

REPUBLIC OF TÜRKİYE
BEYKOZ UNIVERSITY
DIRECTIVE ON TRANSFER AND HORIZONTAL TRANSFER BETWEEN
GRADUATE PROGRAMS

Approving Authority, Date and Number: Senate, 12.06.2024 / 9

Additions and Amendments: Senate, .../.../20.../...

Date of Addition and Amendment Review:

CHAPTER ONE

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this Directive is to regulate the principles and conditions regarding transfers between thesis/non-thesis master's programs and horizontal transfers within the Graduate School of Beykoz University, as well as the procedures on adaptation, period of study, and tuition fees.

Scope

ARTICLE 2 – (1) This Directive covers the provisions concerning transfers between thesis/non-thesis master's programs and horizontal transfers within the Graduate School of Beykoz University.

Basis

ARTICLE 3 – (1) This Directive has been prepared on the basis of Articles 14 and 44 of the Higher Education Law No. 2547 dated 4/11/1981, Article 32 of the Regulation on Graduate Education and Training published in the Official Gazette dated 20/04/2016 and numbered 29690, and the Beykoz University Graduate Education and Training Regulation published in the Official Gazette dated 24/10/2022 and numbered 31993.

Definitions

ARTICLE 4 – (1) In this Directive:

- a) ALES: Academic Personnel and Graduate Education Entrance Examination or other equivalent exams recognized by the Interuniversity Council,
- b) Institute Administrative Board: The administrative board of the relevant institute,
- c) GPA: Cumulative Grade Point Average,
- ç) Senate: The Senate of Beykoz University,
- d) University: Beykoz University,
- e) Institute: Graduate School of Beykoz University,
- f) Department/Division: The department or division with a program in the Institute and responsible to the Institute for the conduct of that program.

CHAPTER TWO

Transfer Between Thesis/Non-Thesis Master's Programs

Transfer from Non-Thesis to Thesis Master's Programs

ARTICLE 5 – (1) Successful students who have completed at least one semester in the University's non-thesis master's programs may transfer to a thesis master's program with the same name or an equivalent one.

(2) Transfers may be made provided that minimum admission requirements of the relevant thesis program are met.

(3) Transfer quotas from non-thesis to thesis master's programs are determined by the Senate upon the proposal of the Institute within the limits permitted by legislation.

(4) Applications for transfer are submitted within the dates announced by the Institute.

(5) Graduates of non-thesis master's programs cannot apply for transfer to a thesis program.

Transfer Conditions

ARTICLE 6 – (1) Students wishing to transfer from non-thesis to thesis programs must hold a score of at least 55 in the relevant field of ALES or an equivalent exam recognized by YÖK.

(2) They must have completed at least one semester at the University and have a GPA of at least 3.00/4.00.

(3) For thesis programs taught in a foreign language, students must pass the foreign language exam administered by the School of Foreign Languages or submit valid national/international foreign language exam results recognized by YÖK at the level determined by the University at the time of application.

(4) Transfers are ranked within the criteria and quotas determined by the Institute Administrative Board.

Adaptation

ARTICLE 7 – (1) Courses previously taken and successfully completed by students transferring from a non-thesis to a thesis program are adapted by the relevant department/division chair and submitted for approval by the Institute Administrative Board.

Period of Study

ARTICLE 8 – (1) The time spent in the non-thesis program is included in the total period of study after transfer to a thesis program.

Tuition

ARTICLE 9 – (1) Students transferring from non-thesis to thesis programs are subject to the tuition fees of the thesis program for the current academic year.

(2) Students studying with partial or full scholarships are deemed to have waived their scholarships upon transfer.

Transfer from Thesis to Non-Thesis Master's Programs

ARTICLE 10 – (1) Successful students who have studied at least one and at most two semesters in a thesis program may transfer to a non-thesis program with the same name or an equivalent one.

(2) Transfers may be made provided that the minimum admission requirements of the relevant non-thesis program are met.

(3) Transfer quotas from thesis to non-thesis programs are determined by the Senate upon the proposal of the Institute within the limits permitted by legislation.

(4) Applications for transfer are submitted within the dates announced by the Institute.

(5) Graduates of thesis programs cannot apply for transfer to non-thesis programs.

(6) Students who fail their thesis defense in thesis programs may apply to transfer to a non-thesis program.

Transfer Conditions

ARTICLE 11 – (1) Students wishing to transfer must have passed the courses they took in the thesis program.

(2) They must have a GPA of at least 2.50/4.00.

(3) For non-thesis programs taught in a foreign language, students must pass the foreign language exam administered by the School of Foreign Languages or submit valid national/international foreign language exam results recognized by YÖK at the level determined by the University at the time of application.

(4) Transfers are ranked within the criteria and quotas determined by the Institute Administrative Board.

Adaptation

ARTICLE 12 – (1) Courses previously taken and successfully completed by students transferring from a thesis to a non-thesis program are adapted by the relevant department/division chair and submitted for approval by the Institute Administrative Board.

(2) After adaptation, students must complete any missing courses in the curriculum of the non-thesis program as determined by the Institute Administrative Board.

Period of Study

ARTICLE 13 – (1) The period spent in the thesis program is deducted from the total period of study of the non-thesis program based on the adapted courses, and the remaining time constitutes the student's maximum study period.

Tuition

ARTICLE 14 – (1) Students transferring from thesis to non-thesis programs are subject to the tuition fees of the non-thesis program for the current academic year.

(2) Students studying with partial or full scholarships are deemed to have waived their scholarships upon transfer.

CHAPTER THREE

Horizontal Transfer Principles

General Principles

ARTICLE 15 – (1) Successful students who have completed at least one and at most two semesters in another department/division within the University or in a graduate program at another higher education institution may be admitted to master's programs by horizontal transfer.

(2) Transfers may be made provided that the minimum admission requirements of the relevant program are met.

(3) Horizontal transfer quotas are determined by the Senate upon the proposal of the Institute within the limits permitted by legislation.

(4) Applications are submitted within the dates announced by the Institute.

(5) Graduates of master's programs or students not currently enrolled in a graduate program cannot apply for horizontal transfer.

Transfer Conditions

ARTICLE 16 – (1) Students transferring from non-thesis to thesis programs must hold a score of at least 55 in the relevant field of ALES or an equivalent exam recognized by YÖK.

(2) Students must have studied for at least one and at most two semesters at another department/division within the University or at another higher education institution, and must have a GPA of at least 3.00/4.00.

(3) For programs taught in a foreign language, students must pass the foreign language exam administered by the School of Foreign Languages or submit valid national/international foreign language exam results recognized by YÖK at the level determined by the University at the time of application.

(4) Transfers are ranked within the criteria and quotas determined by the Institute Administrative Board.

Adaptation

ARTICLE 17 – (1) Courses previously taken and successfully completed by students transferring horizontally are adapted by the relevant department/division chair and submitted for approval by the Institute Administrative Board.

(2) After adaptation, students must complete any missing courses in the curriculum of the new program as determined by the Institute Administrative Board.

Period of Study

ARTICLE 18 – (1) For students transferring from thesis to non-thesis programs, the period spent in the previous program is deducted from the total period of study of the non-thesis program based on the adapted courses.

(2) For students transferring from non-thesis to thesis programs, the period spent in the previous program is included in the total study period.

Tuition

ARTICLE 19 – (1) The provisions of the Beykoz University Graduate Education Contract shall apply.

(2) Students transferring horizontally are subject to the tuition fees of the program they transfer into for the current academic year.

(3) Students studying with partial or full scholarships are deemed to have waived their scholarships upon transfer.

CHAPTER FOUR

Miscellaneous and Final Provisions

Cases Not Covered

ARTICLE 20 – (1) In cases not covered by this Directive, the relevant legislation and other regulations, directives, and implementation principles published by Beykoz University shall apply.

Entry into Force

ARTICLE 21 – (1) This Directive enters into force as of the date approved by the Senate.