

## REPUBLIC OF TURKEY

### NİĞDE ÖMER HALISDEMİR UNIVERSITY DIRECTIVE FOR EXEMPTION AND ADJUSTMENT PROCEDURES FOR ASSOCIATE AND UNDERGRADUATE PROGRAMS

#### PART ONE

##### Aim, Scope, Legal Basis and Definitions

###### Aim

**ARTICLE 1-** (1) The purpose of this directive is to; determine the basis of the exemption from courses which were already taken and succeeded at any other higher education institutions including Niğde Ömer Halisdemir University for the students who are now eligible to enroll at Niğde Ömer Halisdemir University, except for the distance education programs.

###### Scope

**ARTICLE 2-** (1) This Directive includes the procedures for exemption from and adjustment of the courses which were already taken and succeeded by the;

a) Students who want to continue their education by making a horizontal / vertical transition or by benefiting from the relevant amnesty laws,

b) Students, who have already completed an associate degree / undergraduate program or those who are still a student at any higher education institutions, are now entitled to enroll at Niğde Ömer Halisdemir University

c) Students who are already enrolled in any programs at Niğde Ömer Halisdemir University, students who take courses in a special student status in the programs of another higher education institution accepted by the Higher Education Council, students who have education with national exchange programs

d) students who are in a specified or similar situation given above will continue their education

###### Legal Basis

**ARTICLE 3-** (1) This Directive is prepared based on;

The Higher Education Law No. 2547, published in the Official Gazette dated 6/11/1981 and numbered 17506 and Niğde Ömer Halisdemir University Associate Degree and Undergraduate Education and Examination Regulations published in the Official Gazette dated August 17, 2014 and numbered 29091

###### Definitions and Abbreviations

**ARTICLE 4-** (1) For this Directive, the abbreviations and their meanings are as follow:

ECTS: European Credit Transfer System

School: Faculty, Higher School, Conservatory, Vocational School

School board: Board of Directors of the concerned school

GPA: The Grade Point Average

Petition: The petition for exemption and adjustment procedures attached to this directive

Adjustment Procedures: determination procedures of the semester / year the students, who previously enrolled at any other higher education institute, including Ömer Halisdemir University, are eligible to enroll at Ömer Halisdemir University based on the courses which were taken, succeeded and considered exempted

Exemption and Adjustment Commission: The commission which consists of at least three lecturers who examine exemption and adjustment requests and created by the relevant dean / director on the basis of branches / departments

Exemption: Acceptance of the previously taken and achieved course / courses instead of the course / courses in the curriculum based on their weekly course hours and content conformity

Note Conversion Chart: the chart of Higher Education Board which shows the conversion of the GPA on a 4.0 scale into a 100 scale.

SSPC: Student selection and placement center

Rector: the Rector of Niğde Ömer Halisdemir University

Senate: the Senate of Niğde Ömer Halisdemir University,

University shall mean Niğde Ömer Halisdemir University

CHE: Council of Higher Education

## **PART TWO**

### **Application Guidelines and Time**

#### **Application Guidelines and Time**

**ARTICLE 5-** (1) A student who enrolled at the university may file a petition to the departments concerned for exemption from the courses he/she has taken and achieved at his/her former higher education institute just for once till the end of the working day of the second week of the semester that he/she enrolled. However, students who qualify to enroll at the university after the end of the specified periods, such as vertical transitions, additional placement and the like, may apply within the first week following the registration week. The student adds approved course content and grade status certificate taken from the relevant institution of higher education. If the documents, photocopies, faxes, e-mails, cargo are unauthorized and / or missing, the application is not processed.

(2) There are no exemption and adjustment procedures for courses taken from foreign universities that are not recognized by the Higher Education Council and for the courses except Atatürk's Principles and Revolution History, Turkish Language and Foreign Language courses which are taught in the Open Education Faculty.

(3) The application must be made in person or by official authorities. Applications made after the application deadline are not accepted.

(4) The exemption and adjustment procedures shall be concluded by the relevant Board of Directors within one week following the day on which the applicants conclude.

## **PART THREE**

### **Exemptions and Adjustment Issues, Preparation Exemption Guidelines**

#### **Exemption and adjustment issues**

**ARTICLE- 6** (1) The student may request exemption from a single course / program course that he / she has already studied. Exemption applications are evaluated by the relevant department /

program Exemption and Adjustment Committees and a decision is given by the Unit Management Board regarding the proposal of the division board.

(2) On condition that the total credits exempted from the courses taken and succeeded at the former higher education institute of the students, who are admitted to undergraduate programs of the University with the Undergraduate Placement Exam, the Higher Education Transfer Exam or the Vertical Transfer Exam, are more than  $\frac{2}{3}$  of the total credits for the courses including compulsory courses for the total courses given at both 1<sup>st</sup> and 2<sup>nd</sup> term at the undergraduate program they enrolled, they move onto the second grade. In order to be able to move on to the third grades, the student must be exempted from at least  $\frac{2}{3}$  of the total credits in the first, second, third and fourth semesters of the education and training plan.

(3) Regardless of whether the course is compulsory or elective, the course content is determined by taking into account the equivalence of the course such as course adjustment / competency and weekly course hours. While continuing the education, the exemption request from the courses taken and succeeded while attending in Double Major / Minor program is not processed.

(4) The achievement assessment for the exemption from the courses is based on the evaluation of the achievement assessment of the student's previous university. The chart of the conversion of the grades is referred if the grades are not on the 4.0 scale. If there is no equivalence in the conversion chart, it is calculated by referring to the equivalence of the grades on the 4.0 scale to the 100 scale through direct proportion.

(5) For the exemption evaluation, the most recent grade of the course which was taken more than once is accepted.

(6) A letter grade exemption applies for exemption procedures. The grades of the exempted courses are assessed in the GANO account.

(7) Regardless of the course and class time, more than one course cannot be exempted instead of a course that the student has taken at the university where he / she has studied previously. However, instead of more than one courses that the student has taken, student may be exempted from an equivalent course at the university. For such cases, the grade for the exempted course is calculated by taking the arithmetic average of the weighted average of the grades according to the credits of these courses.

(8) If the relevant course is taught in a foreign language partly or completely in a foreign language-medium department/ programs, exemption is not performed for courses taken from a Turkish-medium department / program.

(9) Exemption procedures for the courses taken and achieved in a foreign language can be done by matching the courses taught in a foreign language or Turkish.

(10) The students will be notified the decision of the Board of Directors regarding exemption and adaptation within three working days. Objections to decisions regarding exemption and adjustment procedures shall be made within five days from the date of notification of the decision of the relevant Unit Board.

(11) NI grade is given to the courses, which the student has taken from the department / program he/she has studied before and succeeded without letter grade, in the exemption process of these courses.

(12) In the exemption process of the elective courses that are in Package / Group Application, the number of the elective courses exempted from cannot exceed the number of courses in the package / group application.

(13) In exemption procedures, exemption is not applied to internships that have been made in associate degree programs.

(14) Courses in which a student has failed in a higher education institution where he or she has previously studied is repeated without considering the attendance.

### **Exemption Guidelines for Preparatory School**

**Article -7** (1) In the process of exemption of compulsory foreign language preparatory class of the student who has registered in any department / program that is partly or completely taught in foreign language at Niğde Ömer Halisdemir University; The provisions of Article 5 of Niğde Ömer Halisdemir University Foreign Language School Preparatory Program for Education and Examinations Regulation, which was published in the Official Gazette dated 03/10/2011 and numbered 28073, shall apply.

## **PART FOUR**

### **Conditions without provision, Enforcement and Execution**

#### **Conditions without provision**

**ARTICLE 8-** (1) In cases where there is no provision in this Directive, other related legislative provisions and Senate decisions shall apply

#### **Enforcement**

**ARTICLE 9-** (1) This directive is valid after being accepted by Niğde Ömer Halisdemir University Senate. From the date on which this directive is valid, the decision of the senate dated 11/08/2011 and numbered 2011 / 22-102 was canceled.

#### **Execution**

**ARTICLE 10-** (1) Provisions of this directive shall be executed by the Rector of Niğde Ömer Halisdemir University.

**Appendix 1- Petition Sample**

**TO.....DEPARTMENT / DIRECTORATE**

I am a .....semester student at .....department of .....at your faculty / vocational school. I request to be exempt from the courses that I have been successful in the transcript of the ..... University I have given attached. But I do not want to be exempted from the courses given in the table below.

I beseech you.

..... / ..... / 20.....

**Name Surname:**

**Signature:**

**Appendices:**

**Appendix 1:** Transcript

**Appendix 2:** Course Contents

Information about Niğde Ömer Halisdemir University				Information about Niğde Ömer Halisdemir University					
Course code	Name of the course	Course Hour		ECTS	Course code	Name of the course	Course Hour		ECTS
		T	P				T	P	