

KADIR HAS UNIVERSITY
REGULATION ON LATERAL (INTERNAL) TRANSFERS AMONG
ASSOCIATE AND BACHELOR'S DEGREE PROGRAMS

Purpose, Basis and Scope

Article 1- (1) The purpose of Kadir Has University Regulation on Lateral (Internal) Transfers Among Associate and Bachelor's Degree Programs is to regulate the principles and procedures of lateral transfer to Kadir Has University associate and bachelor's degree programs, in scope of the "*Regulation on Transfers, Double Majors and Minors among Associate and Bachelor's Degree Programs and the Inter-Organizational Credit Transfers at Higher Education Institutions*" that was published by the Council of Higher Education in the Official Gazette dated 24.04.2010 and numbered 27561.

Definitions

Article 2 - (1) The following terms mentioned in this Regulation shall mean as designated below:

- a) Diploma Program: The higher education programs which issue associate or bachelor's degree diplomas to the student that meet the designated requirements of the faculties, colleges, vocational schools of higher education or the departments.
- b) Level: Each of the associate or the bachelor's degree programs.
- c) Equivalent diploma program: The diploma programs having the same name or which are identified by the relevant boards to have the same content at least at eight percent.
- d) Grade point average: The weighted grade average of all courses - except the preparatory class - that the student has taken until the academic that he/she wants to make a transfer, based on the credits of these courses.
- e) Relevant Board of Directors (Board): The faculty's board in faculties; the college's board in colleges; and the board of the vocational school of higher education in the vocational high schools.
- f) Quota: The number of the students which is previously determined and later announced.
- g) Intra-organizational lateral (internal) transfer: Transfer of a student to any other same-level diploma program under the same higher education institution to which

the student is registered to.

- h) Inter-organizational lateral (internal) transfer: Transfer from a higher education institution to another higher education institution.
- i) Lateral transfer through the central placement point: The lateral transfer that is allowed when the student's central placement point in the year of his/her registration is equal to or higher than the base point of the diploma program to which the student wants to transfer, including the preparatory class.
- j) The base point: The entrance point of the student who is placed with the lowest point to a higher education institution's diploma program by the ÖSYM (Student Selection and Placement Center).
- k) University: Kadir Has University.

English Proficiency Exam:

Article 3 - (1) (Amended: Senate 20.02.2019 – 2019/02) The candidates who want to make lateral transfer to Kadir Has University's programs with fully or partial English education must have a certain level of English Language knowledge that will allow them to follow the classes. In this scope, students must obtain 78 points from the TOEFL IBT exam and must document it. The mentioned document is deemed valid for two years following the exam date. The students not having a foreign language document that is not internationally valid must take the Kadir Has University English Proficiency Exam, and must get at least 60 points from the foregoing exam to be able to start taking courses under their programs. The candidates must submit the valid English proficiency document during the application. The students who fail to provide the English proficiency shall continue the English Preparatory Program. Other conditions which may be taken as the basis for exemption from the English Preparatory Program are evaluated by the Senate.

Inter-organizational lateral (internal) transfer

Article 4- (1) The inter-organizational lateral (internal) transfer is made within the same-level equivalent diploma programs of the higher education institutions, in the scope of the quotas announced by the Council of Higher Education as well as the application and evaluation calendar.

(2) Inter-organizational lateral transfer is not possible to the preparatory classes of the associate and bachelor's degree diploma programs, the first and last academic terms of the

associate degree diploma programs as well as the first two and last two academic terms of the bachelor's degree diploma programs.

(3) For inter-organizational lateral (internal) transfer, the student must have a GPA of at least 60 out of 100 for the academic terms he/she completed under the program he/she is registered to.

(4) The candidates who fail to meet the success requirement designated in the third paragraph, however, whose central placement point is equal or higher than the base point of the diploma program to which the student wants to transfer, can apply for the lateral transfer provided that meet the criteria under the first and second paragraphs.

(5) In order to be transferred from open learning and distant learning programs to the formal education programs, the students must have a GPA of 80 or more out of 100 under the program he/she is registered to, or their central placement point in their year of registration must be equal or higher than the base point of the diploma program for the relevant year to which the students want to make lateral transfer.

(6) If the students who are serving under principal and permanent public services are permanently assigned to another place, then these students along with their children and spouses under their responsibility can be transferred to all classes or academic terms of the equivalent diploma program -except its last grade/year or the last two academic terms- without the quota requirement and within one month latest following the start of the academic year, provided that their entrance placement point for the diploma program to which they are registered is higher than the base point of the diploma program as of their year of placement to which they want to be transferred.

Intra-organizational Lateral (Internal) Transfer

Article 5- (1) Lateral transfer can be made between the equivalent level diploma programs under the University, in the scope of the quotas determined by the relevant board for the fall and spring academic terms, provided that to the second academic term earliest and to the fifth academic term latest.

(2) In order to make lateral transfer application between diploma programs under the University which are at the same level but which are accepting students with different central placement point types, the central placement point of the student as of his/her exam year under the point type that is applied to the diploma program to which he/she wants to be transferred must not be less than the lowest base point of the other national

universities' diploma programs that are equivalent to the diploma program to which the student what to be transferred to.

(3) For the intra-organizational lateral transfers, the students must be registered to an associate or bachelor's degree diploma program under Kadir Has University during the application and must not be discharged from the University at the end of that academic term, regardless of its reason.

(4) For the intra-organizational lateral transfers to the diploma programs which are accepting students with special talent tests, the students must also be successful in these special talent tests along with meeting other requirements.

(5) If students who are continuing their education in the scope of the scholarship quota make lateral transfer to another program, then the principles regarding the continuation of their scholarships are determined through the Senate's decision and the Board of Overseer's approval.

Lateral Transfer from Foreign Higher Education Institutions

Article 6- (1) Lateral transfers are possible from foreign higher education institutions to the University's equivalent associate and bachelor's degree diploma programs in the scope of the quotas determined by the Senate and announced by the Council of Higher Education.

(2) The quota for the lateral transfer from foreign higher education institutions cannot exceed half of the inter-organizational lateral transfer quota. The quota to be determined for the foreign students, however, is not subject to this limitation.

(3) Lateral transfer is not possible to the preparatory classes of the associate and bachelor's degree diploma programs, the first and last academic terms of the associate degree diploma programs as well as the first two and last two academic terms of the bachelor's degree diploma programs.

(4) For lateral transfer from foreign higher education institutions, the student must have a GPA of at least 60 out of 100 for the academic terms he/she completed under the program he/she is registered to.

(5) The candidates who fail to meet the success requirement designated in the fourth paragraph, however, whose central placement point is equal or higher than the base point

of the diploma program to which the student wants to transfer, can apply for the lateral transfer provided that meet the other criteria.

(6) For the applications made from foreign higher education institutions, the foreign institution under which the student continues his/her education must be an acknowledged institution by the Council of Higher Education to offer associate and bachelor's degree diplomas, and the equivalency of his/her current diploma program to the associate or bachelor's degree program which he/she applied for the lateral transfer must also be acknowledged by the University.

(7) While evaluating the lateral transfer applications of the students who started their education under a foreign higher education institution, the minimum central placement points declared by the Council of Higher Education as well as the exams and minimum points that are deemed equivalent to the foregoing are taken as bases. The candidates must have at least the declared points to make lateral transfer applications.

(8) The students who are registered to any foreign higher education institution, including TRNC (the Turkish Republic of Northern Cyprus) through special talent tests cannot make lateral transfers to the national higher education institutions.

(9) The following requirements are adequate for a lateral transfer application: the student's mother or father returns to Turkey due to end of their assignment if the mother or father is serving under public service or permanently returns to Turkey if the mother/father is a worker, and the student studied at least one year except for the foreign language class and successfully completed all of his/her final exams. The relevant boards evaluate the students who apply through this channel, separately from the foreign university lateral transfer quotas.

(10) The University Board evaluates any applications made to the higher education institutions by the children of the foreign diplomats serving in Turkey, without requiring a quota criterion.

(11) The students who are continuing their education in one of the countries that are identified by the Council of Higher Education to have violence incidents and humanitarian crisis, and therefore, where the education is unsustainable, can make lateral transfer applications in the scope of the principles and procedures determined by the Council of Higher Education.

Criteria for Lateral Transfer from Other Higher Education Institutions

Article 7- (1) The students who continue their education at associate degree and bachelor's degree level under Turkish Armed Forces and Police Academy as well as any higher education institutions under those, can make lateral transfer to Kadir Has University, in scope of the provisions regulated in their own special laws and legislation and in compliance with the *Regulation on Transfers, Double Majors and Minors among Associate and Bachelor's Degree Programs and the Inter-Organizational Credit Transfers at Higher Education Institutions*.

(2) However, students who are discharged from the foregoing institutions due to reasons designated under article 13/2 of the *Regulation on Transfers, Double Majors and Minors among Associate and Bachelor's Degree Programs and the Inter-Organizational Credit Transfers at Higher Education Institutions* cannot apply for the lateral transfer. The students, on the other hand, who were discharged from the higher education institutions in the scope of the paragraph one due to reasons other than those designated under article 13/2 can apply for transfer to the Kadir Has University in two years following the date of discharge. These applications are evaluated according to the inter-organizational lateral (internal) transfer provisions.

Lateral Transfer through the Central Placement Point

Article 8- (1) The lateral transfer is allowed when the student's central placement point in the year of his/her registration is equal to or higher than the base point of the diploma program to which the student wants to transfer, including the preparatory class.

(2) The lateral transfer applications are evaluated in the scope of the procedures and principles determined by the Council of Higher Education.

Documents Required for Application

Article 9- (1) The students who want to make a lateral transfer to Kadir Has University must fill out the application form and submit their application together with the documents listed below until the application deadline designated under the academic calendar:

1. Application form
2. English proficiency document (except for the programs in Turkish)
3. Academic records (transcript)

4. Document showing that the student was not subject to any disciplinary penalties under the higher education institution to which he/she is registered
5. ÖSYS (Student Selection and Placement System) exam results documentation for the applications to be made through the national higher education institutions
6. ÖSYS (Student Selection and Placement System) exam results documentation for the applications to be made through the foreign higher education institutions or any other document for the exam results that are acknowledged as being equivalent by the Council of Higher Education.
7. The instruction plan and course content approved by the higher education institution of registration
8. Officially approved copy of the passport for those applying through the foreign higher education institutions
9. Document showing that the students who want to make a lateral transfer through the central placement point did not make a lateral transfer to any other higher education institution through the central placement point
10. Document showing that the student is still registered under the relevant institution (to be obtained within the last three months)
11. Copy of the ID card
12. Exemption application form

(2) The applications are made to the Kadir Has University either in person or through mail/post with all the documents listed above attached. The applications that are delayed in the post/mail process or made with missing/deficient documents are not taken into consideration. The students whose applications were not taken into consideration due to missing/deficient documents are not notified; details of the students in this status are announced on the University webpage.

(3) (*Amended: Senate 20.02.2019 – 2019/02*) The Student Affairs Directorate evaluates the applications in terms of the required documents.

Evaluation

Article 10- (1) The preliminary evaluation regarding the applications are made by the lateral transfer committees comprised of three members and established by the relevant board, in scope of the *Regulation on Transfers, Double Majors and Minors among Associate and Bachelor's Degree Programs and the Inter-Organizational Credit*

Transfers at Higher Education Institutions as well as the principles and requirements determined under the Kadir Has University Regulation on the Associate and Bachelor's Degree Exemption and Adjustment Processes.

(2) The applications are evaluated based on the lateral transfer type, the candidate's GPA, the central placement point for transfer to programs with different point types and other criteria; and the transfer is carried out pursuant to the allocated quotas.

(3) The lateral transfer placement processes are carried out upon the relevant board's decision.

(4) The results for the lateral transfer applicants are announced on the University webpage. The decisions regarding the candidates who are entitled to the lateral transfer are delivered to them in writing.

(5) In case there is an adequate number of candidates meeting the criteria, then the substitute candidates in the amount of quota are declared. If the principal candidates do not make applications in numbers to fill the quotas within the designated time periods, then the substitute candidates are called out in a row.

Adjustment and Exemption Processes

Article 11- (1) The students whose lateral transfer applications are accepted and who are registered to the University can be exempted from the courses which they have taken under their previous diploma programs, upon recommendation of the exemption and adjustment committee and the unit board's decision. The adjustment, exemption and grade/point transformation processes are executed by the relevant committees in the scope of the principles determined under the Kadir Has University Regulation on the Associate and Bachelor's Degree Exemption and Adjustment Processes.

The Maximum Duration

Article 12- (1) The time spent by the lateral transfer students under their previous diploma programs are added while calculating the education period. The total duration cannot exceed the limits designated under the Law No.2547.

(2) The education periods for the students making lateral transfer from their education program to which they were registered through their central placement points to any other program, are calculated by deducting the class they are accepted to from the program's maximum duration.

Effective Date

Article 13- This Regulation enters into effect on the same date that it is adopted by the University Senate on its meeting dated 20 June 2016 and numbered 2016-09. On the effective date of this Regulation, the Kadir Has University Regulation on Lateral (Internal) Transfers among Associate and Bachelor's Degree Programs dated 27.12.2010 becomes abolished.

Execution

Article 14- This Regulation is executed by the Rector of Kadir Has University.