

İŞIK UNIVERSITY LATERAL TRANSFER, DOUBLE MAJOR, MINOR AND CREDIT TRANSFER DIRECTIVE

SECTION ONE

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1 – (1) The purpose of the present Directive is to define the procedures and principles to be complied with in the lateral transfer of associate and undergraduate students between faculties, vocational school of higher education in health services or diploma programmes under the body of the vocational school of higher education, or from equivalent diploma programmes in other higher education institutions to Işık University, double major, minor and credit transfer between institutions of higher education.

Scope

ARTICLE 2 – (1) The present Directive consists of the procedures and principles related with all types of lateral transfers between the associate and undergraduate level diploma programmes at Işık University, double major, minor programmes and credit transfer, and interinstitutional lateral transfers.

Basis

ARTICLE 3 – (1) The present Directive has been prepared on the basis of 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 present Directive are as follows:

a) Double major programme (ÇAP): Işık University's programme that enables students that meet the success condition and other requirements to receive courses from two diploma programmes simultaneously and receive two different diplomas;

b) 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;

c) Diploma programme: Programmes of higher education under faculties, school of higher education or departments, which grant associate or undergraduate diplomas to students that fulfils certain competencies;

d) Level: Any of the associate or undergraduate diploma programmes;

e) Equivalent diploma programme: The diploma programmes that have the same titles or that have been detected by the University's related administrative boards to match at a rate of eighty percent in terms of contents as a result of the comparison conducted across all compulsory courses required for graduation from the programme in question;

f) (Amendment. RG-24/8/2022-31933) Different Score Type: With regard to the tests used in calculation of scores in placement in higher education programmes 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 wants to make the transfer;

h) Related administrative board: The faculty administrative board for faculties and the vocational school of higher education's administrative board for vocational schools of higher education;

i) Adaptation programme: In the event of a transfer between diploma programmes has been made, the programme that consists of additional courses and applications designed to adapt the curriculum of the newly started programme;

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

k) Intrainstitutional lateral transfer: A student's transfer to another diploma programme at the same level as the programme he/she is registered at the same University;

l) Interinstitutional lateral transfer: A student's transfer from a university, an advanced technology institute or an independent vocational school of higher education established by a foundation to another university of the same level;

m) Vocational School of Higher Education: Işık University's Vocational School of Higher Education or Vocational School of Higher Education on Health Services;

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

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

p) 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;

q) Rectorate: The Rectorate of 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 programme of an institution of higher education,

t) International common diploma programme: The international common education programme that institutions of higher education carry out in their associate and undergraduate diploma programmes through cooperation with foreign institutions of higher education;

u) University: Işık University;

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

w) Lateral transfer: The entitlement of a student registered in the University to continue his/her education in another diploma programme of the same level within the scope of the principles stated in the present 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) Transfer to a diploma programme at a different institution of higher education or between the diploma programmes of the University is possible only within the frame of the previously announced quota and transfer conditions.

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

Transfers

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

(2) A lateral transfer without any quota limitation can be made from daytime education to evening education of the same diploma programme in the University. However, students who transfer to evening education shall pay the tuition fee for evening education.

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

(4) It is allowed to make a lateral transfer from a distance learning diploma programme to another distance learning diploma programme. In order for a student of distance learning programme to transfer to a formal learning programme, he/she must have achieved a grade point average of 90 over 100 or its equivalent in the 4-point grading system; or, the student's central placement score in his/her year of registration must be equal to or higher than that year's base point of the diploma programme that the student wants to be transferred to.

(5) It is possible to make a lateral transfer from daytime or evening diploma programmes to distance learning diploma programmes.

(6) For lateral transfer to higher education institutions offering full or partial instruction in a foreign language, it is required either to pass the foreign language proficiency exam to be administered by Işık University, or to document, at the time of application, a score at the level of success determined by Işık University from nationally or internationally recognized foreign language exams approved by the Higher Education Council.

Application and evaluation

ARTICLE 7 – (1) Applications for lateral transfer between diploma programmes shall be made to the Department for Student Affairs only within the announced period.

(2) Once the Department for 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. The applications shall be evaluated on the basis of the criteria defined by the Senate, considering the candidates' grade point averages, central placement score for transfers to programmes with different score types, and their success in common courses of the requested programme, if any. By the end of the evaluation, transfers shall be applied as per the quote defined for the programmes.

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

(5) Having frozen the registration shall not constitute any obstacle for using the lateral transfer right.

(6) In conversion of success 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.

(7) Students may not apply for lateral transfer to a lower class than the one in which they are currently enrolled.

Announcement of results and adaptation programme

ARTICLE 8 – (1) The evaluation results of candidates who applied for lateral transfer to each diploma programme shall be announced on the University’s web page, ranked according to the scores used as the basis for evaluation.

(2) In the event that a sufficient number of candidates meeting the admission criteria are available, an equal number of principal and reserve candidates shall be determined. If any principal candidate fails to apply within the specified period, reserve candidates shall be called in the order of ranking. The adaptation programs for students who are granted the right to lateral transfer shall be conducted in such a way that they commence the new academic semester on the same date as other students.

(3) Considering the courses that a student had taken in previous semesters and the courses in the programme 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/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 programme shall be transferred with the grades. 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 lateral transfer between programmes that use different grade scales shall be performed in accordance with the Işık University Grade Conversion Directive.

(4) 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 for Student Affairs within at most 15 days after the registration, transfer and adaptation procedures have been completed.

SECTION THREE

Lateral Transfer between Intrainstitutional Programmes

Intrainstitutional lateral transfer quotas and base point condition

ARTICLE 9 – (1) It is possible to make a lateral transfer to equivalent diploma programmes of faculties or School of Higher Education at the University, or under the body of other faculties or School of Higher Education in accordance with the quotas defined by the related administrative board.

(2) The decision on which diploma programmes shall receive intrainstitutional lateral 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 programme, in a way that the lateral transfer quota shall not exceed the fifteen percent of total student quota foreseen in the ÖSYM Guide for each year. Scholarship/discount arrangements for lateral transfers shall be performed in accordance with the Işık University Associate and Undergraduate Scholarship, Discount and Support Directive.

(3) **(Amendment: RG-24/8/2022-31933)** The intrainstitutional lateral transfer quotas, together with the base points of the related diploma programme in the last four year, minimum scores of other national universities’ diploma programmes, and if available, the additional conditions of lateral transfer required by the Senate shall be announced on the web page of the University, at least 15 days before the final date for application. In the case of intrainstitutional lateral transfers of students admitted through the ÖSYM examination, ÖSYM examination results shall be taken into account. No other national or international diploma grades or examination results shall be used in placement.

(4) The programmes’ intrainstitutional quotas shall be determined separately for the diploma programmes under the body of the same faculty and vocational school of higher education, and other diploma programmes under the body of other faculties and vocational schools of higher education.

(5) In order to apply for lateral transfer between diploma programmes of the same level **(Annulled statement: RG-26/5/2019-30785)** under the body of the University that accept students, it is required that the student’s central placement score received in the year that he/she entered the central examination in the score type valid for the diploma programme shall be equivalent to the diploma

programme that the student wants to be transferred to, and shall not be lower than the lowest base point of other universities' diploma programmes.

(6) For lateral transfer to diploma programmes that accept students via a special talent exam, it is required that the students succeed in the special talent exam in addition to meeting other requirements.

Transfers from common programme to diploma programmes

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

(2) In order to be transferred to a diploma programme, each student who has successfully completed the common programme shall make as many preferences as the number of diploma programmes available in the common programme.

(3) In institutions of higher education that carry out a common programme before the diploma programme, students who complete this programme successfully shall be placed in the diploma programmes foreseen on ÖSYM Guides for the common programme they had been placed via central examination or via special talent examination, considering their grade point averages in the common programme 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 programme selection, except the foreign language preparatory class, shall be included in the educational period.

(5) The transfer of candidates placed in the common programme with a certain score type to diploma programmes under the same institution of higher education that accept students with a different score type shall be performed according to the provisions about intrainstitutional lateral transfer of the present Directive.

SECTION FOUR

Interinstitutional Lateral Transfer

Interinstitutional lateral transfer

ARTICLE 11 – (1) Interinstitutional lateral transfer shall be made between the higher education institutions' equivalent diploma programmes of the same level, and, within the frame of the quotas announced by the Council of Higher Education.

(2) In order to make an interinstitutional lateral transfer, students' minimum grade point average in the semester that they had completed in their registered programme must be 60 over 100.

(3) Candidates who do not fulfil the success requirement in the second subclause, yet had achieved a central placement score that's equal to or higher than the base point of the diploma programme that they want to be transferred to, can apply for lateral transfer.

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

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

(6) The lateral transfer quotas and the application and evaluation calendar for the University's undergraduate degree diploma programmes shall be announced in July. The announcement of four-

year programmes shall be made for the second and third grades; of five-year programmes, shall be made for the second, third and fourth grades; and of six-year programmes, shall be made for the second, third, fourth and fifth grades.

(7) Regularly every year, for second, third, fourth and fifth grades; two interinstitutional lateral transfer quota for diploma programmes with a general ÖSYM entrance quota of 50 or less; three interinstitutional lateral transfer quota for diploma programmes with a general ÖSYM entrance quota of between 51 and 100; and four interinstitutional lateral transfer quota for diploma programmes with a general ÖSYM entrance 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 of higher education can determine additional quotas provided that the quota amount shall not exceed the quota in the year of entrance of the diploma programme to which the transfer will be made and the number of students dismissed or dropped out of the programme until the semester, for which the lateral transfer quota has been determined and the number of students who have been transferred in that semester. If additional quotas are determined, these quotas shall be informed to the Council of Higher Education until end of business day on the thirtieth day of June at the latest. The additional lateral transfer quotas requested for the second semester in associate degree diploma programmes shall be determined by the relevant committee and informed to the Council of Higher Education until the end of business day on the thirty-first day of December, at the latest.

(8) The courses that students accepted via lateral transfer had taken and passed shall be adapted, the students' 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 interinstitutional lateral transfer evaluation results, the names of all candidates whose applications are valid shall be announced on the University's web page in order of the scores achieved and considered in the evaluation.

(2) The preliminary evaluation of applications shall be made by the commissions established by related administrative boards within the frame of the present Directive. The applications shall be evaluated according to the criteria defined by the Senate with regard to the candidates' grade point averages and their success in the common courses of the programme that they want to be transferred to, and the transfers shall be performed as per the defined quotas.

Lateral transfer from other institutions of higher education

ARTICLE 13 – (1) **(Amended statement: RG-24/8/2022-31933)** The students who continue their associate or undergraduate degree education at institutions under the Ministry of National Defence and the Ministry of Internal Affairs can make a lateral transfer to other institutions of higher education in accordance with the provisions regulated by their special laws and with the provisions of the present Directive.

(2) The students who were dismissed from these institutions due to actions listed in the 9th article of the Higher Education Institutions Student Discipline Regulations published on the 18/8/2012 dated and 28388 numbered Official Gazette or due to failure or indiscipline cannot apply for lateral transfer to other institutions of higher education.

(3) The students who were dismissed from the institutions within the scope of the first subclause, due to causes not stated in the second subclause can apply for lateral transfer to other institutions of higher education within two years as of the date of their dismissal. These applications shall be considered as per the provisions of interinstitutional lateral transfer.

Lateral transfer from foreign institutions of higher education

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

(2) **(Amendment: RG-24/8/2022-31933)** For lateral transfers from foreign institutions of higher education to the University, the students must meet the interinstitutional success conditions defined in the second subclause of the 11th article.

(3) In lateral transfers from foreign institutions of higher education, the students who have the base point of the related grade of the University's diploma programme can apply for lateral transfer without the condition to have succeeded in all courses. The lateral transfer application of students who have applied by this means shall be considered outside the scope of foreign lateral transfer quota and in accordance with the provisions of interinstitutional lateral transfer in the present Directive.

(4) In applications made from foreign universities, the student's foreign higher education institution and the academic programme shall be recognized by the Council of Higher Education as an institution authorized to grant associate or undergraduate diplomas; and the University shall recognize the equivalency of the registered programme with the associate or undergraduate diploma programme that the student has applied for lateral 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 programmes 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. In order to apply for lateral transfer, the candidates shall at least have the announced minimum scores or higher.

(6) In lateral transfers from foreign institutions of higher education, the number of students that can be transferred from each grade of a programme of the same foreign institution of higher education shall not exceed 15 percent of the foreign quota of the related class of that programme. In 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) For lateral transfer from higher education institutions established abroad, including those in the Turkish Republic of Northern Cyprus, to programmes of domestic higher education institutions where a merit ranking condition applies, the Council of Higher Education may impose additional conditions beyond the provisions of this Directive. In order to transfer laterally from a higher education institution abroad to a programme in our country for which a merit ranking condition is prescribed,

- (a) in the year in which the student commenced higher education, the university at which the student is enrolled must be ranked within the top four hundred in at least three of the ranking organizations recognized by the Council of Higher Education (Times Higher Education (THE), QS World University Rankings, Academic Ranking of World Universities (ARWU), and CWTS Leiden Ranking), and the student must satisfy the semester/class standing and academic achievement requirements set forth in this Directive;
- (b) In the event that the student is enrolled at a university ranked outside the top four hundred, students who completed their secondary education in Türkiye must, in all cases, have taken the central placement examination and satisfied, as of the year of enrollment, the merit ranking requirement applicable to the relevant score type for the programme for which a merit ranking condition is prescribed.

(8) Students enrolled in programmes without an attendance requirement, such as open or distance education programmes, may not apply for lateral transfer to domestic full-time education programmes.

(9) Students applying for lateral transfer from higher education institutions abroad to domestic higher education institutions must document, through a passport or an official document obtained from police departments, e-Government, or similar authorities, that they resided in the relevant country throughout their period of study.

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 the present Directive.

SECTION FIVE

Double Major, Minor and Interinstitutional Credit Transfer

Double major programme

ARTICLE 16 – (1) A double major programme between the associate diploma programmes carried out at the University and other associate programmes, between undergraduate programmes and other undergraduate programmes or the related departments of associate programmes can be opened by the approval of the Senate, upon the advice of Faculty/Vocational School of Higher Education boards. In programmes for which a merit ranking requirement is prescribed, students wishing to pursue a double major programme must, in addition to satisfying the other requirements set forth in this Directive, have met, in the year of their enrollment, the merit ranking requirement determined by the Council of Higher Education for the relevant programme. Students enrolled under international student admission quotas and students transferred from abroad through lateral transfer who wish to pursue a double major programme shall also be subject to the same requirements.

(2) The students acceptance in the second major diploma programme can be made with the approval of the Faculty/Vocational School of Higher Education's administrative board, upon the advice of the related department that conducts the programme.

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

(4) If a student of a second major diploma programme meets the requirements of interinstitutional transfer conditions in his/her principal major programme, he/she shall make a lateral transfer to the second major diploma programme.

(5) In acceptance of students for double major diploma programme that accepts students with special talent examination, the student shall succeed in the special talent exam, as well.

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

(7) The following principles shall be followed in determination of the courses to be taken in Double Major Programme (ÇAP):

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

b) (Amendment: RG-13/9/2021-31597) The total credits of ÇAP curriculum shall be designed with 240 ECTS for undergraduate degree programmes and with 120 ECTS for associate degree programmes.

c) (Amendment: RG-13/9/2021-31597) Some of the courses of the primary major can also be counted for the courses in the ÇAP curriculum. These courses shall be determined while preparing the ÇAP curriculum.

d) (Amendment: RG-13/9/2021-31597) The total credit of the courses in ÇAP curriculum that are not present in the primary major programme cannot be less than 60 ECTS for undergraduate programmes and less than 30 ECTS for associate programmes.

e) (Annulment: RG-13/9/2021-31597)

Application period

ARTICLE 17 – (1) Students can apply for the second undergraduate major diploma programme 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 programme 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 programme and who are ranked within the top 20% in terms of success at time of application can apply for the second major diploma programme.

(3) In order to apply for the double major programme, a student must have successfully completed all the courses that he/she had taken in the primary major programme until the semester of application.

(4) In order to graduate from the double major programme, a student must achieve a minimum grade point average of 2.72 over 4. Throughout his/her education in the double major programme, a student's grade point average can decrease to a minimum of 2.5 for only one time. If a student's grade point average remains lower than (Amended statement: RG-24/8/2022-31933) 2.72 for the second time, he shall be dismissed from the second major programme.

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

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

(7) The learning period of a student who has been entitled to graduate from his/her primary major diploma programme yet hasn't finished his/her second major diploma programme, shall be as per the maximum duration stated in the (c) subclause of the 44th article of the Law No: 2547, as of the date of registration in the second major diploma programme.

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

(9) The courses that students dismissed from the double major programme had taken from the second major programme can be counted for the compulsory or elective courses in their primary major programme by the approval of the administrative board of the related academic unit. The courses of the second major programme, which the student completed successfully, shall be shown on the transcript and on the diploma annex, but shall not be included in calculation of the grade point average.

(10) Students enrolled in diploma programmes designated by the Council of Higher Education may, upon request, pursue double major education in programmes to be designated by the Council of Higher Education. In double major education and instruction conducted between such programmes, the restrictions set forth in the first, second, third, and fourth paragraphs shall not apply.

Minor programme

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

- (2) Minor programmes shall consist of a minimum of 30 ECTS credits.
- (3) For graduates of minor programmes, solely an achievement certificate (minor certificate) shall be issued. This certificate shall not be considered as a diploma.
- (4) Quotas of minor programmes shall be defined by the administrative board that has decided to open the related programme.
- (5) Applications shall be evaluated by the related administrative board that conducts the programmes.

Application period

- ARTICLE 19** – (1) Students can apply for the minor programme at the earliest by the beginning of the third semester and at the latest by the beginning of the sixth semester of the major undergraduate programme.
- (2) The students who have successfully completed all the credit courses they have had in their undergraduate programme until the semester of application can apply for the minor programme.
 - (3) Students are required to have achieved a minimum grade point average of 2.5 in their major programme at time of application.
 - (4) Students enrolled in diploma programmes designated by the Council of Higher Education may, upon request, pursue a minor programme to be designated by the Council of Higher Education. In minor education and instruction conducted between such programmes, the restrictions set forth in the first, second, third, and fourth paragraphs shall not apply.

Credits

- ARTICLE 20** – (1) The students that are accepted for the minor programme are obliged to take and succeed in all the courses within the scope of the minor programme as defined by the resolution of the Senate.
- (2) In order to attend at the minor programme, it is required that the student has achieved a minimum grade point average of 2.29 in the major programme. The record of students in minor programme who fail to meet this requirement shall be deleted. The courses that a student has completed successfully and not counted for the major programme shall be shown on the transcript and the diploma annex without being included in calculation of the grade point average.
 - (3) The students who have been entitled to graduate from the major programme yet could not complete the minor programme shall be granted with a maximum additional time of two semesters by resolution of the related administrative boards.

Graduation

- ARTICLE 21** – (1) A students' success status in the minor programme shall not affect his/her graduation from the primary major programme.
- (2) A minor student can leave the programme in any semester at his/her own request. If a student has his/her record in the minor programme deleted, he/she cannot reregister in the same minor programme.
 - (3) If a student fails to take courses from the minor programme for two consecutive semesters, his/her record in that programme shall be deleted.
 - (4) The courses that a student dismissed from a minor programme has taken during the minor programme can be counted for the compulsory or elective courses in his/her primary major programme by the approval of the related academic unit's administrative board.

Taking courses within the scope of exchange programmes 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 programme or as a special student can be counted for the student's liabilities in his/her registered diploma programme at the University by resolution of the related administrative board.

(2) The time that a student spent as a special student or as an exchange student shall be included in his/her learning period.

(3) Special students and exchange students shall pay their tuition fee to the University.

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

(5) In order for the students registered in programmes conducted in Turkish, to take courses from programmes conducted in a foreign language, they must document their proficiency in that foreign language. The validity of presented documents shall be approved by the University's School of Foreign Languages.

Simultaneous education at institutions of higher education

ARTICLE 23 – (1) It is not possible to register in multiple programmes of the same level at institutions of higher education that provide formal education.

(2) The students registered in or graduated from any vocational school of higher education's formal programme can register in associate programmes in open education system that's not subject to a quota limitation, provided that their preferred associate programme is different than the programme that they are attending to or graduated from.

(3) The students registered in or graduated from any formal undergraduate programme can register in associate or undergraduate programmes in open education system that's not subject to a quota limitation, provided that their preferred associate programme is different than the programme that they are attending to or graduated from.

(4) In vertical transfer to an undergraduate programme; the students, or graduates of a formal vocational school of higher education who are registered in an open education associate programme shall prefer one of the associate programmes between the programmes provided by their formal vocational school of higher education and by the open education system.

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

(6) A student cannot take any course given at the University from another institution during the same semester.

Special cases

ARTICLE 24 – (1) If people assigned for permanent duties at public institutions and organizations are appointed to another location permanently, themselves, their children and spouses can transfer their registration to another institution without regard to quota limitations except for the final grade or the last two semesters of their diploma programme, within one month after the beginning of the academic year, provided that their central placement scores in the beginning of their registered diploma programme is higher than the base point of the year they were placed in the University's diploma programme.

(2) In lateral transfers from a foreign institution of higher education; if the student has repatriated to Turkey for the student's mother or father or spouse has completed his/her duty in the foreign state or

as a worker; applications for lateral transfer submitted by students who, excluding the foreign language preparatory class, have completed at least one year of study and have successfully passed all year-end examinations shall be evaluated, outside the quota limitation, in accordance with the academic achievement requirements specified in the second paragraph of Article 11. However, such students must satisfy the provisions set forth in Article 14. The relevant administrative boards of the higher education institution to which the lateral transfer application is submitted shall evaluate the status of students applying through this method within the framework of the provisions of this Directive and the principles set forth in the ÖSYM Preference Guide.

(3) The application of the children of foreign diplomats who serve in Turkey shall be evaluated by the University Administrative Board without regard to quota requirements. In the event that the application is accepted, the required adaptation programme shall be prepared for each student.

SECTION SIX

Miscellaneous and Final Terms

Lateral transfer with central placement score

ARTICLE 25 – (1) In the event that the central placement score in the year that the student had registered is equal or higher than the diploma programme that the student wants to be transferred to; the student can apply for lateral transfer also during the preparatory class. The application calendar for lateral transfer to the programme, the principles related with the student quota and the principles and procedures related with lateral transfers shall be detected by the Executive Board of Higher Education. In accordance with the prescribed procedures and principles, students' applications shall be evaluated by the relevant bodies of the University, and their lateral transfers may be approved. Where the number of applications exceeds the quota, candidates shall be ranked in descending order based on their ÖSYS scores, and the lateral transfers of as many candidates as the available quota permits shall be accepted, starting with the candidate holding the highest ÖSYS score.

(2) The maximum learning period of students who have made a lateral transfer from their academic programme to another within the scope of this article shall be calculated by deducting the grade they are accepted from the maximum duration of the programme.

Provisions about various programmes

ARTICLE 26 – (1) In order to ensure that the students who have participated in exchange programmes and completed the courses that they have taken at the receiving institution of higher education do not suffer from 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) The students attending the University's international common diploma programmes who had been dismissed from a foreign institution of higher education due to academic failure can make a lateral transfer within their institution of higher education or to another equivalent diploma programme at another institution of higher education, based on their success grade received in their national higher education, within the frame of the lateral transfer conditions stated in the present Directive.

(3) Lateral transfers from international common diploma programmes to other international common programmes in the same field conducted at the same university or at another university; from international common diploma programmes to other national diploma programmes, or from a national diploma programme to an international common diploma programme shall be performed in accordance with the provisions of the present Directive.

(4) In the event that special students or exchange students make interinstitutional lateral transfer to the University, only the courses accepted by their registered diploma programme can be transferred.

Lateral transfer in special cases

ARTICLE 27 – (1) The students of countries where it is not possible for them to continue their education due to acts of violence and humanitarian crisis as detected by the Council of Higher Education can apply for

lateral transfer to the University. The principles and procedures on this subject shall be determined by the Council of Higher Education.

Existing double major and minor programmes

PROVISIONAL CLAUSE 1 – (1) For the double major and minor programmes began before the effective date of the present Directive, the principles determined by the University shall apply.

Effective Date

ARTICLE 28 – (1) The present Directive shall be effective as of the date of its approval by the Senate.

Execution

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

	The Official Gazette on which the Directive was Published	
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