

BEYKOZ UNIVERSITY
**DIRECTIVE ON INTERNAL AND EXTERNAL TRANSFERS, INTER-
INSTITUTIONAL CREDIT TRANSFER, COURSE EXEMPTION AND
ADJUSTMENT**

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SECTION ONE
Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this Directive is to regulate the procedures and principles for all kinds of internal transfers between associate and undergraduate diploma programs at Beykoz University; the internal transfer of students from other domestic or foreign higher education institutions into diploma programs within the faculties, schools or vocational schools of Beykoz University; the external transfer of graduates from associate programs of domestic or foreign higher education institutions into Beykoz University's undergraduate programs; and the procedures and principles regarding inter-institutional credit transfer, course exemption and curriculum adjustment.

Scope

ARTICLE 2 – (1) This Directive covers all internal transfers among associate and undergraduate diploma programs at Beykoz University; internal transfers from domestic or foreign higher education institutions' associate and undergraduate diploma programs to diploma programs at Beykoz University; external transfers from associate programs of domestic or foreign higher education institutions to Beykoz University undergraduate programs; and provisions related to inter-institutional credit transfer.

Legal Basis

ARTICLE 3 – (1) This Directive has been prepared based on Law No. 2547 on Higher Education and the Beykoz University Undergraduate-Associate Degree Education and Training Regulation.

Definitions

ARTICLE 4 – (1) refers to the terms in this Directive:

a) Exchange program: A program carried out under a protocol between Beykoz University and domestic or foreign higher education institutions that allows students registered at one institution to study temporarily at the other, and foresees that courses taken at one institution can be recognized as equivalent at the other.

b) External transfer: The right of a person who has graduated from an associate program at a domestic or foreign higher education institution to continue education in an undergraduate diploma program at Beykoz University under the terms of this Directive.

c) Diploma program: Higher education programs in faculties, schools, vocational schools or departments that award associate or undergraduate diplomas to students who have attained the defined competencies.

ç) Level: Each of the associate or undergraduate diploma programs.

d) Equivalent diploma program: Programs with the same name or programs that the relevant administrative boards determine to have at least eighty percent identical content.

e) Different Score Types: Four score types used in the calculation of scores used in the Student Selection and Placement system for placement in higher education programs, taking into account the tests used: SAY Score Type (TYT and AYT), SÖZ Score Type (TYT and AYT), EA Score Type (TYT and AYT), LANGUAGE Score Type (TYT with YDT) as of 2018; and seven score types as of 2010: MATHEMATICS-SCIENCE Score Type (YGS-1 with YGS-2), VERBAL Score Type (YGS-3 with YGS-4), EA Score Type (YGS-5 with YGS-6), MATHEMATICS-SCIENCE (MF) Score Type, Turkish – Mathematics (TM) Score Type, Turkish – Social Sciences (TS) Score Type, Foreign Language (DİL) Score Type; and seven score types prior to 2009: EA-1, SAY-1, SÖZ-1, EA 2, SAY-2, SÖZ-2, and DİL. These score types correspond to SAY-1 for the SAY Score Type, SÖZ-1 for the SÖZ Score Type, EA-1 for the EA Score Type, SAY-2 for the Mathematics – Science Score Type, EA-2 Turkish – Mathematics Score Type, SÖZ-2 Turkish-Social Score Type, and DİL corresponds to the Foreign Language Score Type¹,

f) Grade point average (GPA): The weighted average of all course grades the student has received up to the semester for which transfer is sought, excluding preparatory year.

g) Relevant administrative board: The faculty administrative boards, school administrative boards, and vocational school administrative boards of Beykoz University.

ğ) Adjustment program: A program of additional courses and practicals imposed to enable alignment with the curriculum of the program to which the student transfers.

h) Quota: The pre-determined and announced number of students to be admitted.

ı) Internal transfer (internal horizontal transfer): Transfer of a student registered at Beykoz University to another diploma program at the same level within the University.

i) Inter-institutional transfer (external horizontal transfer): Transfer from another higher education institution to a diploma program at the same level at Beykoz University.

j) Transcript: The official document listing course names, credits, and grades obtained during the study period.

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

l) Special student: A student enrolled at another domestic or foreign higher education institution who is permitted to study at Beykoz University while remaining registered at their home institution, for reasons such as gaining experience in a different academic environment, culture or due to special circumstances (health, etc.).

m) Score type: The type/category of score used in the Student Selection and Placement System for placement into higher education programs.

n) Senate: The Senate of Beykoz University.

o) Minimum score: The entry score of the lowest-scoring student placed into a Beykoz University diploma program through central placement by ÖSYM.

ö) International joint diploma program: An international joint education program operated by Beykoz University in cooperation with foreign higher education institutions and organizations that awards associate or undergraduate diplomas.

p) University: Beykoz University.

r) School of Foreign Languages: Beykoz University School of Foreign Languages.

s) Internal transfer: The right of a student registered at a domestic or foreign higher education institution to continue education in a diploma program at the same level at Beykoz University under this Directive.

¹ Amended article: Senate, 26.12.2019 / 14

SECTION TWO

General Principles

Quota

ARTICLE 5 – (1) Internal transfers between diploma programs within or across institutions may only be made within the pre-announced quotas and in accordance with the established transfer conditions.

Transfers

ARTICLE 6 – (1) Internal transfers may not be made to the preparatory year of associate and undergraduate diploma programs, to the first or last semester of associate programs, nor to the first two or last two semesters of undergraduate diploma programs.

(2) Second-shift (evening) education students may only transfer to other second-shift programs. However, students in second-shift programs who rank in the top ten percent of their class and advance to the next year for academic achievement may transfer to first-shift programs provided quota availability.

(3) Transfers among open and distance learning programs are permitted. Transfers from open/distance education to formal (on-campus) programs require either a GPA of at least 80 on the 100-point scale (or 3.15 on the 4.0 scale) or a central placement score equal to or higher than the program's minimum entry score for that year.²

(4) Transfers from first- or second-shift programs to open/distance education programs are permitted.

(5) Students who wish to transfer to programs that set a success ranking requirement must also satisfy the success ranking condition determined by the Higher Education Council for that program in the year of placement, in addition to the other requirements set in this Directive.³

Application and Evaluation

ARTICLE 7– (1) Applications for internal transfer between diploma programs are accepted only within the announced application period. Documents specified in the announcement must be submitted completely and in the form required.

(2) The criteria and minimum conditions for internal transfer are determined by the University Senate upon recommendation of the relevant administrative boards.

(3) Within that framework and upon the decision of the relevant administrative boards and the Senate's approval, criteria such as GPA, transferred-course grade averages, minimum required grades for transferred courses, and minimum transferred credits per registered semester may be set for programs accepting transfers.

(4) Evaluations of internal transfer applications are made by the relevant administrative boards in accordance with principles set by the Senate. Applications are assessed according to candidates' GPAs and, where different score types apply, by considering their central placement score. Candidates are admitted according to criteria determined by the University Senate and the available quota.

(5) Placement into diploma programs through internal transfer is implemented by decision of the relevant administrative board.

(6) Having suspended registration (leave of absence) does not bar a student from applying for internal transfer.

(7) Conversion tables established by the Higher Education Executive Board are used to convert success grades obtained in four- or hundred-point systems.

² Amended article: Senate, December 26, 2019 / 14

³ Amended article: Senate, 26.12.2019 / 14

(8) Candidates may apply to more than one department but can enroll in only one program.

(9) Internal transfer cannot be effectuated during the Summer School term.

(10) For Beykoz University programs taught in English, exemption from the English Preparatory Program for students who transfer internally is determined according to Article 6 of the English Preparatory Program Directive. Students who transfer by central placement score are also subject to clauses 4(a) and 4(b) of Article 5 of that Directive, in addition to this Article.

Announcement of Results and Adjustment Program

ARTICLE 8– (1) Evaluation results for each diploma program’s internal transfer applicants are announced on the University’s website.

(2) If a sufficient number of candidates meet the success criteria, alternate candidates equal to the quota are announced. If primary candidates fail to complete procedures within the specified period, alternates are called in order.

(3) Relevant administrative boards determine, considering the courses previously taken by the student and the courses of the program to which the student transfers, to which semester or class the student will be placed in accordance with principles set by the Senate; they also determine any adjustment program consisting of additional courses the student must take and any courses from which the student will be exempt.

(4) When determining the semester of placement, the total ECTS credits of transferred courses are divided by 30 and the integer part of the result indicates the number of semesters the student has completed; fractional parts are truncated. Transferred semesters count toward both normal and maximum program durations.

(5) Decisions on which transferred courses correspond to which courses in the receiving program are made by the relevant administrative board upon the recommendation of the department. Courses previously taken in Turkish may be transferred to programs taught in English if deemed equivalent. One transferred course may correspond to multiple courses and vice versa. Where a transferred course is matched to multiple courses, the letter grade is applied identically to each. Where multiple transferred courses correspond to a single course, each transferred course must have at least a D or DD letter grade. Letter grade conversion uses the absolute grade table values specified in the Beykoz University Undergraduate-Associate Degree Education and Training Regulation; the minimum letter values are averaged, converted back to a letter grade and recorded on the transcript.

(6) If a transferred course corresponds to general education or department elective courses that support the competencies intended by the receiving university, it may be matched and transferred accordingly.

(7) For adjustment decisions, course content, ECTS credits and local credits are evaluated together. If the ECTS credit of the course applied for transfer is lower than the ECTS credit of the corresponding Beykoz University course, the local credit value is used to make the decision.

(8) If the course applied for transfer was graded with non-numerical grades (Pass/Fail, etc.), the course is recognized with the same non-numerical grade and is not factored into GPA calculations.

(9) Courses taken under mobility programs (e.g., ERASMUS) that are recognized as passed are transferred to the transcript with their original title, course code and credit.

(10) Students who accept internal transfer placement but renounce the internal transfer before the academic term starts have their internal transfer procedures cancelled. These students are not considered as having transferred and return to their original institution. If such students later obtain an internal transfer right to another higher education institution in the same

year/term, they may transfer. These actions are recorded in the national higher education student database (YÖKSİS) per this Article.⁴

Financial Matters

ARTICLE 9 – (1) Students admitted via internal transfer are liable for the tuition of the semester into which they transfer.

(2) Students who hold partial or full scholarships are deemed to have forfeited those scholarships upon transfer.⁵

SECTION THREE

Transfer Between Programs Within the Institution (Internal Transfer)

Internal Transfer Quotas and Minimum Score Requirements

ARTICLE 10– (1) Internal transfers to equivalent-level diploma programs within a faculty, school or vocational school, or to equivalent programs within other faculties, schools or vocational schools of the same University, may be made within quotas set by the relevant administrative board.⁶

(2) The semesters and programs for which internal transfer quotas will be determined are decided by the relevant administrative boards, with distribution across semesters such that, for each year, quotas do not exceed 15% of the ÖSYM annual student quota specified in the ÖSYM Guide. For undergraduate programs, quotas begin from the second semester and extend through the fifth semester; for associate programs, quotas typically cover the second and third semesters.

(3) Internal transfer quotas, the lowest entry scores of the program for the last four years, and any additional Senate-mandated conditions for internal transfer are announced on the University website at least 15 days prior to the final application deadline. ÖSYM placement results are taken into account for students placed by central exam; other national or international diploma or exam scores are not used for placement.⁷

(4) Internal transfer quotas may be defined separately for programs within the same faculty/school/vocational school and for programs across other faculties, schools or vocational schools.

(5) Students applying for internal transfer must have a cumulative GPA of at least 60 on the 100-point scale (or at least 2.29 on a 4.0 scale) for the completed semesters.⁸

(6) For transfers among programs within the University that accept students at the same level, it is required that the candidate's central placement score (in the relevant score type applicable in the year of placement) be no less than the lowest minimum score of equivalent diploma programs at other domestic universities.⁹

(7) Programs admitting by talent exam require successful completion of the talent exam as an additional condition for internal transfer.

⁴ Amended article: Senate, 26.12.2019 / 14

⁵ Amended article: Senate, December 26, 2019 / 14

⁶ Amended article: Senate, December 26, 2019 / 14

⁷ Amended article: Senate, 26.12.2019 / 14

⁸ Amended article: Senate, 26.12.2019 / 14

⁹ Amended article: Senate, December 26, 2019 / 14

SECTION FOUR

Inter-Institutional Transfer (External Transfer)

External Transfer

ARTICLE 11– (1) External transfers are conducted between equivalent programs at the same level and within quotas published by the Higher Education Council.

(2) Applicants for external transfer must have a cumulative GPA of at least 60 on the 100-point scale (or at least 2.29 on a 4.0 scale) for the completed semesters.¹⁰

(3) Candidates who do not meet the GPA requirement but whose central placement score equals or exceeds the minimum entry score of the desired program may still apply for external transfer.

(4) Announced external transfer quotas and application/evaluation schedules are published on the Higher Education Council website and the University website.

(5) Application and evaluation timelines for associate (two-year) programs are announced for the second semester in January and for the third semester in July.

(6) For undergraduate programs, quotas and schedules for eligible class years are announced in July (class years vary according to program length: e.g., second and third years for four-year programs, etc.).

(7) Each year, the Higher Education Council sets the number of external transfer quotas by class: for programs with general ÖSYM entrance quotas of 50 or less, two quotas; 51–100, three quotas; 101 or more, four quotas — with additional details and possible supplemental quotas as set by the relevant faculty/school/vocational school boards and notified to the Higher Education Council by the deadlines specified.

(8) For programs that are taught entirely or partially in a foreign language, applicants must pass the University's foreign language proficiency exam or document an internationally/nationally recognized language score at the level required by the University at the time of application.¹¹

(9) Students wishing to transfer to open or distance education programs that have no quota limitation must apply by the end of the first week in September.

(10) Previously passed and successfully completed courses from the student's prior program are evaluated for transfer, recorded on the transcript and incorporated into the GPA calculation as appropriate.

Evaluation

ARTICLE 12– (1) Results of external transfer evaluations are published on the University website listing all valid applicants and their ranking scores.

(2) The relevant administrative boards evaluate applications in accordance with Senate principles; applications are assessed using criteria determined by the University Senate, mainly considering candidates' GPAs and other applicable measures.

(3) Where sufficient qualified candidates exist, primary and alternate candidates are determined in equal numbers; alternates are called if primaries do not complete registration within the announced time. Adjustment programs for admitted students are prepared so the students' new academic semester begins concurrently with other students.

Transfers from Foreign Institutions

ARTICLE 13– (1) The University Senate may set quotas for transfers from foreign higher education institutions. Where quotas are set, the foreign institution quotas and application requirements determined by the University Senate are notified to the Higher Education Council

¹⁰ Amended article: Senate, 26.12.2019 / 14

¹¹ Amended article: Senate, 26.12.2019 / 14

no later than June 30 of the application year. The Higher Education Council publishes all higher education institutions' foreign student quotas, application requirements and evaluation schedules; Beykoz University also publishes its foreign student quotas, requirements and schedules on its website.

(2) For external transfer from foreign institutions, the academic success conditions specified in ARTICLE 11 apply.

(3) Applicants from foreign institutions who meet the program's minimum entry score for the class they wish to enter may apply for external transfer without meeting success conditions for all courses studied abroad; such applications are evaluated outside the domestic foreign-transfer quota according to University Senate principles.

(4) Applications from foreign institutions require that the foreign institution and the program attended be recognized by the Higher Education Council as authorized to award associate or undergraduate diplomas, and that Beykoz University accepts the equivalency of the applicant's registered diploma program with the program the applicant seeks to enter.

(5) Minimum scores and equivalent accepted examinations used to evaluate students who began study abroad are published by the Higher Education Council together with the quotas determined by universities; Beykoz University also publishes its foreign transfer quotas and accepted minimum scores on its website. Applicants must possess at least the announced minimum or higher to apply.

(6) In external transfer from foreign institutions, the number of students who may transfer into each class at the receiving foreign program cannot exceed 15% of that program's foreign quota; fractional results are rounded per the rules set in the original text (fractions below .5 round down, .5 and above round up, with minimum counts of 1).¹²

(7) Applicants from institutions established abroad including those from the Turkish Republic of Northern Cyprus seeking admission to programs with success ranking requirements must additionally meet the ranking condition for that program in the year of their original registration as determined by the Higher Education Council.¹³

Foreign Students

ARTICLE 14– (1) Quotas for foreign students from countries determined by the Higher Education Council are not subject to the limitation described in article 13.

SECTION FIVE

Miscellaneous Provisions Related to Internal Transfer

Special Circumstances

ARTICLE 15– (1) Public servants appointed permanently to another location, together with their dependent children and spouses, may be transferred without quota restriction to equivalent programs (except final year or final two semesters), provided that their central placement scores at admission to their original program are higher than the minimum entry score for the program at the receiving institution in the year of placement; such transfers must be effected within one month of the academic year's start.

(2) In external transfer from foreign institutions, if a student's parent (mother or father) ceases public service and returns to Turkey, or if a worker makes a permanent return, the student who has completed at least one year (excluding foreign language class) and passed all required exams may apply for external transfer; such applicants are evaluated outside the foreign transfer quota.

¹² Amended article: Senate, 26.12.2019 / 14

¹³ Amended article: Senate, 26.12.2019 / 14

(3) Applications of children of foreign diplomats serving in Turkey are evaluated by the relevant administrative boards without quota restriction; if accepted, an appropriate adjustment program is prepared for each student.

Transfers for Students Study in International Joint-Degree Programs

ARTICLE 16– (1) Students who attend an international joint diploma program at Beykoz University and whose relationship with the foreign partner institution is terminated for academic failure may, based on their Beykoz University grades and in accordance with this Directive’s conditions, internal transfer into an equivalent diploma program at Beykoz University.

(2) Internal transfers between international joint diploma programs and transfers from international joint programs to other Beykoz University programs or from domestic programs into Beykoz University’s international joint diploma programs are conducted under the rules of this Directive.

Transfers For Special Students And Those Who Participate In Exchange Programs

ARTICLE 17– (1) Where special students or exchange program participants apply for external transfer, only the courses accepted in their registered diploma program may be transferred.

Transfer by Central Placement Score

ARTICLE 18– (1) Where a candidate’s central placement score in the year they were registered equals or exceeds the minimum entry score of the program they seek to enter (including preparatory year), they may apply for transfer. The calendar, quota principles and procedures for transfers based on central placement score are determined by the Higher Education Executive Board. Applications are evaluated by relevant administrative boards per those procedures and, where applications exceed quota, candidates are ranked by ÖSYS/central placement score and admitted from highest score downward until quota is filled.

(2) Students who transfer under this Article into a program different from their original program have their maximum period of study recalculated by subtracting the class level they are admitted to from the program’s maximum duration.

Transfers in Special Circumstances

ARTICLE 19– (1) Students studying in countries where continuing education has become impossible due to violence or humanitarian crisis, as determined by the Higher Education Council, may apply for transfer to Beykoz University under procedures set by the Higher Education Council.

SECTION SIX External Transfer

Admission And Registration Of Students Via External Transfers

ARTICLE 20– (1) External transfer quotas are determined by the University, finalized with Higher Education Council approval and announced by ÖSYM.

(2) External transfer applications are submitted to ÖSYM.

(3) Candidates granted external transfer rights are selected and placed into programs by ÖSYM through a central examination process.

(4) Candidates seeking external transfer to Beykoz University’s English-language programs must pass the University’s foreign language exemption exam or successfully attend

the Foreign Language Preparatory Program; preparatory program attendance is governed by that program's directives.¹⁴

(5) External transfer registrations are made on the dates announced by ÖSYM; candidates apply to the University with documents specified by ÖSYM and registration is finalized by the Student Affairs Directorate.

(6) Candidates admitted by external transfer must pay the tuition fee determined by the University for registration.

(7) External transfer students are typically placed into the third year of the undergraduate program. Adjustment (credit recognition) is applied to determine missing lower-class courses, their prerequisites/co-requisites, and any upper-class courses from which the student is exempt; prior learning recognition, internships and similar work are also considered. Registered students first complete required lower-class courses and their prerequisites/co-requisites.

(8) Normal and maximum durations for external transfer students are reduced by four semesters from the normal and maximum duration defined for the program; time spent in the Preparatory Program is excluded. The number of additional semesters required to complete missing lower-class courses is calculated by dividing the total ECTS of missing courses by 30, rounding the fractional part up, and adding that number to the student's normal and maximum durations.

SECTION SEVEN

Inter-Institutional Credit Transfer

Exchange Programs and Special Student Course Recognition

ARTICLE 21– (1) Credits and practicals a student registered at Beykoz University earns as part of national or international student exchange programs or as a special student at another domestic or foreign higher education institution may, by decision of the relevant administrative board, be counted toward the obligations of the student's registered diploma program.

(2) Time spent as a special student or on exchange programs is included in the total period of study.

Entry into Force

ARTICLE 22– (1) This Directive enters into force on the date of its publication.

Implementation

ARTICLE 23– (1) The Rector of Beykoz University is responsible for the execution of the provisions of this Directive.

¹⁴ Amended article: Senate, 26.12.2019 / 14