of the procedures and principles related to all types of transfers between the associate and undergraduate level diploma programs at Işık University, double major, minor programs, credit transfers, and inter-institutional transfers.

Basis

ARTICLE 3 – (1) This Directive has been prepared based on the 14th Article of the 4/11/1981 dated Law of Higher Education No. 2547.

Definitions

ARTICLE 4 – (1) Definitions of some of the terms used in the Directive are as follows:

- a) **Double major program (ÇAP):** Işık University's program that enables students who meet the merit requirements and other conditions to receive courses from two diploma programs simultaneously and receive two different diplomas,
- b) **Exchange program:** The program that, within the frame of a protocol signed between Işık University and a national or foreign institution of higher education, enables the students registered in any of the two institutions to receive a short-term education in the other institution and that enables the approval of the equivalence of courses taken in one institution by the other institution of higher education,
- c) **Diploma program:** Programs of higher education under faculties, vocational schools, or departments that award associate or undergraduate diplomas to students who fulfill specified competencies,
- d) **Level:** Any of the associate or undergraduate diploma programs,
- e) **Equivalent diploma program:** The diploma programs that have the same titles or that have been determined by the University's related executive boards to match at a rate of eighty percent in terms of contents,
- f) **Different Score Type:** With regard to the tests used in calculation of scores in placement in higher education programs by the Student Selection and Placement system; as of 2018, four score types, which are: MATH Score Type (TYT and AYT), VERBAL Score Type (TYT and AYT) EQUAL WEIGHT Score

Type (TYT and AYT), FOREIGN LANGUAGE Score Type (TYT and YDT); as of 2010, seven score types, which are: MATH Score Type (YGS and YGS-2), VERBAL Score Type (YGS-3 and YGS-4), EQUAL WEIGHT Score Type (YGS-5 and YGS-6), Math-Science (MF) Score Type, Turkish-Math (TM) Score Type, Turkish – Social (TS) Score Type, Foreign Language (DIL) Score Type; before 2009; seven score types which are: EQUAL WEIGHT (EA-1), MATH (SAY-1), VERBAL (SOZ-1), EQUAL WEIGHT (EA-2), MATH (SAY-2), VERBAL (SOZ-2) and FOREIGN LANGUAGE (DIL), and their equivalents in MATH-1 MATH Score Type, VERBAL-1 VERBAL Score Type EQUAL WEIGHT-1 EQUAL WEIGHT Score Type, MATH-2 Math-Science Score Type, EQUAL WEIGHT-2 Turkish-Math Score Type, VERBAL-2 Turkish-Social Score Type, DIL Foreign Language Score Type; or other actual score types to be defined by the council of higher education,

g) Grade point average: The credit-based weighted average of all the courses, except the preparatory class, that a student has taken until the semester he/she wishes to transfer,

h) Related executive board: The executive board for faculties and the vocational school executive board,

i) Adaptation program: In the event of a transfer between diploma programs, the program that consists of additional courses and applications designed to adapt the curriculum of the newly started program,

j) Quota: The number of students determined and announced in advance,

k) Intra-institutional transfer: A student's transfer to another diploma program at the same level as the program he or she is registered at the same University,

l) Inter-institutional transfer: A student's transfer from a university, an advanced technology institute, or an independent vocational school established by a foundation to another university of the same level,

m) Vocational School: Işık University's Vocational School or Vocational School of Health Services,

n) Transcript record: The document consisting of the titles, credits, and pass grades of all the courses taken throughout the educational period,

o) Common program: The program consisting of the courses that students accepted to a faculty, school of health services, or vocational school have taken at the same University before their transfer to an associate or undergraduate diploma program,

p) Special student: A student who is enrolled in a higher education institution and who wishes to experience a different higher education environment and culture, or who is allowed to continue his or her education in a different higher education institution, provided that he or she is still enrolled in his or her own university due to a special situation, health, or similar reasons.

q) Rector's Office: The Rector's Office at Işık University,

r) Senate: The Senate of Işık University,

s) Base point: The lowest score achieved in the central examination held by the Measurement, Election, and Placement Centre (ÖSYM) by a student entitled to be placed in a diploma program of an institution of higher education,

t) **International common diploma program:** The international common education program that institutions of higher education carry out in their associate and undergraduate diploma programs through cooperation with foreign institutions of higher education,

u) **University:** Işık University,

v) **Minor program (YAP):** The program that enables a student registered in a diploma program to take a limited number of courses in a certain subject from a different diploma program within the University and to receive a document not counted as a diploma (minor certificate), provided that the student meets the required qualifications,

w) **Transfer:** The entitlement of a student registered in the University to continue his or her education in another diploma program of the same level within the scope of the principles stated in this Directive,

x) **Student database of the Council of Higher Education (YÖKSİS):** The central database in which the data of associate, undergraduate, and postgraduate students of higher education institutions is maintained by the Council for Higher Education.

SECTION TWO

General Principles

Quota

ARTICLE 5 – (1) Transfers between diploma programs of different higher education institutions or between diploma programs within the University can only be carried out by the number and transfer conditions announced in advance.

(2) Quota limitations shall not be applicable for transfers to diploma programs that are not subject to quota limitations in placements made by the ÖSYM.

Transfers

ARTICLE 6 – (1) It is not allowed to transfer to preparatory classes of associate and undergraduate diploma programs; to the first and last semesters of associate diploma programs; and to the first two and last two semesters of undergraduate diploma programs.

(2) Students can transfer from daytime education to evening education in the same diploma programs at the University without quota limitations. However, students transferring to an evening education diploma program must pay an evening education fee.

(3) It is allowed to transfer from evening education programs only to other evening diplomas. However, students in evening education who are ranked in the first ten percent of the class and complete the grade can transfer to the daytime diploma program as per the availability of the quota.

(4) It is allowed to transfer from a distance learning diploma program to another distance learning diploma program. For a student of a distance learning program to transfer to a formal learning program, he or she must have achieved a grade point average of 80 over 100 or its equivalent in the 4-point grading system; or, the student's central placement score in his or her year of registration must be equal to or higher than that year's base point of the diploma program that the student wants to be transferred to.

(5) It is possible to transfer from daytime or evening diploma programs to distance learning diploma programs.

Application and evaluation

ARTICLE 7 – (1) Applications for transfer between diploma programs can only be accepted within the announced period by the Department of Student Affairs.

(2) Once the Department of Student Affairs controls the documents and base points of applications, the application documents shall be submitted to the related academic unit.

(3) The preliminary evaluation of the applications shall be made by the commission to be set up by the related Administrative Board within the frame of the present Directive. Applications shall be evaluated according to the criteria determined by the Senate by including the candidates' grade point average and 60% of the university replacement exam (ÖSYS / YKS) score in the year the student enrolled in higher education in the score type of the program, and the transfer is provided based on the allocated quota. In transfer applications made based on students' central placement scores, the candidates shall be ranked directly according to their university replacement exam (ÖSYS / YKS) scores. The evaluation score to be used in the ranking of candidates for transfer applications with grade point average shall be calculated by dividing the replacement score in the score type of the program to be transferred by the top admission score of the program to be transferred in the relevant year, then multiplying it by 60, and then adding 40% of the student's grade point average in the hundred-point grade system to the result.

(4) The transfer placements to the diploma program shall be processed upon resolution of the related executive board at the University.

(5) Having suspended enrollment is not an obstacle to benefiting from the right to transfer.

(6) In the conversion of final grades achieved in four-point or hundred-point grade systems, the valid conversion tables defined by the Executive Board of the Council of Higher Education shall be used.

Announcement of results and adaptation program

ARTICLE 8 – (1) The evaluation results of the candidates who applied for transfer to each diploma program shall be announced on the University's web page. The resolution for the students who are entitled to transfers shall be communicated to them in writing by the Department of Student Affairs.

(2) Other candidates who meet the success requirement shall be announced as substitutes according to their merit. If any of the primary candidates do not apply within the defined period, substitute candidates shall be invited in the listed order.

(3) Considering the courses that a student had taken in previous semesters and the courses in the program to which the student has been transferred, the related commission shall detect the semester to which the student shall be adapted and determine the courses from which he or she should be exempted in accordance with the Işık University Adaptation Directive. The courses that the student had taken before the transfer, which shall be counted for the student's new program, shall be transferred. In the event that multiple courses are transferred to one single course, the transferred grade shall be calculated per its weight according to its credit. Calculation of transferred grades in transfer between programs that use different grade scales shall be performed in accordance with the Işık University Grade Conversion Directive.

(4) The new status of the students transferred within the scope of the present Directive shall be processed in the student database of the Council of Higher Education (YÖKSİS) by the Department of Student Affairs within at most 15 days after the registration, transfer, and adaptation procedures have been completed.

SECTION THREE

Transfer between Intra-institutional Programs

Intra-institutional transfer quotas and base point requirements

ARTICLE 9 – (1) It is possible to transfer to equivalent diploma programs of faculties or Vocational School at the University, or under the body of other faculties or Vocational School in accordance with the quotas defined by the related executive board.

(2) The decision on which diploma programs shall receive an intra-institutional transfer quota in which semesters shall be taken by the related administrative board by dividing the quota into semesters starting from the second semester and including the fifth semester for each diploma program in such a way that the transfer quota shall not exceed the fifteen percent of the total student quota foreseen in the ÖSYM Guide for each year. Scholarship and discount arrangements for transfers shall be performed in accordance with the Işık University Associate and Undergraduate Scholarship, Discount, and Support Directive.

(3) The quotas for internal transfer, the base scores of the relevant diploma program for the last four years, and the lowest scores of the diploma programs of other universities in the country, together with the additional conditions stipulated by the Senate for internal transfer, if any, shall be announced on the University's website at least 15 days before the last day of application.

(4) Intra-institutional quotas for the programs shall be determined separately for diploma programs within the same faculty or vocational school and diploma programs within other faculties or vocational schools.

(5) To apply for transfer between diploma programs that accept students at the same level within the university, the student's central placement score in the score type valid for the diploma program he or she wants to transfer to as of the year he or she took the central exam, the diploma of other universities in the country equivalent to the diploma program he or she wants to transfer to, must not be less than the lowest base score.

(6) For intra-institutional transfers to diploma programs that admit students with a special talent exam, the student must pass the relevant exam in addition to the other requirements.

Transfers from a common program to a diploma program

ARTICLE 10 – (1) For the students placed in the common program to be transferred to diploma programs, quotas shall be determined by the Senate at the latest one week before the late registration period in such a way that the quota of each diploma program shall not be lower than thirty.

(2) To be transferred to a diploma program, each student who has successfully completed the common program shall make as many preferences as the number of diploma programs available in the common program.

(3) In institutions of higher education that carry out a common program before the diploma program, students who complete this program successfully shall be placed in the diploma programs foreseen on ÖSYM Guides for the common program they had been placed via central examination or special talent examination, considering their grade point averages in the common program or considering the placement score calculated by summation of the candidates' central placement scores with their grade point averages. In the event that the candidates' placement scores are equal, the candidate with the higher central placement score shall have priority. The criteria to be considered shall be determined by the University Senate.

(4) The time passed before the diploma program selection, except for the foreign language preparatory class, shall be included in the period of study.

(5) The transfer of candidates placed in the common program with a certain score type to diploma programs under the same institution of higher education that accepts students with a different score type shall be performed according to the provisions about intra-institutional transfer of the Directive.

SECTION FOUR

Inter-institutional Transfer

Inter-institutional transfer

ARTICLE 11 – (1) An inter-institutional transfer can be made between the higher education institutions' equivalent diploma programs of the same level, within the frame of the quotas announced by the Council of Higher Education.

(2) For inter-institutional transfer, the student must have a GPA of at least 60 out of 100 for the semesters he or she has completed in the program he or she is enrolled in.

(3) Candidates who do not fulfill the success requirement in the second subclause yet have achieved a central placement score that is equal to or higher than the base point of the diploma program that they want to be transferred to can apply for transfer.

(4) The University's transfer quotas and the application and evaluation calendar shall be announced on the web page of the Council of Higher Education.

(5) The transfer quotas and the application and evaluation calendar for the University's associate degree diploma programs shall be announced in January for the second semester and in July for the third semester.

(6) The transfer quotas and the application and evaluation calendar for the University's undergraduate degree diploma programs shall be announced in July. The announcement of four-year programs shall be made for the second and third grades; of five-year programs, shall be made for the second, third, and fourth grades; and of six-year programs, shall be made for the second, third, fourth and fifth grades.

(7) Regularly every year, for second, third, fourth, and fifth grades, two inter-institutional transfer quotas for diploma programs with a general ÖSYM entrance quota of 50 or less, three inter-institutional transfer quotas for diploma programs with a general ÖSYM admission quota of between 51 and 100, and four inter-institutional transfer quotas for diploma programs with a general ÖSYM admission quota of 101 and higher shall be determined by the Council of Higher Education. However, the relevant committees of the University's faculties, colleges, or vocational schools can determine additional quotas, provided that the senate: 22.11.2023, no: 20; effective by: 08.01.2024

quota amount shall not exceed the quota in the year of entrance of the diploma program to which the transfer will be made, the number of students dismissed or dropped out of the program until the semester for which the transfer quota has been determined, and the number of students who have been transferred in that program. If additional quotas are determined, these quotas shall be communicated to the Council of Higher Education by the end of business day on the thirtieth day of June at the latest. The additional transfer quotas requested for the second semester in associate degree diploma programs shall be determined by the relevant committee and informed to the Council of Higher Education by the end of business day on the thirty-first day of December, at the latest.

(8) To transfer to the University's programs conducted fully or partially in English, it is compulsory to pass the foreign language proficiency examination that is administered by the University or document a 70% pass score in a foreign language examination with national or international validity accepted by the Council of Higher Education.

(9) The courses that students accepted via transfer taken and passed shall be adapted, and the student's scores in these courses shall be processed in the transcript and included in the grade point average. A passed course is a course that has the minimum passing grade or a higher grade stated on the student's transcript.

Evaluation

ARTICLE 12 – (1) The results of the inter-institutional transfer evaluation and the names of all applicants with valid applications, ranked according to the scores based on the evaluation, are announced on the University's website.

(2) The preliminary evaluation of the applications is carried out by the commissions formed by the relevant executive boards within the framework of this Directive. The applications are evaluated according to the criteria determined by the Senate, considering the candidates' grade point average and, if any, their success in the common courses of the program they want to transfer, and the transfer is ensured based on the allocated quota.

(3) If there are enough qualified candidates, the same number of primary and substitute candidates are determined. The primary candidates who do not apply within the period defined on the calendar shall be replaced with the applications of substitute candidates. The adjustment programs of the students who are entitled to transfer are made in a way to ensure that these students start the new academic semester on the same date as the other students.

Transfer from other institutions of higher education

ARTICLE 13 – (1) Students who continue their education at the associate and undergraduate level in higher education institutions affiliated with the Ministry of National Defense and the Ministry of Internal Affairs can transfer to other higher education institutions within the framework of the provisions regulated by their special legislation and in accordance with the relevant provisions of this Directive.

(2) Students who were dismissed due to the acts listed in subparagraph (d) of the first paragraph of Article 54 of the Higher Education Law published in the Official Gazette dated 4/11/1981 and numbered 2547, or due to failure or misconduct, cannot apply for transfer to other higher education institutions. Students who were dismissed from higher education institutions within the scope of the first paragraph for reasons not covered by the second paragraph may apply for transfer to other higher education institutions within two years from the date of dismissal. These applications are evaluated under the provisions on inter-institutional transfer.

(3) Students who were dismissed from higher education institutions within the scope of the first paragraph for reasons not covered by the second paragraph may apply for transfer to other higher education institutions within two years from the date of dismissal. These applications are evaluated under the provisions on inter-institutional transfer.

Transfer from higher education institutions abroad

ARTICLE 14 – (1) The quotas for transfer from foreign institutions of higher education shall be determined by the boards of Faculty or Vocational Schools separately for each program before the date announced on the academic calendar, in such a way that the quotas shall not exceed half of the inter-institutional transfer quotas and submitted to the Rector’s Office. The quotas determined by the Senate shall be reported to the Council of Higher Education together with the inter-institutional transfer quotas until the end of business day on the thirtieth day of June at the latest.

(2) For transfers from foreign institutions of higher education to the University, the students must meet the inter-institutional success conditions defined in the second subclause of the 11th article.

(3) In transfers from foreign institutions of higher education, students who have the base point of the related grade of the University’s diploma program can apply for a transfer without the condition of having succeeded in all courses. The transfer application of students who have applied by this means shall be considered outside the scope of the foreign transfer quota and in accordance with the provisions of inter-institutional transfer in this Directive.

(4) For applications from universities abroad, it is required that the higher education institution where the student studied abroad and the program in which the education is carried out are recognized by the Higher Education Council as an institution authorized to award associate degrees or undergraduate diplomas, and that the diploma program in which the student is enrolled is accepted by the University as equivalent to the associate degree or undergraduate diploma program for which the student applies for transfer.

(5) For the minimum scores in Student Selection and Placement Examinations held by the Student Selection and Placement Centre that will be used for evaluation of transfer applications of the students who began their higher education abroad to higher education programs in Turkey, and the examinations and scores considered equivalent to those, the foreign transfer quotas defined by the universities, the criteria announced by the Council of Higher Education shall be used. To apply for a transfer, the candidates must at least have the announced minimum scores or higher.

(6) In transfers from foreign institutions of higher education, the number of students that can be transferred from each grade of a program of the same foreign institution of higher education shall not exceed 15 percent of the foreign quota of the related class of that program. In the calculation of 15 percent, numbers below 1 shall be rounded up to 1. If the number after the period is lower than 5, it should be rounded down to the previous whole number, and if it is 5 or higher, it should be rounded up to the next whole number.

(7) The Council of Higher Education may determine additional conditions other than the provisions of this Directive regarding the transfer from higher education institutions established abroad, including the Turkish Republic of Northern Cyprus, to the programs of higher education institutions in Turkey that require a ranking requirement. To be able to transfer from a higher education institution abroad to a program in our country, the following are required:

(a) In the year the student starts his or her higher education, the university in which the student is enrolled must be ranked in the top four hundred percentile in at least three of the ranking institutions (Times Higher Education (THE), QSWorld University Rankings, Academic Ranking of World Universities (ARWU), CWTS Leiden Ranking) taken as basis by the Council of Higher Education and meet the semester or class and achievement requirements of this Directive.

(b) If the student is enrolled in a university that is not in the top quartile, the student must meet the following requirements:

1) Those who completed their secondary education in Turkey must have taken the central placement exam and be in the required ranking in the relevant score type of the program as of the year of enrollment.

2) Those who have completed at least the last two years of their secondary education abroad must have successfully passed at least four semesters of the diploma program they are enrolled in, excluding the preparatory class.

Foreign national students

ARTICLE 15 – (1) The quota of foreign national students coming from foreign countries determined by the Council of Higher Education shall not be subject to the limitation stated in the first subclause of the 14th article of this Directive.

SECTION FIVE

Double Major, Minor, and Inter-institutional Credit Transfer

Double major program

ARTICLE 16 – (1) A double major program between the associate diploma programs carried out at the University and other associate programs, between undergraduate programs and other undergraduate programs, or between the related departments of associate programs can be offered with the approval of the Senate, upon the recommendation of Faculty or Vocational School boards.

(2) Students can be accepted into the second major diploma program upon the approval of the Faculty or Vocational School's executive board and the recommendation of the related department that conducts the program.

(3) It is not allowed to register in multiple major diploma programs at the same time. However, it is possible to register both in a second major diploma program and a minor program.

(4) Students in the second major diploma program can transfer to the second major diploma program when they meet the conditions in compliance with the provisions of intra-institutional transfer in the major diploma program.

(5) In admission of students for the double major diploma program that accepts students by special talent examination, the student shall succeed in the special talent examination as well.

(6) The courses required to be taken in a double major program and their credits shall be determined by the approval of the Senate upon the recommendations of related departments and faculty boards regarding Higher Education Area Proficiencies determined by the Council of Higher Education.

(7) The following principles shall be followed in determining the courses to be taken in the Double Major Program (ÇAP):

a) The ÇAP curriculum shall be proposed by the department under which the second major program is executed after consulting with the head of the department or program of the primary major and shall be submitted by the faculty board to the Senate for approval.

b) The total credits of the ÇAP curriculum shall be designed with 240 ECTS for undergraduate degree programs and 120 ECTS for associate degree programs.

c) Some of the courses in the primary major can also be counted as courses in the ÇAP curriculum. These courses shall be determined while preparing the ÇAP curriculum.

d) The total credit of the courses in the ÇAP curriculum that are not present in the primary major program cannot be less than 60 ECTS for undergraduate programs and less than 30 ECTS for associate programs.

Application period

ARTICLE 17 – (1) Students can apply for the second undergraduate major diploma program by the beginning of the third semester at the earliest and by the beginning of the fifth semester at the latest, and for the second associate degree program by the beginning of the second semester at the earliest and by the beginning of the third semester at the latest.

(2) Students who have a minimum grade point average of 2.72 in their primary major program and who are ranked within the top 20% in terms of success at the time of application can apply for the second major diploma program.

(3) To apply for the double major program, a student must have successfully completed all the courses that he or she had taken in the primary major program by the semester of application.

(4) For the student to graduate from the double major program, the GPA in the major program must be at least 2.72 out of 4. During the entire double major program, the student's GPA in the major program may drop to 2.5 for one time only. A student whose GPA in the major program decreases below 2.72 for the second time will be dismissed from the second major diploma program.

(5) The graduate diploma for the second undergraduate major program shall be granted to the student only if the student has graduated from his or her primary major program.

(6) The equivalent courses that a student of a double major program has received in his or her primary major program shall be indicated on the student's transcript.

(7) For students who are entitled to graduate from the major diploma program but cannot complete the second major diploma program, the period of study is the maximum period specified in paragraph (c) of Article 44 of Law No. 2547, starting from the academic year in which they enrolled in the second major diploma program.

(8) Students who do not take courses from the double major program for two consecutive semesters shall be dismissed from the second major diploma program.

(9) The courses that students dismissed from the double major program had taken from the second major program can be counted as compulsory or elective courses in their primary major program with the

approval of the administrative board of the related academic unit. The courses of the second major program, which the student completed successfully, shall be indicated on the transcript and on the diploma annex, but shall not be included in the calculation of the grade point average.

(10) Students enrolled in diploma programs determined by the Council of Higher Education may double major in programs determined by the Council of Higher Education upon request. The restrictions in the first, second, third, and fourth paragraphs do not apply to double-major education and training among these programs.

Minor program

ARTICLE 18 – (1) The University can organize minor programs by determining the principles and application conditions with the proposal of the related executive board and the approval of the Senate.

(2) Minor programs shall consist of a minimum of 30 ECTS credits.

(3) For graduates of minor programs, only an achievement certificate (minor certificate) shall be issued. This certificate is not considered as a diploma.

(4) Quotas for minor programs shall be defined by the administrative board that has decided to open the related program.

(5) Applications shall be evaluated by the related administrative board that conducts the programs.

Application period

ARTICLE 19 – (1) Students can apply for the minor program at the earliest by the beginning of the third semester and the latest by the beginning of the sixth semester of the major undergraduate program.

(2) The students who have successfully completed all the credit courses they have had in their undergraduate program until the semester of application can apply for the minor program.

(3) Students are required to have achieved a minimum grade point average of 2.5 in their major program at the time of application.

(4) Students enrolled in diploma programs determined by the Council of Higher Education can pursue a minor education in programs to be determined by the Council of Higher Education upon their request. The restrictions in the first, second, and third paragraphs do not apply to minor education and training among these programs.

Credits

ARTICLE 20 – (1) The students who are accepted for the minor program are obliged to take and succeed in all the courses within the scope of the minor program as defined by the resolution of the Senate.

(2) For a student to continue in the minor program, his or her grade point average in the major program must be at least 2.29. Students who fail to meet this requirement will be dismissed from the minor program. The courses that the student has passed and that are not counted in the major program are included in the transcript and diploma supplement without being included in the GPA.

(3) The students who have been entitled to graduate from the major program but cannot complete the minor program shall be granted a maximum additional time of two semesters by resolution of the related executive boards.

Graduation

ARTICLE 21 – (1) A student's success status in the minor program shall not affect his or her graduation from the primary major program.

(2) A minor program student may voluntarily leave the program in any semester of the education process. A student who withdraws from the minor program cannot enroll in the same minor program again.

(3) If a student fails to take courses from the minor program for two consecutive semesters, his or her record in that program shall be deleted.

(4) The courses that a student dismissed from a minor program has taken during the minor program can be counted as compulsory or elective courses in his or her primary major program with the approval of the related academic unit's executive board.

Taking courses within the scope of exchange programs or as a special student

ARTICLE 22 – (1) The credits of courses or applications that a student registered in a national or foreign higher education institution has taken from another institution of higher education within the scope of a national or international student exchange program or as a special student can be counted for the student's liabilities in his or her registered diploma program at the University by resolution of the related executive board.

(2) The time the student spends as a special student and in the exchange program is included in the period of study.

(3) Special students and exchange students shall pay tuition fees to the University. However, 80% of the tuition fee paid by the students is transferred by the University to the higher education institution where the student is studying as a special student.

(4) The students who attend summer schools as special students shall pay the summer school fee to the institution of higher education from which the students take the courses.

(5) Students studying in programs whose medium of instruction is Turkish must certify that their foreign language level is sufficient to take courses from programs whose medium of instruction is a foreign language. The adequacy of the documents is approved by the University's School of Foreign Languages.

Concurrent enrollment in higher education institutions

ARTICLE 23 – (1) Students cannot be enrolled in more than one program at the same level in formal higher education institutions.

(2) Students enrolled in any formal vocational school program in higher education institutions or graduates of these programs can enroll in open education associate degree programs that are carried out through the open education system and have no quota limitations, provided that they are different from the associate degree program they are studying or graduated from.

(3) Students enrolled in any formal undergraduate program of higher education institutions or graduates of these programs can enroll in open education undergraduate or associate degree programs,

provided that they are different from the undergraduate program they are studying or graduated from, which is carried out through the open education system and has no quota limitation.

(4) In degree completion, students, or graduates of a formal vocational school of higher education who are registered in an open education associate program shall prefer one of the associate programs between the programs provided by their formal vocational school of higher education and by the open education system.

(5) The military recruitment procedures of male students who will register for an open education program together with their formal education, shall be processed according to their educational status in the formal education. These students' registration in an open education program shall not provide them with any additional right in terms of military service. The students who have their records in formal education deleted after having registered in an open education program can benefit from all student services including the military service procedures, provided that they can document their status.

(6) A student may not take a course offered at the University as an equivalent course from another institution during the period in which it is offered.

Special cases

ARTICLE 24 – (1) In the case of permanent reassignment of those who are appointed to public services in public institutions and organizations, they and their dependent children and spouses can be transferred to each class or semester of the equivalent diploma program, except for the last class or the last two semesters, within one month at the latest from the beginning of the academic year, provided that their central placement scores at the entrance to the diploma program they are enrolled in are higher than the base score of the University's diploma program as of the year in which they are enrolled, regardless of quota conditions.

(2) In transfers from a foreign institution of higher education, if the student has repatriated to Turkey because the student's mother or father has completed his or her duty in the foreign state as a government official or returned permanently after being employed as a workers, it shall be sufficient for the transfer that the student has completed at least one year in the foreign institution except for the language preparatory class and has successfully passed his or her courses. The related executive boards of the program in which the student has applied for transfer shall evaluate the student's application through this means, outside of the scope of the foreign transfer quota.

(3) The applications of the children of foreign diplomats serving in Turkey to the University shall be evaluated by the Board of Directors of the University without any quota requirement. If the application is accepted, the necessary adjustment program is prepared for each student.

SECTION SIX

Miscellaneous and Final Terms

Transfer based on central placement scores

ARTICLE 25 – (1) If the student's central placement score in the year of enrollment is equal to or higher than the base score of the diploma program he or she wants to transfer to, the student can apply for transfer, including the preparatory class. The application calendar for transfer to the program, the principles regarding the student quota, and the procedures and principles regarding the transfer are determined by the

Higher Education Executive Board. In accordance with the procedures and principles determined, the applications of the students are evaluated by the relevant boards of the University, and their transfer is accepted. In cases where the number of applicants exceeds the quota, the transfer of as many applicants as the quota is accepted, starting with the candidate with the highest OSYS score.

(2) Within the scope of this article, the maximum study period of students who transfer to a program different from the program they are studying shall be calculated by subtracting the class they are admitted to from the maximum duration of the program.

Provisions about various programs

ARTICLE 26 – (1) To ensure that the students who have participated in exchange programs and completed the courses that they have taken at the receiving institution of higher education do not suffer from a loss of semester, a protocol on adaptation of courses shall be signed between the University and the related institution of higher education before the exchange.

(2) Students who continue their studies in the international joint diploma program at the University, who are dismissed from the higher education institution abroad due to academic failure can transfer to an equivalent diploma program in their own higher education institution or in another higher education institution based on the success grade in the higher education they received in the country, within the framework of the transition conditions in this Directive.

(3) Transfers from international common diploma programs to other international common programs in the same field conducted at the same university or at another university, from international common diploma programs to other national diploma programs, or from a national diploma program to an international common diploma program shall be performed in accordance with the provisions of this Directive.

(4) If students who are of special student status or who participate in the exchange program apply for an inter-institutional transfer to the University, only the courses accepted in the diploma program they are enrolled in can be transferred.

Transfer under special circumstances

ARTICLE 27 – (1) Students studying in countries where education is determined to be inoperable due to violence and humanitarian crises by the Council of Higher Education may apply for transfer to the University. The procedures and principles regarding this issue shall be determined by the Higher Education Council.

Transitional provision

PROVISIONAL ARTICLE 1-(1) Paragraph (a) of the seventh paragraph of Article 14 shall not apply to students who enrolled in higher education institutions abroad before July 16, 2023.

Effective Date

ARTICLE 28 – (1) This Directive shall be effective on the date of publication of the "Regulation on the Repeal of the Regulation on Transfer, Double Major, Minor, and Credit Transfer" in the Official Gazette.

Execution

ARTICLE 29 – (1) Provisions of this Directive shall be executed by the Rector of Işık University.

senate: 22.11.2023, no: 20; effective by: 08.01.2024

