KADİR HAS UNIVERSITY
REGULATIONS FOR ASSOCIATE AND BACHELOR’S PROGRAMS
CREDIT TRANSFER, CONVERSION AND EXEMPTION PROCESSES

PART I
Aim, Scope, Legality and Definitions

Aim
ARTICLE 1 - The aim of these regulations is to state the terms of the principles regulating the transfer of students’ course credits from another institution of higher education to associate and undergraduate degree programs at Kadir Has University and to provide the rules for exemptions for courses taken and passed previously at any institution of higher education including Kadir Has University.

Scope
ARTICLE 2 - (1) These regulations state the terms of the principles regulating exemptions from courses taken and passed previously at any institution of higher education including Kadir Has University and the transfer of course credits from another institution of higher education to any associate and undergraduate program at Kadir Has University. These are the students who are entitled to register for an associate or an undergraduate program at Kadir Has University by way of transfer or by taking the ÖSYS exam following either the dissolution of their relationship with an institution of higher education before the end of their studies or their graduation from such an institution.

(2) Courses students have previously taken at Kadir Has University under special student status while officially registered at another institution of higher education may be used for course exemptions when these students register for an associate or an undergraduate diploma program at Kadir Has University. The process of exemptions is carried out according to the terms of the principles in these Regulations.

(3) The rules for course credit transfers in cases of changes in education plans/curricula for associate and undergraduate diploma programs at Kadir Has University are beyond the scope of these Regulations.

(4) The rules for course credit transfers and equivalency procedures for Kadir Has University students who participate in domestic and international student exchange programs are beyond the scope of these Regulations.

Legality
ARTICLE 3 – (1) These regulations adhere to the tenets stipulated in Article 14 of Higher Education Law 2547 and related regulations as well as the Kadir Has University Regulations for Associate and Undergraduate Degree Programs.

Definitions
ARTICLE 4 – (1) The definitions of the terms used in these regulations are as follows:
   a) Unit: Faculty, school or vocational school at Kadir Has University,
   b) Course and Credit Transfer: The process of determining which semester/school year a transfer student will start his/her studies from at Kadir Has University based on the decision regarding which of the courses the student had previously taken and passed in his/her former
program and how these may be used for exemptions from courses in his/her education at Kadir Has University and the total credit amount of these courses.
c) Commission: Exemption and Course Credit Transfer Commissions of the University organized by the relevant administrative boards of the University,
d) Exemption: The acceptance of the equivalency of a transfer student’s previously taken courses with the courses for a diploma program at Kadir Has University based on the compatibility of course credits and content.
e) University: Kadir Has University.

PART TWO
Duties and Authority regarding Procedures for Exemptions and Credit Transfer

Commission
ARTICLE 5- (1) Course credit transfers and equivalency procedures are carried out by commissions comprised of at least three faculty members appointed for this duty by the relevant unit’s managerial boards. These commissions follow the appropriate procedures, and the terms of the principles stated in these Regulations. At the end of evaluation, the committee submits its opinion to the related Deanery/Directorate in writing.

(2) Commissions which are assembled by related administrative boards for pre-evaluating applications for transfers between undergraduate degrees also function as the Exemptions and Credit Transfer Commission for those students who register at the University following the approval of their applications for transfer to an undergraduate program. These committees are assembled according to the terms of the principles stated in the Regulations regarding Transfer between Associate and Undergraduate Degrees, Double Major, Minor and Credit Transfer between Institutions.

(3) Related administrative boards appoint the commissions outlined in article two to carry out all evaluations for all the procedures of exemptions and course credit transfer which are within the scope of these Regulations.

(4) The relevant commissions are also tasked with transferring the grades for courses which were previously taken and passed at another institution of higher education and which form the basis for exemptions. The grades are transformed into the Kadir Has University grade system according to the terms of the principles of these Regulations and the principles of the related Senate. The commissions include the grades of courses used for exemptions and their counterparts in the University grade system in the reports which the commissions prepare in accordance with article one.

Finalization of Exemptions and Course Credit Transfer
ARTICLE 6- Exemption and Course Credit Transfer actions are finalized with the decision of the related administrative board within the dates specified in the Academic Calendar. The names, codes and credit value of the courses the student is exempted from, the grades for the courses used for exemption, the original grades and transformed grades of these courses based on the University grade system, and the semester/year the student will start his studies from following information must be presented in the administrative board decision.

Notification of Students and Objection Process
ARTICLE 7- (1) Students are immediately notified of decisions of the administrative board regarding exemptions and course credit transfer by the related unit’s secretariat. Students may raise objections to the decision within five days of the notification at the latest to the relevant unit. The administrative board of the related unit makes a decision regarding the student’s objections within five
days. These decisions are final. Students are immediately notified of decisions regarding their objections by the related unit’s secretariat.

(2) The Student Affairs Office is immediately notified of the decisions of the administrative board regarding exemptions and course credit transfer by the related unit’s secretariat.

**PART THREE**

**Application for Exemptions**

**Conditions for Application**

**ARTICLE 8-** (1) Students who have registered for a program at the University may apply for exemptions at the beginning of the semester in which they start their studies, during the period specified in the academic calendar. Students transferring between undergraduate programs must submit their application forms during their transfer application. Students transferring from an associate program to an undergraduate program must submit their application forms during their transfer registration.

(2) Students who fall within the scope of these regulations cannot apply for exemptions in the years following their registration. Exemption requests may be evaluated following changes to the education plans/curricula for a program. Applications regarding such requests are evaluated within the terms specified in the 11th article of these Regulations.

(3) Students who have been placed in a program at Kadir Has University following the ÖSYS exam and who register prior to an exemption decision being approved by the related administrative board must attend the courses they applied for exemption from until the approval of the decision. Once exemption from the course is accepted and this decision is approved all rights, responsibilities and obligations related to the course are retroactively terminated. Following this the student presents a list of the courses he/she would like to take equivalent to the total credit amount of courses he/she has been exempted from and applies to the related unit with a letter of application approved by his/her advisor. If this application is approved, his/her course registration is updated with the decision of the administrative board of the related unit.

**Required Documentation for Applications**

**ARTICLE 9-** (1) Students who register at Kadir Has University through ÖSYS must submit the following documents in their applications for exemptions:

a) Exemption application form. Students have to clearly specify the courses they are applying to be exempted from and the courses they have previously taken and passed and which will be used for their request for exemption.

b) Course descriptions and transcript (sealed, stamped, and signed) approved by the institution of higher education where the student was previously registered at. Photocopied, faxed, unapproved or incomplete documentation will not be processed.

c) For exemptions from courses based on courses previously taken and passed in institutions of higher education abroad, documentation indicating that this institution of higher education is recognized by the Higher Education Council must be submitted.

d) Applications can be made in person or by post to the secretariats of the related unit. Late applications and documentation delayed due to the postal service are not accepted.

e) Applications which do not meet the application criteria or which do not include all of the required documents will be rejected and not evaluated.
Students Transferring between Undergraduate Programs and Students Transferring from Associate to Undergraduate Programs

ARTICLE 10 – (1) Exemptions from courses and course credit transfer procedures for students transferring between undergraduate programs or transferring from associate to undergraduate programs are carried out in whole by the relevant Commissions based on the documents students submit during their transfer application and registrations.

(2) Course credit transfer of students transferring between undergraduate programs or transferring from associate to undergraduate programs are carried out in a way that allows for these students to start the academic semester at the same time as other students. These students register for courses within the framework of their course credit transfer plan specified after their course credit transfer procedure is completed.

(3) These students’ requests for any other sort of exemption which is not related with courses they have previously taken and passed in their former program are subject to the terms of the principles declared in Article nine of these Regulations.

PART FOUR

Principles of Evaluation of Applications for Exemptions,
Rules for Course Credit Transfers and Grade Transformation

Principles regarding exemptions

ARTICLE 11- (1) Exemptions and Course Credit Transfers Commissions carry out the procedures for exemptions according to the principles below:

a) The course previously taken and passed are evaluated in terms of the compatibility/adequacy of its content, provided that its credit value is equal to or higher than the credit of the course in the related program of the University. If the contents of the two courses are seen to be 80% compatible, the student may be exempt from the course in his/her education plan. This compatibility requirement may be raised following the decision of the administrative board of the related unit. The two courses compared in the evaluation do not need to have the same title. The course which is used for exemption or the course the student will be exempt from may be compulsory or elective, instructed in English or Turkish; such differences cannot be used as grounds for rejecting an application for exemption.

b) For the previously taken and passed course to be used for exemption the student must have passed it with an unconditional grade. However, courses passed conditionally might be used together with courses passed successfully provided that the average of the transformed grades of courses used for exemptions is not any lower than 2.00. Conditionally passed courses of students transferring between undergraduate programs of the University can be used for exemption. Conditionally passed courses can be used for exemption when students are applying for exemptions from courses they have taken at Kadir Has University before.

c) More than one course can be used for exemptions from a course if their total credits are equal to or higher than the credit of the course in the program of the University, provided that the condition in article (a) is met. Similarly, one course can be used for exemptions from more than one course if its total credit is equal to or higher than the credits of the courses in the program of the University provided that the condition in article (a) is met.

d) Exemptions are carried out irrespective of credit compatibility for Turkish Language; and Atatürk’s Principles and the History of the Turkish Revolution courses as the contents of these courses do not vary between institutions of higher education and diploma programs.

e) If the amount of time between the end of the student status in the former program and the date of evaluation is longer than five years, then the related course is not accepted for exemption evaluation. If the student is simultaneously continuing his/her studies at another institution of higher education, then this five-year period starts from the date when the student passed the course. For compulsory foreign

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The latest amendment to these regulations became valid upon approval by the Senate on 01.10.2015.

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language courses this period is three years. For exemptions from *Turkish Language*; and *Atatürk’s Principles and History of Turkish Revolution* courses and courses with different names but with same content there is no time limit. For students who are transferring between undergraduate courses of Kadir Has University there is no time limit regarding the courses they have taken at Kadir Has University.

If a student has studied in more than one program and had been exempted from a course in a former program, then time periods in clause (e) are calculated for the courses he/she used for his/her exemption in the former program. Similarly, course descriptions and course credits of these courses approved by the institution of the higher education where they were taken are considered during the evaluation of the student’s application for exemptions. The exemption procedures carried out in another institution of higher education do not serve as the basis for exemptions at Kadir Has University. No exemption evaluation is possible for courses which are offered under names such as Graduation Project, Graduation Assignment or Graduation Thesis and which require project/thesis preparation.

h) Compulsory internship completed at another program may or may not be used for exemption from the compulsory internship at the diploma program the student registers at. The administrative board of the related unit makes the decision regarding this in accordance with the principles of the internship principles accepted by the unit.

**Rules of Course Credit Transfer**

**ARTICLE 12**- (1) Course Credit Transfer is carried out by determining which semester/school year a transfer student will start her/his studies from at Kadir Has University based on the total credit amount of the courses she/he is exempt from. The credit amount previously accomplished by the student equivalent to 80% of the cumulative sum of the nominal credit load of the semesters in the education plan the student has registered for determines the semester/year the student is to study at.

(2) That a student is placed at a certain semester/year in accordance with paragraph 1 does not mean that he/she is not obliged to take and pass courses which are included in earlier semesters of his/her education plan and which appear in his/her course credit transfer plan.

(3) Students for whom procedures of course credit transfer are carried out have to complete their studies within the time period as specified according to the tenets stipulated in Article 14 of Higher Education Law 2547 and the related regulations as well as the Kadir Has University Regulations for Associate and Undergraduate Degree Programs.

(4) Students who register for a program at Kadir Has University based on their ÖSYS score must be registered at the University for at least four semesters to graduate from an undergraduate program and for at least two semesters to graduate from an associate program. Total credit amount of courses the student is exempt from cannot exceed 50 percent of the total credit load required for graduation in her education plan. If the total credit amount of courses the student is exempt from exceeds 50%, courses with the highest grade results will be used for exemption purposes.

**Effect of Exempted Courses on the Grade Point Average**

**ARTICLE 13**- (1) The graduation grade point averages of students who are eligible for graduation according to Kadir Has University Regulations for Associate and Undergraduate Degree Programs are calculated based on the courses that they completed at Kadir Has University and on the transferred grades of the courses they used for exemptions. For graduation, a student must achieve a minimum grade point average of 2.00 based on the credits and grades of courses at Kadir has University she/he has taken in the program she/he was registered for.

(2) The grades for the course used for exemption are transferred in accordance with the principles and/or the credit transfer table approved by the Senate and by determining an equivalency coefficient based on the University letter grade system taking into account the maximum and minimum scores relevant to these courses. The grade calculated in this way is shown in the transcript with a special sign next to the name of the course the student was exempt from.
(3) When more than one course is used for exemption from a course, firstly the arithmetic mean of the grades taken from the courses used for exemption are calculated based on their credits and then this grade is transformed. When one course is used for exemption from more than one course then the grade of the course used for exemption is transformed and a separate grade is given to each course the student is exempt from.

(4) For grade transfers between undergraduate courses of the University only grades from courses which have been used for exemptions are taken into account during the calculation of the GPA. The compulsory core courses of *Turkish Language*; and *Atatürk’s Principles and History of Turkish Revolution* and English language courses are not considered for exemptions.

PART FIVE
Miscellaneous Provisions

Exemption from the Compulsory English Preparatory Program
ARTICLE 14- Students within the scope of these Regulations are subject to the terms of Kadir Has University Regulations for Associate and Undergraduate Degree Programs and the Regulations of the School of Foreign Languages regarding their exemption from the compulsory English Preparation Program.

Exemption from Compulsory English Language Courses
ARTICLE 15-(1) Students who fall within the scope of these Regulations who are exempt from the English Preparatory Program owing to an adequate score received from the KHAS-English Proficiency Exam or another exam recognized by the Senate are subject to the terms of the Kadir Has University Regulations for Associate and Undergraduate Degree Programs and the Foreign Language School Regulations regarding exemptions from the compulsory English language courses in their education plans.

(2) Compulsory English language courses taken at another institution of higher education can be used for exemptions from Kadir Has University’s core compulsory English language courses in accordance with the views of the School of Foreign Languages and with the decision of the related administrative board. Students transferring between undergraduate programs of Kadir Has University are subject to the 4th clause of the 13th article of these Regulations.

Situations for which no provisions have been made here
ARTICLE 16- (1) If cases should arise for which there are no provisions in these regulations, then recourse must be made to other related regulations as well as to the decisions of the Council of Higher Education, the Senate, and the related unit’s Administrative Board.

AD INTERIM ARTICLE 1 – In the Fall semester of the 2015-2016 Academic Year, the amendment made in the (b) clause of the 11th article of these Regulations applies to students whose course and credit transfer and exemptions were made before the date of the amendment as well.

Effectivity
ARTICLE 17- (1) These regulations are effective as of the date of their acceptance by the Senate on January 07, 2015.

Execution
ARTICLE 18- (1) The provisions of these Regulations are executed by the Rector of Kadir Has University.