

KADIR HAS UNIVERSITY
REGULATION ON THE ASSOCIATE DEGREE AND BACHELOR'S
DEGREE EXEMPTION AND ADJUSTMENT PROCESSES

PART ONE
Objective, Scope, Basis and Definitions

Purpose

ARTICLE 1- This Regulation aims to regulate the principles that will apply to the students who are registered under any associate or bachelor's degree programs under Kadir Has University in their exemption processes and the academic term/class adjustment processes with regards to the classes that they have previously taken and successfully completed under any educational institution including Kadir Has University.

Scope

ARTICLE 2- (1) This Regulation covers the principles that applies to the students who were dismissed while they were previously students either through lateral transfer, vertical transfer or under any higher education institution or to students who are graduated and are entitled through ÖSYS (Student Selection and Placement System) to be registered to any associate or bachelor's degree programs under Kadir Has University, in their exemption processes with regards to the classes that they have previously taken and successfully completed under any educational institution including Kadir Has University or their adjustment processes with regards to the diploma program under which they are registered.

(2) If the student, while he/she is registered under another higher education institution, takes any courses under Kadir Has University as a private student, then these courses can be a basis for exemption from courses included in the instructional plan of the Kadir Has University's relevant associate or bachelor's program to which the student is subsequently registered. The exemption processes are carried out pursuant to the provisions of this Regulation herein.

(3) The adjustment principles on the instructional plan/curriculum changes made in the Kadir Has University associate and bachelor's degree programs are excluded from the scope of this Regulation.

(4) The principles on the credit transfer and equivalency processes of Kadir Has University students who participate in the national and international student exchange programs are excluded from the scope of this Regulation.

Basis

ARTICLE 3- This Regulation was prepared based on article 14 of the Higher Education Law No.2547 and the relevant legislation as well as the Kadir Has University Regulation on Associate and Bachelor's Degree Education.

Definitions

ARTICLE 4 - (1) The following terms mentioned in this Regulation shall mean as designated below:

- a) Department: Any faculty, college or vocational school of higher education of Kadir Has University.
- b) Adjustment: The process of determining the academic term/class of Kadir Has University students based on the total number of credits of the courses from which they are held exempted among those they have taken and successfully completed under the diploma program to which they were previously registered.
- c) Committee: The University's Exemption and Adjustment Committees built by the relevant units' boards.
- d) Exemption: Approval of equivalency of the courses in scope of the relevant diploma program's instructional plan and the courses that the student has taken and successfully completed under the diploma program to which they were previously registered.
- e) (*Amended: Senate 20.02.2019 – 2019/02*) University (KHAS): Kadir Has University.

PART TWO
Duties and Powers Related to the Exemption and Adjustment Processes

Commission

ARTICLE 5- (1) The exemption and adjustment processes in the scope of this Regulation are executed pursuant to the principles designated under this Regulation and the relevant legislation, by the committees that are established by the relevant units' boards through assigning at least three academics. The Committee submits its opinion before the Dean's Office/Directorate through a written report, at the end of its evaluation.

(2) The committees established by the relevant boards to do the preliminary evaluation regarding the lateral transfer pursuant to the provisions of the Regulation on Transfers, Double Majors and Minors among Associate and Bachelor's Degree Programs and the Inter-Institutional Credit Transfers at Higher Education Institutions, serves as the Exemption and Adjustment Committee for the exemption and adjustment processes of the lateral transfer students whose application were accepted and who were registered.

(3) The relevant boards assign the Committees mentioned under paragraph 2 to do the evaluations for the exemption and adjustment processes falling in the scope of this Regulation.

(4) The relative Committees are under the obligation to also execute the processes for adjusting the course grades which are obtained from another higher education institution and which form the basis of exemption to the Kadir Has University grade system in an appropriate way. The Committees also include in their reports that they will prepare pursuant to paragraph 1 the grades for courses that form the basis of the exemption as well the grades corresponding to them under the University's grades system.

Finalization of the Exemption and Adjustment Processes

ARTICLE 6- The exemption and adjustment processes are finalized upon the relevant board's decision within time periods declared under the academic calendar. The board decision must include information about the name, code and credits for the courses for which the equivalency was accepted, the grades for the courses which for a basis for exemption and the grades corresponding to them under the University's grades system as well as the information showing to which academic term/class the student was adjusted.

Notification and Objection

ARTICLE 7- (1) The board decision on the exemption and adjustment process is delivered to the student by the relevant unit's secretariat. The objections are made to the relevant unit within five working days latest following the delivery date. The board of the relevant unit decides on these objections within five working days latest. These decisions are final. The decisions regarding the objections are delivered to the students by the relevant unit's secretariat.

(2) (*Amended: Senate 20.02.2019 – 2019/02*) The unit's secretariat urgently notifies the Student Affairs Directorate of the board decision on the exemption and adjustment processes.

PART THREE Exemption Application

Application Conditions

ARTICLE 8 - (1) (*Amended: Senate 20.02.2019 – 2019/02*) The students who are registered under the University's any diploma program can apply for an exemption at the beginning of the academic term for their program within the time periods declared under the academic calendar. An application request form is collected during the lateral transfer registration from the lateral transfer students, and during the vertical transfer registration from the vertical transfer students.

(2) (*Amended: Senate 20.02.2019 – 2019/02*) Any exemption applications made in the future by the students falling in the scope of this Regulation are evaluated under the faculty/college boards. Any requests that may emerge due to the changes made in the relevant diploma program's instructional plan can be taken under review for evaluation. Applications regarding these requests are evaluated pursuant to the principles under article 11 of the Regulation.

(3) Students who are placed under any diploma program of Kadir Has University through ÖSYS (Student Selection and Placement System) continue to the courses for which they made an exemption application until the board gives its decision, if they are registered under those courses. All rights, responsibilities and obligations regarding these courses end retrospectively after the decisions on the exemption from these courses are finalized. The student can apply to the relevant unit with a request letter approved by his/her counselor by designating the new courses for which he/she wants to be registered in return for the total number of credits that he/she was held exempted. If considered appropriate, the student's course registration

is corrected through the relevant unit's board decision.

Documents Required for Application

ARTICLE 9- (1) The following documents are required for the exemption requests made by the students who are registered to any diploma program of Kadir Has University through ÖSYS (Student Selection and Placement System):

a) Exemption application form. The students must expressly designate in their application form the courses - in the scope of the diploma program that they are registered to - which they request to be exempted from based on the courses they have previously taken and successfully completed.

b) The transcript and course details approved (signed and sealed) by the former educational institution of registration. The process shall not be carried out if the documents are photocopied, faxed, non-approved or missing.

c) The students who make an exemption request for the courses they have taken and successfully completed under foreign higher education institutions must submit a document showing that the relevant higher education institution is acknowledged by YÖK (The Council of Higher Education).

d) The application is made in person or through mail to the relevant unit's secretariat. The late applications and any delays due to post/mail shall not be tolerated.

e) The applications which fail to meet the application conditions or made with missing/deficient documents are rejected and not taken into consideration.

Lateral (Internal) and Vertical (External) Transfer Students

ARTICLE 10 - (1) (Amended: Senate 20.02.2019 – 2019/02) The relevant Committees execute the exemption processes with regards to the courses previously taken and successfully completed under a previous diploma program before the transfer by the students who are currently registered under the University through lateral or vertical transfer as well as these student's adjustment processes for the adjustments to their current diploma program under which they are registered, as a whole and in scope of the documents submitted during the lateral or vertical transfer.

(2) The adjustment programs of the students who are registered to the University through lateral or vertical transfer are carried out in a manner to allow them to start the new academic term on the same date with their peers. After the adjustment process is completed, these students are registered to the courses in scope of the adjustment plan determined.

(3) All other exemption requests by these students except those courses they have previously taken and successfully completed under a diploma program there were previously registered to before the transfer, shall be subject to article 9 of this Regulation.

PART FOUR

Evaluation Criteria for Exemption, Adjustment Principles and Grade Adjustment

Evaluation Criteria for Exemption

ARTICLE 11- (1) The Exemption and Adjustment Committees execute the evaluation process regarding exemption within the framework of the principles below:

a) The local credit for the course previously taken and successfully completed under the previous diploma program must be either equal or higher than the course under the instructional plan of University's relevant diploma program. However, the AKTS (European Credit Transfer System) credit equivalency is evaluated by the relevant unit's board. The course is examined in terms of compatibility and adequacy of the course context. If the course contexts are at least 80% compatible and the weekly course hours are same, then the student can be exempted from the course under the instructional plan of the diploma program to which he/she is registered. The rate of 80% can be increased by the relevant unit's board decision. The evaluation does not require the course names to be exactly the same. The exemption cannot be rejected due to the course forming the basis of exemption or the course the exemption is requested for being a mandatory or elective course or being in a foreign language or Turkish.

b) In order a course that was taken from a previous diploma program to form a basis for the exemption, this course must be successfully completed with an unconditionally successful grade. However, the courses that were conditionally completed can also form a base for the exemption together with the courses successfully completed, provided that the average of the adjusted grades for the exempted courses must not fall below 2.00 in total. The students, who are making lateral (internal) transfer within the

institution or who make an exemption request for courses previously taken under Kadir Has University, are not required in their exemption processes to have completed their course with an unconditionally successful grade.

c) More than one courses can form a basis for the exemption from the relevant course, provided that the conditions under the paragraph (a) are met. Likewise, one single course can also form a basis for the exemption of more than one courses, provided that (i) this one single course's credit is equal to or more than the total credits of these multiple courses under the instructional plan of University's relevant diploma program, and (ii) the conditions under the paragraph (a) are met.

d) The adjustment process for courses such as Turkish Language and/or Atatürk's Principles and History of Turkish Revolution - context of which does not vary depending on the higher education institution and the diploma programs - is carried out without considering the credit compatibility.

e) If the time period between ending of the studentship status under the previous diploma program and the evaluation date is more than five years, then no exemption evaluation is carried out for the relevant course. If the student simultaneously continues to his/her education under another diploma program, this five-year period starts on the date that the course is completed. This time period is three years for mandatory foreign language courses. There is no time limitation for Turkish Language and/or Atatürk's Principles and History of Turkish Revolution courses or any other courses given with similar names but same context. There are no time limitations applied for the courses that the students making a lateral (internal) transfer have taken under Kadir Has University.

f) During the exemption evaluation for the students who have previously taken education under more than one diploma program, regarding the courses they were held exempt from by their latest higher education institution, the years they completed the courses that form the base for exemption provided by their latest higher education institution as well as the course content and credits approved by the higher education institution providing these courses are taken as bases with regards to the time periods under the paragraph (e). The exemption process carried out by another educational institution cannot form a base for the exemption processes that will be carried out by Kadir Has University units.

g) No exemption evaluation shall be carried out for courses provided by Universities under names such as Dissertations, Thesis, Final Project or etc. or any courses requiring project/thesis preparation.

h) The fact that whether the mandatory internship served while the student was registered under another diploma program can or cannot form a basis for the mandatory internship required under the diploma program that the student is newly registered, is decided by the relevant unit's board pursuant to the internship principles adopted by the unit.

Adjustment Principles

ARTICLE 12 - (1) (Amended: Senate 20.02.2019 – 2019/02) The adjustment process is executed by calculating the student's current academic term/class based on the total credit amounts for the courses which he/she deemed successfully completed through the provision of exemption. The credit amount that achieves at least 6 KHAS or 12 AKTS credits lacking from the cumulative total of academic term nominal credit amounts in the instructional plan of the diploma program to which the student is registered, designates the academic term/class of the student.

(2) When the student's adjustment is made to any academic term/class pursuant to paragraph 1, this does not mean that the student is not under the obligation to successfully complete the courses included in the previous academic terms of the instructional plan and the courses included in the student's adjustment plan.

(3) The evaluation for the students who were subject to exemption and adjustment processes with regards to their maximum education period is carried out in the scope of the Higher Education Law No.2547 and Kadir Has University Regulation on Associate and Bachelor's Degree Education.

(4) In order the students who are registered to any Kadir Has University diploma program through ÖSYS be entitled to graduate, they must be registered to the University for at least four academic terms under a bachelor's degree and two academic terms under an associate degree. The total credits for the exempted courses cannot exceed 50% of the total credit amount required for graduation under the instructional plan of the relevant program. If the total credits of the exempted courses exceed 50%, then the courses to be exempted from shall be determined by starting from the highest grade that the student has achieved.

Impact of the Exempted Courses on the Average Grade Points

ARTICLE 13- (1) (Abolished: Senate 20.02.2019 – 2019/02)

(2) (Amended: Senate 20.02.2019 – 2019/02) The grades of the course that is forming a base for the exemption are adjusted according to the principles and/or the tables adopted by the Senate through

determining the multiplier in line with the University letter grade system by considering the base and top points for this course. The grade calculated as above is added to the GPA (Grade Point Average) and the exempted course is designated under the transcript with a special sign.

(3) In case more than one successfully completed courses form a basis for the exemption from a single course, then first the arithmetic average of the grades of the courses that are the basis for the exemption is determined according to the course credits, and then this grade calculated is made subject to adjustment. In case a single course forms a basis for the exemption from more than one courses, then the grade for the course forming a basis for exemption is adjusted and each course exempted are given the same grade.

(4) Among all these courses taken and successfully completed by the internal later student in their previous diploma programs, only the grades for courses which form a basis for exemption in the scope of this Regulation from courses under the student's successfully completed diploma program are added to the GPA. No separate exemption evaluation shall be carried out for the mandatory common courses that are the Turkish Language, Atatürk's Principles and History of Turkish Revolution and the English Language.

PART FIVE Miscellaneous

Exemption from the Mandatory English Preparatory Program

ARTICLE 14- For the exemption of students in the scope of this Regulation from the mandatory English Preparatory Program, the provisions of Kadir Has University Regulation on Associate and Bachelor's Degree Education as well as the Foreign Language College Regulation are applied.

Exemption from the Mandatory English Classes

ARTICLE 15- (1) The Kadir Has University Regulation on Associate and Bachelor's Degree Education as well as the Foreign Language College Regulation are applied to the students who fall in scope of this Regulation and who are held exempted from English Preparatory Program through the grades they have taken from KHAS-İYS (English Proficiency Exam) or other exams acknowledged by the Senate, in their exemptions from the mandatory foreign language classes under the instructional plan of the diploma program that they are registered to.

(2) The mandatory English Language courses taken from a higher education institution other than Kadir Has University can form a basis for exemption from Kadir Has University common mandatory English Language classes, upon the Foreign Language College's recommendation and with the relevant board's decision. The internal lateral transfer students are subject to article 13, paragraph 4 of this Regulation.

Non-regulated Circumstances

ARTICLE 16 - (1) In cases where there are no provisions in this Regulation, other relevant legislation provisions as well as the decisions by the Higher Education Council, Senate and related unit's board are applied.

Effect

ARTICLE 17- (1) Having a change in its article 12, paragraph 1 through the University Senate's decision dated 12.06.2017 and numbered 2017/07, this Regulation enters into effect on the same day and replaces the regulation adopted by the Kadir Has University Senate on 07.01.2015.

Execution

ARTICLE 18 - (1) The provisions of this Regulation shall be executed by the Rector of Kadir Has University.