

EXEMPTION AND ADAPTATION PROCEDURES DIRECTIVE

**IŞIK UNIVERSITY  
EXEMPTION AND ADAPTATION PROCEDURES DIRECTIVE**

**SECTION ONE**

**Purpose, Scope, Basis, Definitions**

**Purpose**

**ARTICLE 1** – (1) The purpose of the present Directive is to define the procedures and principles to comply with in exemption and semestral/yearly adaptation of the courses that students who are entitled to register at Işık University have passed successfully before in any other institution of higher education.

**Scope**

**ARTICLE 2** – The present Directive consists of the procedures of exemption of previously passed courses, adaptation and courses that shall be subject to exemption examination, for;

- (1) Students who want to continue their education at Işık University through lateral/vertical transfer or through acts of indemnity,
- (2) Students who were dismissed or graduated from another institution of higher education and are entitled to reregister at Işık University,
- (3) Students who have been registered in Işık University’s programmes, have taken courses from another institution of higher education as a special student, have received education in a national or foreign institution via student exchange programmes or have been entitled to reregister through the Higher Education Institutions Examination,
- (4) International students.

**Basis**

**ARTICLE 3** – (1) The present Directive has been prepared on the basis of Işık University’s Directive on Lateral Transfer, Double Major, Minor and Credit Transfer; and Işık University’s Associate and Undergraduate Education and Examination Directive; and the provisions of other related regulations.

**Definitions**

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

- (a) Academic Unit: The faculties and vocational schools of higher education in the University,
- (b) ECTS: The European Credit Transfer and Accumulation System,
- (c) Exchange programme: The programme 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 acceptance of the equivalence of courses taken in one institution by the other institution of higher education,
- (d) Grade point average (GPA): The average weighted according to the credits of all courses except the preparatory class, that a student has taken until the semester that he/she wants to make the transfer,
- (e) University: Işık University,
- (f) Preparatory class: English language preparatory class,
- (g) Related administrative board: The faculty’s administrative board in the faculties, and the vocational school of higher education’s administrative board in vocational schools of higher education available in the University,
- (h) Academic transcript: The document that collectively consists of the titles, credits and success grades of the courses taken throughout the period of education,

- (i) Special student: A student registered in a different institution of higher education, who wants to experience a different higher education environment, culture, achievement; or who is allowed to continue his/her education in a different institution of higher education due to his/her medical condition or a similar situation while he/she remains registered in the original university,
- (j) Rector: The Rector of Işık University,
- (k) Senate: The Senate of Işık University,
- (l) YÖK: The Council of Higher Education.

## **SECTION TWO**

### **General Principles and Operation**

#### **Application**

**ARTICLE 5** – (1) The application for exemption shall be made until the first late registration period following the student’s date of registration at the University. The application shall be made to the related academic unit and decided by the related academic unit’s administrative board.

(2) The exemption procedures of students who register at the University for the first time, students accepted via lateral or vertical transfer, students accepted through exchange programmes, students who have taken courses at another university in summer school and special students shall be completed by the related unit without any further requirement for them to apply for course exemption.

#### **Exemption Procedures**

**ARTICLE 6** – (1) The exemption and adaptation procedures shall not apply for courses taken at foreign universities not recognized to be equivalent by the YÖK.

**ARTICLE 7** – (1) In processing of the exemption procedures for newly registered students, the GPA of exempted courses shall be 2.00 or higher after the adaptation. In the event that the GPA remains under 2.00 as a result of adaptation, the courses with DD and DC grades shall be removed from the exemption list so as to adjust the average to 2.00 higher.

(2) The adaptation procedure shall apply for all the courses, including those with failed grade, taken as a special student status or within the scope of an exchange program.

**ARTICLE 8** – (1) The decision on whether a course, which is demanded to be exempted, will be accepted or not, shall be made considering the content and credit of the course, as well as the time passed since the date the course was taken. It is essential that the content of the course shall match at a minimum rate of 80% (eighty percent). If the time passed since the date the course was taken is longer than seven years, the related administrative board shall evaluate the application for exemption, and may demand an exemption examination, if considered necessary.

**ARTICLE 9** – (1) For undergraduate programmes, a maximum exemption of 180 ECTS and for associate programmes, a maximum exemption of 90 ECTS shall be granted.

**ARTICLE 10** – (1) In evaluation of exemption for courses taken for more than once, the final grade achieved shall be considered.

**ARTICLE 11** – (1) As the content of the “Ataturk’s Principles and History of Turkish Revolution” and the “Turkish Language” courses are the same at all universities and as they may be counted as credit or non-credit courses in various institutions, the exemption procedure shall be realized and the ECTS credit shall be granted without regard to credit compliance.

**ARTICLE 12** – (1) Except for the compulsory courses stated in the subclause i of the Law No: 2547; the exemption and adaptation procedures for courses taken at Open Education Faculties shall not apply for

undergraduate programmes. For associate programmes, such courses shall be evaluated by the resolution of the related administrative board.

**ARTICLE 13** – (1) In the event that multiple courses are considered equivalent to one single course in exemption applications, the adaptation shall be made by taking the weighted grade point average of the courses according to their credits. If one single course is considered equivalent to multiple courses, the success grade of the relevant course shall be counted valid for all equivalent courses.

**ARTICLE 14** – (1) For exempted courses, the letter grade exemption shall apply, and the courses' success grades shall be considered in calculation of the GPA.

**ARTICLE 15** – (1) For letter grade calculation of a course appearing in the transcript issued by a student's previous academic institution, the Grade Conversion Directive shall apply.

#### **Adaptation for students of exchange programmes and special students**

**ARTICLE 16** – (1) An undergraduate, associate diploma programme student's taking courses provided at undergraduate or associate levels in another institution as a special or exchange student depends on the resolution of the related administrative board upon the student's application. The procedures on this matter shall be carried out in accordance with the provisions of the Directive on Procedures of Transfer, Double Major, Minor and Interinstitutional Credit Transfer Between Associate and Undergraduate Level Programmes, and with the principles defined by the Senate.

(2) The matter on which of the courses that a student had taken as a special student will be counted for which liabilities in the registered diploma programme, their credit and grade adaptations and the matter on which courses in the diploma programme will the student be exempt from, shall be evaluated and decided by the related administrative board. The language of education of a course passed by the student must match the language of education of the course that the student will be exempt from in the current diploma programme.

#### **Foreign language exemption**

**ARTICLE 17** – (1) The principles and procedures of preparatory class exemption shall be carried out within the frame of the Preparatory Class Education and Examination Directive.

(2) Students who score 70 (seventy) points or higher in the preparatory class exemption examination shall be exempt from the preparatory class.

(3) Students who score 80 (eighty) points or higher in the preparatory class exemption examination shall be exempt from the ENG101 Academic English Skills course.

(4) In order for students registered in the University's programmes conducted in Turkish to be exempt from compulsory English courses, they must pass the examinations held by the University's School of Foreign Languages.

(5) Students who have successfully passed or have been exempt from the preparatory class shall be exempt from the compulsory English courses if they make a lateral transfer to programmes conducted in Turkish.

#### **Adaptation semester/year**

**ARTICLE 18** – (1) A student shall be adapted to the semester that the ECTS credits of all exempted and adapted classes are considered equivalent.

(2) In calculation of normal and maximum periods of education, the adapted semester shall be considered.

**Objection to exemption and adaptation procedures**

**ARTICLE 19** – (1) Any objection to the results of exemption applications shall be made to the related academic unit within 5 (five) days following the date of declaration of application results.

**SECTION THREE**  
**Miscellaneous and final terms**

**Effective Date**

**ARTICLE 20** – (1) The present Directive shall be effective as of the date of its approval by the Senate.

**Execution**

**ARTICLE 21** – (1) The provisions of the present Directive shall be executed by the Rector.