

Associate Degree and Bachelor's Degree Transfer and DIP Directives

BEZMIALEM VAKIF UNIVERSITY

TRANSITION BETWEEN PROGRAMS ON ASSOCIATE AND MASTER PROGRAMS AND DOUBLE MAJOR

DIRECTIVE

FIRST PART

Purpose, Scope, Basis and Definitions

Purpose and Scope

Article 1 - (1) The purpose of this directive is to ensure that the graduates of Bezmiâlem Vakif University apply to different diploma programs of undergraduate and graduate students and the students of other higher education institutions shall make horizontal transfers between the institutions and institutions which are equivalent to the diploma programs of Bezmiâlem Vakif University,

to regulate the procedures and principles related to major applications.

Base

Article 2 - (1) This Directive has been amended in accordance with the provisions of the Law No. 2547 on Higher Education and the Regulation on the Principles of Transition between Programs in Associate Degree and Bachelor's Degree Programs in Higher Education Institutions, Double Major, Minor and Minor Institutional Credit Transfer and Bezmiâlem Vakif University Short Cycle and Undergraduate Education and Training

It is prepared based on the Regulation.

Definitions

Article 3 - (1) In the directive;

a) Double Major Program: The program that allows students who achieve success condition and other conditions to take courses simultaneously from two degree programs of the University and receive two separate diplomas,

b) Diploma Program: Students who provide the required qualifications of faculties, colleges, vocational colleges or departments have higher education programs with associate or undergraduate diplomas,

c) Equivalent Diploma Program: Diploma programs that have the same names or at least 80 percent of their content by the relevant boards of directors,

d) Different Score Type: The scores obtained by taking into account the tests used in the calculation of the scores used for placement in the higher education programs in the Student Selection and Placement system.

e) Generalized Grade Point Average (GANO): The weighted grade average, according to the credits of all courses that the student has taken until the turnaround he / she wishes to make, except for the preparatory class,

f) Relevant Board of Directors: The board of directors of the faculty, school or unit where the transfer application is made,

g) Adaptation Program: In order to adapt to the curriculum of the graduated diploma program, the program consisting of additional courses and applications,

h) Quota: The number of students determined and announced in advance,

i) Inter-Institutional Transfer: The transfer of a student from any diploma program at the level of associate or undergraduate in the field of Bezmiâlem Vakif University to another diploma program at the same level,

j) Transition between Institutions: Transition from vocational schools established by VAKIFs without affiliation to a university or university, to the equivalent diploma program at associate degree and undergraduate level,

k) Note Schedule: A certificate of the courses, names, credits and achievement grades taken in the course of study,

l) Score Type: The scores used for placement in higher education programs in the Student Selection and Placement system,

m) Rector: Bezmiâlem Vakif University Rector,

n) Base Score: The entrance score of the lowest rated student placed by the Student Selection and Placement Center (ÖSYM) on the diploma program of a higher education institution with the central exam,

o) University: Bezmiâlem Vakif University,

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p) Higher Education Student Database (YÖKSIS): It refers to the central database in which the information of students studying at associate degree, undergraduate and graduate level at all higher education institutions within the higher education board.

SECOND PART

In-House Transfers

General provisions

Article 4 -

a) In-house quotas and conditions shall be determined by the relevant board of directors in such a way that each diploma program will not exceed 15% of the student quotas foreseen in the OSYM manual for the relevant year. Accepted by the University Senate and finalized.

b) In-house quotas for programs may be set separately for diploma programs in the same faculty or vocational college and for diploma programs in other faculties or vocational colleges.

c) Horizontal transfer applications between in-house programs shall be made to the Directorate of Student Affairs within the announced period.

d) The first half of the associate degree programs and the first half of the bachelor's degree programs, the first two

There can not be a horizontal transition between the semester and the last two semesters.

e) Intra-institutional transfer is carried out between equivalent diploma programs according to the availability of quotas and other conditions.

f) Being frozen does not constitute an obstacle to the enjoyment of horizontal transfer.

g) The quota for intra-institutional transfers, the base scores for the last four years of the relevant diploma program, and the conditions for intra-institutional transfer are announced on the University website at least two weeks before the last application will be accepted.

h) Students who are studying within the quota of a scholarship student in a program of our university shall be deemed to have waived their scholarship when they transfer to the university and they are obliged to pay the tuition fee determined for the year they graduated.

Application Requirements

Article 5 -

a) For Associate Degree Programs; (GANO) of at least 2.5 out of 4.00 is required for graduates of other universities in the country to be at least below the minimum base score of the diploma programs and for the semesters completed in the program in which they are registered.

b) For Undergraduate Programs; (GANO) of at least 3 out of 4.00 is required for the student to be at least below the minimum score of the diploma programs of the other universities in the country and successful from all courses.

c) In order for a horizontal transfer application to be made between the same level but different types of central placement points and student admissions diploma programs at the same level in the university, the central placement score obtained for the diploma program that the student wishes to pass by the year of center entry is equivalent to the diploma program it is required that the diploma programs of other universities in the country are not less than the lowest base score.

- d) Having not been transferred to university before,
- e) the disciplinary punishment of the student has not been taken,
- f) There must be sufficient staff to be able to graduate within the training period specified in article 44 / c of Law 2547.

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Evaluation

Article 6 -

- a) Horizontal transfer applications between diploma programs are made only within the announced period.
 - b) Preliminary consideration of applications shall be carried out by the relevant boards of directors, within the framework of the principles for which the senate has been established. References; If the conditions stated in Article 5 are fulfilled, it is accepted by the decision of the Board of Directors.
 - c) Conversion tables determined by the Executive Board of Higher Education or the provisions arranged in our university can be used in converting the achievement grades obtained according to the quad or faced system to each other. The method of payment to be applied is determined by the university senate.
 - d) Preliminary consideration of applications is made by the relevant board of directors on the basis of the principles that the university senate has determined. The order of the students in the application; OSYM success
- (A), the base score of the program applied to the University (B), the overall weighted grade average (C), and the full score (D) used in the exam assessment.

$$0.5 \times (A / B \times 100) + 0.5 \times (C / D \times 100)$$

THIRD PART

Inter-Institutional Transition

General provisions

Article 7 -

- a) Transfers to universities from other higher education institutions in the country are carried out between equivalent diploma programs at associate degree and undergraduate level and within the quotas issued by the Higher Education Council. Applicants who are not currently enrolled in a higher education institution are not accepted.
- b) Application and evaluation schedule with horizontal transfer quotas shall be announced on the website of the Higher Education Council. The application and evaluation timetable with

the quota of horizontal transfer in diploma programs given in associate degree is announced in January for the second semester and in July for the third semester.

c) Undergraduate diploma programs; the application and evaluation schedule for the second, third and fourth grades for the second, third and fourth graders, the second, third and fourth graders for the fifth graders and the second, third, fourth and fifth graders for the sixth graders are announced in July.

Application Requirements

Article 8 -

a) For Associate Degree Programs; (GANO) of at least 2.5 out of 4.00 is required for graduates of other universities in the country to be at least below the minimum base score of the diploma programs and for the semesters completed in the program in which they are registered.

b) For Undergraduate Programs; The student must have completed all the courses he / she has received in his / her program prior to the period he / she wishes to transfer and have a GPA of at least 2.5 out of 4.00.

c) Applicants who can not fulfill the first condition but whose central placement score is equal to or higher than the base score of the diploma program that they wish to transfer may also make a horizontal transfer application.

d) The applicants who will apply to the departments where English preparatory class is mandatory in our university should be qualified in foreign language proficiency in English. Unqualified candidates receive 1 year of preparation training after they have won and registered for the final. Those who fail the preparations can not start undergraduate education.

Evaluation

Article 9 -

a) Preliminary consideration of applications is made by the relevant board of directors, within the framework of principles that the university senate has determined. The order of the students in the application; Based on OSYM achievement score (A), base score of university applied program (B), general weighted grade average (C) and full score (D)

$$0.5 \times (A / B \times 100) + 0.5 \times (C / D \times 100)$$

b) If these scores are equal, the weighted grade point average is taken into account. Only the weighted grade point average is taken as the basis for the students who have settled in higher education programs before 2010.

c) If there are sufficient candidates, the same number of primary and reserve candidates will be determined. Within the time specified in the calendar, records of backups are taken instead of the original candidates who are not registered.

Announcement of Results and Adaptation

Article 10 -

a) The results of evaluations of candidates who apply for a transfer to or from the institution for each diploma program are announced on the website of the university. If there are sufficient number of candidates carrying the success condition, the number of the quota will be declared as a reserve candidate. If no application is made from the original candidates within the specified time, the backups are called in order.

b) The related commissions shall determine the semesters or classifications of the students according to the principles determined by the senate taking into consideration the lectures taken by the students in the previous semesters and the courses they have transferred to in the past and by determining the courses which should be exempted with an adjustment program consisting of additional courses, the Student Affairs Directorate informs you before the course selection.

c) The new situation of the students who pass under the scope of this Directive shall be handled by the Directorate of Student Affairs within the latest 15 days after the completion of the registration process and finalization of the transition and adjustment processes to the higher education student database (YÖKSIS).

d) The code and credits (ECTS) of the courses that the students who have been transferred from the previous diploma program by the related commissions will be notified to the Directorate of Student Affairs with the name of the course. The general grade average is determined with the grades received by the student in the previous program and the grades to be taken at the University.

e) The orientation programs of the students who have the right to transfer are made in such a way as to ensure that these students start the new academic semester on the same date as the other students.

SECTION FOUR

Transfers to Universities from Higher Education Institutions Abroad Quotas and publicity

Article 11 -

a) The quota for horizontal transfers to be made by higher education institutions abroad by university senates may be determined. If the quota is determined, the quota of the foreign higher education institutions determined to not exceed half of the quota for each program for each program and the application conditions determined by the university senate and the quotas for horizontal transfer between the institutions are notified to the Higher Education Council at the latest until the end of working time on the thirtieth day of June. The Higher Education Council is declared the application conditions and assessment schedule with the quota of foreign students of all higher education institutions on the internet page.

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Transition Terms

Article 12 - (1) Acceptance by the university of the equivalent of the associate degree and bachelor's degree program, which is recognized and enrolled by the Higher Education Council as an institution authorized to grant associate degree and bachelor's degree diploma, for the higher education institution and the program in which the student has studied abroad. condition is sought.

a) For Associate Degree Programs; Prior to the period when the student wishes to transfer, the General Weighted Grade Point Average (GANO) must be at least 2.5 out of 4.00.

b) For Undergraduate Programs; The student must have completed all the courses he / she has taken in his / her program before the period he / she wishes to transfer and must have a GPA of at least 2.5 over the GANO 4.00.

c) T.C. who applied from a foreign higher education institution. a photocopy of the passport is required from students who have studied abroad for years.

d) The quota of foreign students who are nationals of that country coming from foreign countries determined by the Council of Higher Education shall not be subject to the limitation stated in Article 11 of this Regulation.

e) Students with a base score of a student admission to the relevant class of the diploma program in the higher education institution to which the student wants to transfer in a horizontal transfer from a foreign higher education institution may make a horizontal transfer application regardless of success condition from all courses abroad.

f) students starting tertiary education abroad, which will be used in the evaluation of higher education programs to transition their application in Turkey Student Selection and made by Placement Center Student Selection and Placement exams are accepted as equivalent to them with minimum scores in exams and scores, along with the overseas transfer quotas set by the university Higher Education It is announced by the Board. Candidates must have at least the announced scores or points in order to be able to apply for horizontal transfer.

g) At least 15 out of every 30 of the listening, speaking, reading and writing sections of the TOEFL-IBT test that have been entered in the last 2 years, in total 120 out of a total of 30 75 and above,

e) Students who can not certify their foreign language proficiency in English with the exams requested above will be given a foreign language proficiency examination by the Foreign Language Department of our University. Students who are not successful in the Foreign Language Proficiency Exam are required to complete the preparatory class successfully the year before they graduate.

Transition from Other Higher Education Institutions

Article 13 -

a) Students who continue to teach at the associate degree and undergraduate level in the Turkish Armed Enforcements, Police Academy and affiliated higher education institutions may transit to other higher education institutions in accordance with the provisions of their own special laws and in accordance with the relevant provisions of this Regulation.

b) Those who are not able to apply for horizontal transfer to other higher education institutions for reasons of failure or lack of dysprosia due to acts listed in Article 10 of the Student Disciplinary Regulations of Higher Education Institutions published in the Official Gazette dated 13/1/1985 and numbered 18634.

c) Students who are dismissed from higher education institutions within the scope of the first paragraph with a justification not falling within the scope of the second paragraph may apply for transfer to other higher education institutions within two years from the date of their dismissal. These applications are evaluated according to the inter-institutional transitional provisions.

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Article 14 - (1) The quota of foreign students who are nationals of the foreign country determined by the Council of Higher Education shall not be subject to the limit specified in the first paragraph of Article 11 of this Directive.

PART FIVE

Double Major Program

Double Major Program Opening

Article 15 - (1) The double major program may be opened with the approval of the senate upon the recommendation of the related departments and related faculty boards among the undergraduate diploma programs conducted at the University.

Double Major Program Quotas, Program Application, Admission and Registration Requirements

Article 16 -

a) Quotas The recommendation of the Department Heads is determined by the approval of the University Administrative Board upon the decision of the Faculty Administrative Board and announced by the Directorate of Student Affairs one month before the start of the academic year.

b) Applications for double major programs are submitted to the Directorate of Student Affairs together with the application form and other necessary documents until the deadline stated in the Academic Calendar.

c) Students may apply to the second major program at the beginning of the third semester at the earliest, at the beginning of the fifth semester at the end of the four year program, at the beginning of the seventh semester in the five year program and at the beginning of the ninth semester in the six year program.

d) Applicant must have completed all credited courses in the major program until the semester he / she has applied for applying to the double major program, the applicant must

be in the top 20% of the rank of achievement in the relevant class of the major program and must fulfill the other requirements, if applicable.

e) Admission is completed by the recommendation of the Department referred and the decision of the relevant Faculty Administrative Board.

f) Students who are 100% OSYM Scholarship Students and Double Major students do not pay any fee if they take courses opened in the summer semester for the first time. In other cases, the tuition fee for the summer school approved by the Board of Trustees is collected.

g) Students who are paid, 50% or 25% ÖSYM Scholarship and Double Major students pay the summer school tuition fee which is approved by the Board of Trustees at the rate of scholarship, if they take the courses opened in the summer semester for the first time. In other cases, the fee for summer school designated by the Board of Trustees will be charged in full.

consultancy

Article 17 - (1) Double Major Program Officer shall be appointed by the relevant department / faculty to ensure that students who are admitted to the double major programs and students are assigned to double major programs in order to determine the courses to be taken by the students and to assist the students in planning the periods to be taken and for the purpose of the double major program.

They work in communication and cooperation with the advisors of the major program students of Double Major Program. General of Double Major Programs in Faculty

Deans appoint a Faculty Double Major Coordinator to ensure coordination.

Major and Double Major Program Associations

Article 18 -

a) Due to the double major program, the success and graduation of the student in the major program is not affected in any way. A single schedules for the double major program are organized so that both schedules show the individual grade averages. In double major chart, all courses of double major program are included.

b) The separation of the Major Program and the Double Major Program is essential. In order to complete the second major program in the framework of this separation, all courses in the relevant course plan must be completed and other requirements for graduation (internship etc.) must be fulfilled. If there are separate internship programs for both major and double major programs, both must be completed. This BEZMIALEM VAKIF UNIVERSITY - Transfer between Bachelor's Degree and Bachelor's Degree Programs and Double Major Directive 7 courses are defined by the relevant faculty board of directors except for the common courses of the two program's course plans.

c) Students enrolled in double major programs must take at least 36 credits in order to complete these programs, except those courses that are taken jointly for both programs and / must.

Success and Graduation Requirements

Article 19 - (1) A student who is considered to be allowed in the First Major Program is considered to be on leave simultaneously in the Second Major Program. Students who can not take courses due to lack of course / practice in the Second Major Program can be granted two semesters for the Secondary Major Program with the approval of the relevant department. This permission will be reported to the section of the Major Program.

Article 20 - (1) Graduation grades of the student are calculated separately for both Undergraduate Programs. In order for a student to graduate from a double major program, the GPA must be at least 3.00.

Article 21 -

a) The grades of the courses that the student is successful in case of separation from the Double Major Program can be considered as substitutes for the decision of the Consultant and the decision of the Faculty Administrative Board and the elective courses in the Major Program.

b) The grades other than the elective courses in the major program are not considered in the calculation of the average grade in the major program.

Article 22 - (1) Undergraduate Diploma of the Double Major Secondary Undergraduate Program can not be given without obtaining the graduation right from the Major Undergraduate Program.

Temporary or Continuous Separation from Double Major Program

Article 23 -

a) The student may leave the double major program on his own request.

b) Students who have obtained the right to graduate from the program of the main diploma but can not finish the second major diploma program can be extended for a maximum of two semesters with the decision of the board of the faculty where the second major diploma program is held. In this case, the fundamentals of the tuition fees of the students of the major program are also applied to these students.

c) In the double major program, the registration is canceled from the double major program of the student who does not take courses for two semesters without permission.

No Judgment

Article 24 - (1) In cases where there is no provision in this regulation; related legislative provisions, Council of Higher Education, Senate, University Executive Board and relevant management decisions.

Enforcement

Article 25 - (1) This Directive shall enter into Enforcement on 15.07.2015, when it was accepted by the Senate of Bezmiâlem Vakif University.

Executive

Article 26 - (1) The provisions of this Directive are executed by the Rector of Bezmiâlem Vakif University.