

REPUBLIC OF TURKEY
ÖMER HALİSDEMİR UNIVERSITY
LATERAL TRANSFER DIRECTIVE FOR ASSOCIATE DEGREE AND UNDERGRADUATE
PROGRAMS

PART ONE

Aim, Scope, Legal Basis and Definitions

Aim and Scope

ARTICLE 1 - (1) The purpose of this Directive is to regulate the principles for the lateral transfer of students from higher education institutions applying equivalent educational programs to the higher education institutions of our University and the Ömer Halisdemir University Associate and Undergraduate degree students' lateral transfer to the equivalent diploma programs.

Legal Basis

ARTICLE 2 - (1) This Directive is prepared in accordance with Article 14 of the Higher Education Law dated 04/11/1981, numbered 2547, and " The Regulation regarding the principles of the transition between the programs in associate degree and undergraduate level, double transition, double major, minor and institutional credit transfers" which was published in the Official Gazette dated 24/04/2010 and numbered 27561.

Definitions

ARTICLE 3 - (1) Relevant definitions in this directive are as follow:

- a) Diploma Program: The higher education program which award associate or bachelor degree diplomas to the students who provide the qualifications of the faculty, schools, vocational schools or departments.
- b) Level: Each associate or undergraduate diploma program.
- c) Equivalent diploma program: Diploma programs whose names are identical or whose contents are determined to be at least eighty percent identical by the relevant board of directors.
- d) Relevant board of directors: Faculty administrative board in faculties, school administrative board in schools, vocational school administration board in vocational schools within the higher education institution.
- e) Quota: The number of students determined and announced for the specified programs.
- f) In-house lateral transfer: Lateral transfer to other diploma programs at the same level within the higher education institution where a student is registered.
- g) Rector: Ömer Halisdemir University Rector.
- h) Senate: Ömer Halisdemir University Senate.
- i) Lateral transfer: The right of a student registered in a higher education institution to continue learning in other diploma programs at the same level, within the framework of the principles in this Directive.
- j) Higher Education Student Database: The central database in which the information of the students studying at the associate degree, undergraduate and graduate level at all higher education institutions within the higher education board.

k) Central Examination: Exams used for placement in the Higher Education Programs organized by the Student Selection and Placement Center.

PART TWO

Quota, Terms of Application, Application, Acceptance and Evaluation of Applications, Registration Procedures and Required Documents

Quota

ARTICLE 4 - (1) The transfer quotas are determined by the relevant board of directors and announced until the end of July.

Terms of Application for Lateral Transfer

ARTICLE 5 - (1) Ömer Halisdemir University lateral transfer terms are as follow:

a) Lateral transfers are made from higher education institutions implementing equivalent education programs.

b) Lateral transfer cannot be made to the preparatory classes of associate and undergraduate diploma programs, to the first semester and the last semester of the associate degree programs and to the first two semesters and the last two semesters of the undergraduate diploma programs.¹

c) In order to make a lateral transfer, what is taken into consideration is the average grade of the student in the higher education program to be left and if the grade is equal, the score of the central examination. The student must have taken and succeeded all the courses he or she is responsible for the relevant semester in the higher education program to be left. The grade point average must be at least 2.5 / 4 in the relative evaluation system, and for the systems other than relative assessment, the grade point average must be at least 70/100.²

d) Lateral transfer cannot be made from open education and distance education programs.

e) Daytime education students can make lateral transfer to the evening education without quota restriction. However, students who make lateral transfer to the evening education diploma program pay evening education tuition fee.

f) Evening education students can only be transferred to evening education diploma programs. However, evening students with an achievement of being in the first ten percent of the class can be transferred to the daytime education diploma programs within the quota.

g) Students who apply for the lateral transfer to a department that is partially educated in a foreign language must be successful in the foreign language proficiency test that is conducted by Ömer Halisdemir University or certify a score from the foreign language exams which have national or international validity in the level of achievement determined by the relevant higher education institution.

h) Lateral transfer from foreign universities to higher education programs is not accepted.

i) Lateral transfer applications are only made within the announced period.

j) A student who has a suspension and extradition as a disciplinary punishment from an institution of higher education can not apply for lateral transfer.

Acceptance of applications, evaluation and adjustment program

ARTICLE 6 - (1) Application for lateral transfer to Ömer Halisdemir University Higher Education Programs are made every year up to 10 days before the start date of the semester indicated in the Academic Calendar.

¹ 12.05.2016 dated and 2016 / 013-067 numbered amendment made by senate decision

² 30.10.2013 dated and 2013/176 numbered amendment made by senate decision

(2) Lateral transfer applications are submitted to the Directorates of the Faculty Deans, Schools and Vocational Schools together with the required documentation until the stated date.

(3) After the application files are delivered to the concerned party, the appropriateness of the applications are checked by the commission of the relevant board of directors. The relevant committees determine which semester and which class the student will continue by comparing the student's previous semesters' lessons to the program to be transferred by taking into consideration of the regulations determined by the Senate. Moreover; they decide the additional courses and the exemptions by composing an adaptation program, if there are any.

(4) Lateral transfer to the diploma program is carried out upon the decision of the relevant board of higher education institutions.

(5) Freezing the registration does not constitute an obstacle for transfer rights.

(6) The adaptation of the previously succeeded courses of transferred students are made and the scores related to these courses are transcribed and added to the grade point average.³

Announcement of results

ARTICLE 7 - (1) The evaluation results of candidates applying for lateral transfer to each diploma program are announced on the web page of the relevant higher education institution. Those who are entitled to the lateral transfer are notified in writing about the decision.

(2) If there are sufficient number of candidates possessing the qualifications, reserve candidates are declared by the number of the quota. If the original candidates don't apply within the specified time, the reserve candidates are called in order.

(3) After the registration process is completed and the transition and adjustment procedures are finalized, the new status of the students who transferred under the scope of this directive is processed in the higher education student database by the Student Affairs Office within 15 days at the latest.

(4) Students who qualify for lateral transfer; however do not register for any reasons between the dates mentioned will lose their right of lateral transfer.

Required documents

ARTICLE 8 - (1) A certificate that shows the student has no suspension and removal from the higher education institution as a disciplinary punishment.

(2) Transcript, the official document showing all the lessons and grades received by the applicant student taken from the institution to be left.

In-house lateral transfer

ARTICLE 9 - (1) For each diploma program at the equivalent level within a faculty, school or vocational school or other faculties, schools or vocational colleges partaking within the same university, lateral transfers can be made starting from the second semester, including the fifth semester. Lateral transfers can be made within the quota determined by the relevant board of directors but the fifteen percent of the whole student quota which is determined annually in the guidebook of Student Placement and Selection Centre can not be exceeded and the quotas are divided for each semester.⁴

³ 12.05.2016 dated and 2016 / 013-067 numbered amendment made by senate decision

Enforcement

ARTICLE 10 - (1) This Directive shall enter into force on the date of its publication.

Execution

ARTICLE 11 - (1) The provisions of this Directive are executed by the Rector.

¹ 12.05.2016 dated and 2016 / 013-067 numbered amendment made by senate decision

² 30.10.2013 dated and 2013/176 numbered amendment made by senate decision