

# **BEYKOZ UNIVERSITY DIRECTIVE FOR TRANSFER, VERTICAL TRANSFER, CREDIT TRANSFER THROUGH INSTITUTIONS, COURSE EXEMPTION AND ADAPTATION**

*As approved by, decision date and number : Senate 02.10.2018/10*

*Additions and amendments : Senate, 05.09.2019/9  
26.12.2019/14*

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26.12.2019/14*

## **SECTION ONE**

### **Purpose, Scope, Basis and Definitions**

#### **Purpose**

**ARTICLE 1** – (1) This directive regulates all kinds of transfers between associate and undergraduate program degree transfers; transfers of associate and undergraduate students to diploma programs offered by Beykoz University’s faculties, schools and vocational; vertical transfers of the associate degree holders from higher education institutions to Beykoz University undergraduate programs and credit transfers between the institutions.

#### **Scope**

**ARTICLE 2** – (1) This directive covers all kinds of transfers between associate and undergraduate program degree transfers; transfers of associate and undergraduate students to diploma programs offered by Beykoz University’s faculties, schools and vocational; vertical transfers of the associate degree holders from higher education institutions to Beykoz University undergraduate programs and credit transfers between the institutions.

#### **Basis**

**ARTICLE 3** – (1) This directive is based on the Higher Education Law No.2547 in addition to the “Beykoz University Undergraduate and Associate Degree Education Regulation.”

#### **Definitions**

**ARTICLE 4** – (1) The definitions of the terms in the directive are below:

a) Exchange program: A program allowing students from Beykoz University and students from domestic or foreign universities with protocols signed with Beykoz to study in these institutions for a brief period of time and also allowing the courses from one university to another to be regarded as equivalent of each other.

b) Vertical transfer: Granting the right to a student who has an associate degree in Turkey or abroad from a higher education school to attend an undergraduate diploma program in Beykoz University within the scope of the principles explained in this Directive,

c) Diploma program: A program offering undergraduate or associate degree diplomas to the students of the faculties, schools or vocational schools,

c) Level: Each of the undergraduate or associate degree diploma programs,

d) Equivalent diploma program: Diploma programs with the same names or defined by the related boards to be at least 80% the same in content

e) Different score type: The score types are based on the student selection and placement system tests used to place students in the related higher education programs as of the year 2018 SAY Score Type (TYT and AYT), SÖZ Score Type (TYT and AYT), EA Score Type (TYT and AYT), Language Score Type (TYT and YDT); as of year 2010 SAY Score Type (YGS -1 and YGS -2), SÖZ Score Type (YGS -3 and YGS -4), EA Score Type (YGS -5 and YGS -6), Mathematics –Science (MF) Score Type, Turkish – Mathematics (TM) Score Type, Turkish – Social (TS) Score Type, Foreign Language (LANG) Score Type; and for 2009 and earlier EA-1, SAY-1, SÖZ-1, EA-2, SAY-2, SÖZ-2 and LANG ; and among those score types SAY-1 equals SAY Score Type, SÖZ-1 equals SÖZ Score Type, EA-1 equals EA Score Type, SAY-2 equals Mathematics – Science Score Type, EA-2 equals Turkish – Mathematics Score Type, SÖZ-2 equals Turkish- Social score type while LANG equals Foreign Language Score Type,<sup>1</sup>

f) GNO (Grade Point Average): The cumulative grade point average including all the semesters except for the preparatory classes up until the semester the student has requested a transfer,

g) Related Board: Faculty, School and Vocational School boards in Beykoz University

ğ) Adaptation program: A program composed of additional courses and practices to enable the diploma program to comply with the new diploma program curriculum once a transfer has been made between the diploma programs,

h) Quota: The student numbers defined before and announced,

ı) Intra-transfer: A student from Beykoz University transferring to a diploma program of the same level within the same university

i) Inter- transfer: A student from a different higher education school transferring to the same diploma level program offered by Beykoz University,

j) Transcript: A document showing the list of courses, credits and the grades taken during the school years

k) Student Affairs Directorate: Beykoz University Student Affairs Directorate,

l) Special student: A student from a domestic or foreign higher education school allowed for various reasons to attend Beykoz University with the proviso that he is to remain registered to his own school

m) Score type: The types of scores used by the student selection and placement system for placing students in the higher education schools

n) Senate: Beykoz University Senate,

o) Base Score: The minimum score achieved by a student that got placed in a diploma program of a higher education institution through a centralized exam held by ÖSYM,

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<sup>1</sup> Amended article: Senate,26.12.2019 / 14

ö) International joint diploma program: Joint international education program offered by Beykoz University and foreign higher education schools and other organizations in collaboration with each other for associate and undergraduate degrees

p) University: Beykoz University,

r) School of Foreign Languages (SFL): Beykoz University SFL,

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p) Transfer: Granting the right to a student registered to a higher school in Turkey or abroad to attend a diploma program of the same level in Beykoz University within the scope of the principles explained in this Directive,

## SECTION TWO

### General Principles

#### Quota

**ARTICLE 5** – (1) Only previously announced number of students can transfer in line with the conditions stated within the institution or between the institutions

#### Transfers

**ARTICLE 6** – (1) No transfers are to be allowed to the preparatory classes of the associate and undergraduate diploma programs or to the first semesters and the final semesters of the associate degree programs or to the first two semesters and the final two semesters of the undergraduate degree programs.

(2) Evening education students can transfer only to other evening education diploma programs. But those students that have scored in the top 10% of their class can transfer to the daytime education diploma programs next year within the scope of the quotas allowed.

(3) Students can transfer from open or distance education to other open or distance education diploma programs. However, for an open or distance education student to transfer to formal education programs his GNO needs to be at least 80 out of 100 or 3.15 out of 4 or the central placement score in his registration year needs to be the same or higher than the base score of the diploma program he wishes to transfer to in that year.<sup>2</sup>

(4) Students can transfer from daytime or evening education diploma programs to diploma programs offering open or distance education.

(5) A student wishing to transfer to programs with success ranking condition programs needs to comply with the conditions set in this directive as well as the success ranking condition set by the Higher Board of Education (YÖK).<sup>3</sup>

#### Application and evaluation

**ARTICLE 7** – (1) Transfer applications between the diploma programs can be made only within the dates announced and the documents required are submitted in the format required accordingly on time.

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<sup>2</sup> Amended article: Senate,26.12.2019 / 14

<sup>3</sup> Amended article: Senate,26.12.2019 / 14

(2) The criteria and the minimum requirements to evaluate transfer applications are defined by the University Senate in the light of the related boards' recommendations.

(3) In that respect various criteria and minimum conditions for transfers can be introduced including GNO, grade average for the courses transferred, minimum grade requirements for the transferred courses, minimum credit amount transferred per semester registered in line with the decisions of the related boards and approval of the senate.

(4) Related boards evaluate the transfer applications within the framework of the principles set by the senate. The applications are evaluated according to the criteria set by the senate in line with the students' GNOs, central placement score between programs with different score types and the quota set.

(5) Transfer placements to the diploma programs are made upon the related board's decision.

(6) Suspending one's study does not prevent students from transferring,

(7) Conversion tables set by Higher Education Executive Board are used to convert the scores based on the four or 100 system in transfers.

(8) Students can apply to more than one department for transfer but can be registered to only one of them.

(9) Summer school semesters cannot be transferred to.

(10) When students transfer to Beykoz University English medium programs, Article No.6 of the English Proficiency Program is implemented to exempt them from the English Proficiency Program. Students transferring through their Central Placement score have to comply with the 4 a and b sub-articles of the same article.

### **Announcement of the results and adaptation program**

**ARTICLE 8** – (1) University webpage announces the evaluation results for the transfers to all the diploma programs.

(2) If the number of candidates found to be successful are sufficient in number, then a waiting list is drawn. Those on the waiting list are called if the actual winning candidates fail to show up within the time limit set.

(3) Related boards take into consideration the courses taken by the students so far and the courses offered by the new program and decides according to the principles set by the senate to decide which semester or class the student will be placed in. If there are additional courses the student needs to take or the courses he can be exempt from, they are shown on the adaptation program set.

(4) The total of the AKTS credits transferred are divided by 30 and the fractional part is left out to decide the number of semesters completed. The semesters transferred are included in the regular and maximum periods allowed.

(5) The related department recommends and board decides the equivalent of the courses transferred. In the English medium only diploma programs, the courses taken in Turkish can be transferred too. A course can be transferred to be equal to more than a single course while more than a single course could be decided to be the equivalent of a single course. If the course to be transferred will be equal to more than a single course in the new program, the letter final grade is given to all the lessons in the same way. If more than one course is to be transferred to be equal to a single course, the letter final grade is to be at least D or DD. In the final grade

transfers of the courses, Beykoz University Regulation for Associate and Undergraduate Degree final grade table is used. The minimum values of the letter grades are taken as basis in the evaluation and the average reached is transformed into a letter grade and is shown on the transcript.

(6) A course taken by a student can be matched with a general education or elective course in an area the university encourages the students to develop.

(7) While adapting the courses the AKTS credits and the local credits are taken into consideration together. If the AKTS credit of a course the student has applied to transfer is fewer than the AKTS credits of the course in Beykoz University, then the local credit value is taken as basis.

(8) If the course to be transferred was graded as Pass-Fail etc., the transfer is transferred as such and is not included in the GNO.

(9) The courses taken within the scope of educational mobility programs (ERASMUS etc.) are transferred with the same name as the courses replaced and the same name and code and credit.

(10) Transfers of students that have applied and have been accepted in the related year / semester and have registered but have then decided not to continue with their transfer before the beginning of the semester are cancelled. These students are not accepted as transfer students and go back to their original higher education schools. These students are entitled to transfer to another school if they win the right to transfer to another higher education school in the year / semester they have cancelled their transfer registration. These students are fed into the higher education student database (YÖKSİS) in line with the conditions of this article.<sup>4</sup>

### **Financial aspects**

**ARTICLE 9** – (1) The students that have transferred are subject to the tuition fee of the program they have transferred to for that semester.

(2) Students with partial or full scholarships accept to waiver their scholarships once they have transferred.<sup>5</sup>

## **SECTION THREE**

### **Transfer within the University Programs (Intra-Transfer)**

#### **Transfer quotas and base score condition within the university**

**ARTICLE 10** – (1) Students can transfer from a faculty, school or vocational school to another faculty, school or vocational school within the university offering an equivalent level of diploma in line with the quotas set by the related board.<sup>6</sup>

(2) Related boards decide the quotas for the semesters and the diploma programs eligible for intra-transfers starting from the second semester including the fifth semester for each undergraduate degree program while it starts with the second and includes the thirds semester for the associate degree diploma programs. The quota set cannot exceed 15% of the annual quota set for the students for that program by the ÖSYM Guidebook.

(3) The intra-transfer quotas, base scores for the related diploma program for the last four years, the lowest base score of the other domestic universities for that program and additional intra-transfer conditions set by the senate are announced at least 15 days before the deadline for the applications on the university's website. The students placed through ÖSYM exams take the ÖSYM exam results as the basis and no other national or international diploma grade or exam results are not taken into consideration.<sup>7</sup>

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<sup>4</sup> Amended article: Senate,26.12.2019 / 14

<sup>5</sup> Amended article: Senate,26.12.2019 / 14

<sup>6</sup> Amended article: Senate,26.12.2019 / 14

<sup>7</sup>

Amended article: Senate,26.12.2019 / 14

(4) Quotas might be set separately for the intra-transfers for the same faculties, schools or vocational schools and other faculties, schools and vocational schools within the same university.

(5) For an intra-transfer to take place, a student needs to have at least 60 (out of 100) or 2.29 (out of 4) GNO for the semesters he has completed in his department.<sup>7</sup>

(5) For an intra-transfer application to be accepted among the diploma programs accepting students on the same level, the student's central placement score in the year he was placed in his original department needs to be not lower than the lowest base score of the diploma program offered by the equivalent domestic universities.<sup>8</sup>

(6) Diploma programs accepting students with a special talent examination also require a special talent examination success for intra-transfers.

## **SECTION FOUR**

### **Transfer between Universities (Inter-Transfer)**

#### **Inter-transfer**

**ARTICLE 11** – (1) Inter-transfers are available for the equivalent diploma programs of the same level and in line with the quotas set by YÖK.

(2) For an inter-transfer to take place, a student needs to have at least 60 (out of 100) or 2.29 (out of 4) GNO for the semesters he has completed in his department.<sup>10</sup>

(3) The students failing to meet the success condition in the second article but won a score in the central placement test equal or higher than the base score set for the diploma program they wish to transfer to can apply for a transfer.

(4) The quotas set and the application, evaluation schedule are announced on the YÖK's website while the quotas and schedule are announced on the university's website.

(5) For the associate degree diploma programs, transfer quotas, application and evaluation schedule are announced in January for the second semester and in July for the third semester.

(6) For the undergraduate degree diploma programs, transfer quotas, application and evaluation schedule are announced in July for the second and third grades. This is second, third and fourth grades for five-year departments and second, third, fourth and fifth classes for the six-year departments.

(7) Annually for the second, third, fourth and fifth grades, YÖK decides 2 intra-transfer quotas for the diploma programs with 50 or fewer ÖSYM placement quota while this is three for the diploma programs with 51-100 ÖSYM placement quota and four for diploma programs with 101 or higher ÖSYM placement quota. However, the related boards of the schools or vocational schools can introduce additional quotas, which cannot be higher than the difference of the student quota in the year for the diploma program the transfer will take place or number of students that have left the program or the number of students that have transferred

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<sup>7</sup> Amended article: Senate,26.12.2019 / 14

<sup>8</sup> Amended article: Senate,26.12.2019 / 14

<sup>10</sup>

Amended article: Senate,26.12.2019 / 14

in that semester. Additional quotas are reported to the YÖK until 30 June annually. Additional transfer quotas for the second semester of the associate degree programs are set by the related board and reported to YÖK until 31 December annually.

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(8) The students that wish to apply to the English-only or partially English medium degree programs need to pass the English proficiency test offered by the university or score a certain level of success determined by the university in a foreign language proficiency exam accredited by YÖK or pass an internationally acknowledged foreign language proficiency test in line with the criteria set by the university and this score needs to be documented during the application.<sup>11</sup>

(9) The students that wish to transfer to open or distance education programs without quota restrictions can apply until the final work day of the first week in September.

(10) Transfer students' former successful courses in their previous diploma program are adapted to the new program and their grades are put into the transcript and included in the GNO.

### **Evaluation**

**ARTICLE 12** – (1) Intra-transfer evaluation results are announced on the university website according to the scores the results have been based on.

(2) The related boards evaluate the applications within the scope of the principles set by the senate. The applications are evaluated according to the criteria set by the senate and in the light of the GNO of the candidates and transfers are allowed depending on the quota set.

(3) If the number of eligible candidates is sufficient in number, then a waiting list is drawn. Those on the waiting list are called if the actual candidates fail to show up within the time limit set. Adaptation programs of the winning transfer students is set so that the transfer students can start the new academic year on the same date as the other students.

### **Transfers from higher schools abroad**

**ARTICLE 13** – (1) The senate can set a quota for transfers from higher schools abroad. The quota and the conditions set by the senate are reported to the YÖL until 30 June at the latest. These quotas cannot exceed half of the intra-transfer quota for each program. YÖK website announces the quota and the conditions and the evaluation schedule besides Beykoz University's website.

(2) Students seeking to transfer from higher schools abroad to the university are required to meet the conditions et in the second sub article of the article no.11 of this directive.

(3) The students that have the base score for the diploma program they wish to transfer to for the related class they will be placed in can apply for transfer without requiring success conditions. The senate decides the conditions set for such applications and these applications evaluated within the scope of the foreign inter-transfer quota.

(4) For applications made from higher schools abroad, the students' school need to be acknowledged by YÖK as an institution with a right to issue associate or undergraduate degrees, and the diploma program the student is registered and the diploma issues needs to be accepted as equivalent by Beykoz University for the auspicate or the undergraduate degree.

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(5) YÖK announces the ÖSYM exams' base scores and the equivalent exams and scores accepted as equal by the ÖSYM on its website and Beykoz University's website along with the foreign intra-transfer quotas. These scores and exams are used to evaluate the transfer applications of the students from abroad. The candidates need to have at least the same as the scores announced to be eligible to apply.

(6) For transfers from higher schools abroad, the number of students transferring from the same program of that school cannot exceed 15% of the foreign quota of that class for that program. While calculating 15%, numbers lower than zero are rounded out to 1. If the part after the decimal point is lower than 5, it is rounded out to a lower number while if the decimal point is higher than 5, it is rounded out to the next higher whole number.<sup>9</sup>

(7) The students seeking to transfer from higher schools abroad including TRNC need to comply with the conditions in this directive if they wish to transfer to programs with success ranking conditions. In addition to that they need to comply with the success ranking condition set by the YÖK for that program in that year.<sup>13</sup>

### **Foreign National Students**

**ARTICLE 14** – (1) Foreign national students from countries announced by the YÖK and still have that foreign nationality are not subject to the quotas set in the first sub-article of this directive's article no.13.

## **SECTION FIVE Various Conditions for Transfers**

### **Special conditions**

**ARTICLE 15** – (1) Those people working for the state institutions and organizations and their children and spouses depending on them can be transferred without regard for any quotas provided that they are designated somewhere else to work and the student to be transferred has scored higher than the base score for the year they wish to be placed in for that new diploma program when they apply except for the final class or final two semesters. .

(2) If the parents of the student have come back to Turkey after serving for the state abroad upon the completion of their service or if they are workers settling back to Turkey, the student will be eligible to apply for transfer if he has at least completed a year in the higher education excluding the language classes and passed all the exams. The students applying this way are considered within the scope of the foreign transfer quota.

(3) Transfer applications of the foreign diplomats in Turkey are evaluated by the related board without the need for a quota. If the application is accepted, the necessary adaptation program is drawn up.

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<sup>9</sup> Amended article: Senate,26.12.2019 / 14

<sup>13</sup>

Amended article: Senate,26.12.2019 / 14

### **Transfer of students in the international joint diploma programs**

**ARTICLE 16** – (1) The students that have been dismissed by a foreign higher education school in a joint diploma program in Beykoz University can transfer to an equivalent diploma program within the scope of the conditions set by this directive based on their grades in Beykoz University.

(2) Transfers from an international joint diploma program to other international joint diploma programs at Beykoz University in the same field, from international joint diploma programs to other diploma programs at Beykoz University or from a domestic diploma program to an international joint diploma program at Beykoz University are subject to conditions in this directive.

### **Transfer of special students and those in the exchange programs**

**ARTICLE 17** – (1) Special students or students in exchange programs can only transfer the courses they are registered if they become intra-transfer students.

### **Transfer through central placement score**

**ARTICLE 18** – (1) If a student's placement score in the year that he registered is equal or higher than the base score of the diploma program he wishes to transfer to, the student can apply for a transfer including the preparatory classes. YÖK determines the application schedule, quotas for the students and principles and procedures for the transfers. The applications are evaluated by the board in that regard and are accepted if possible. When the number of applications is higher than the quota set, the transfer candidates with the higher ÖSYS scores are accepted until the quota is full.

(2) The maximum time of education allowed for these students accepted in that respect is calculated by deducting the class they were accepted in from the class they have been transferred to.

### **Transfer for special situations**

**ARTICLE 19** – (1) Students from countries where education is no longer possible to continue as acknowledged by YÖK can apply to Beykoz University for transfer. YÖK determines the principles and procedures for these transfers.

## **SECTION SIX Vertical Transfer**

### **Vertical transfer student enrolment and registration**

**ARTICLE 20** – (1) Vertical transfer quotas are set by the university and approved by the YÖK and announced by the ÖSYM.

(2) ÖSYM receives the applications.

(3) The candidates that have won the right to vertical transfer are determined by ÖSYM in a central exam and are placed to the programs accordingly.

(4) The students that wish to apply to the English-only medium undergraduate programs need to pass the English proficiency test offered by the university or start the foreign

language proficiency program and be successful at it. In the foreign language proficiency program, the students are subject to the education directives of that program.<sup>10</sup>

(5) Vertical transfer registrations are held on the dates set by the ÖSYM. The candidates apply to the university with the documents set by the ÖSYM for registration and their registration is completed by the Student Affairs Directorate.

(6) Vertical transfer students need to have paid the tuition fee to the university for the registration to be completed.

(7) Successful candidates are adapted to the third class of the undergraduate program they have won. The adaptation process determines the courses they might need to take from lower classes and the courses they will be exempt from in the higher classes as well as the prerequisite courses they might need to take. In the same way the internships and other projects they might be exempt from are determined in that respect. The students registered need to take the prerequisite courses and the courses they need to take from the lower classes first.

(8) The regular periods and the maximum periods of the vertical transfer students are set by deducting 4 semesters from the related program's regular period. Preparatory class semesters are excluded from that. The AKTS credits of the courses they need to take from the lower classes are divided by 30 and the decimal part is rounded up and this number is added to their normal and regular periods.

## **SECTION SEVEN**

### **Credit transfer between institutions**

#### **Exchange programs and taking courses as a special student**

**ARTICLE 21** – (1) The credits of a course or a project completed by a Beykoz University student within the scope of a national or international exchange program or as a special student from a higher school on the same level as Beykoz University can replace the corresponding obligations in his registered diploma program following the decision taken by the related board.

(2) The time spent by a student as a special student or in an exchange program is included in his education period.

#### **Effect**

**ARTICLE 22** – (1) This directive takes effect on the same day it is issued.

#### **Execution**

**ARTICLE 23** – (1) The articles of this directive is executed by the Rector of Beykoz University.

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<sup>10</sup> Amended article: Senate,26.12.2019 / 14