

T. C.
KADIR HAS UNIVERSITY
REGULATIONS FOR ASSOCIATE AND BACHELOR'S DEGREE PROGRAM
TRANSFERS AND CHANGES OF MAJOR

Aim and content

Article 1- (1) The Kadir Has University Associate and Bachelor's Degree Programs Regulations stipulate the guidelines that governs changes of major for associate and bachelor's degree programs under the following sections: 1)Transfer from Associate to Bachelor' Degree programs, 2)Double Major and Minor, and 3) Inter-University Transfer.

(2) Definitions: 1) Changes of major carried out within the same university between diploma programs 2) transfers carried out between KHU programs and equivalent diploma programs at other institutions of higher education. An equivalent diploma program is a program which bears the same name as a diploma program at KHU or has been determined by the concerned regulatory board to contain at least eighty percent of the same content as the KHU diploma program.

Article 2 – As coursework at Kadir Has University is conducted predominantly in English, applicants must be sufficiently skilled in English to follow lectures and course materials. Candidates must provide documentation that they have scored a minimum of 79 on the TOEFL IBT or 5.5 on the IELTS. These exam scores are valid for two years after the exam is taken. Applicants who have not taken these exams are required to take Kadir Has University's Proficiency Exam, on which they must score a minimum of 60. This exam is obligatory for students coming from programs which are not conducted in English (including programs where the language of instruction is 30% English, as indicated by ÖSS/LYS regulations) and for students who do not provide documentation of an internationally recognized exam score during the application procedure. Students who have successfully passed all coursework at the English Preparatory School or the university exemption exam at their former institution are not required to take the English proficiency exam.

Quotas

Article 3- (1) A student may not transfer or change her/his major in the first and last semesters of an associate degree program nor may a student change her/his major in the first two and the last two semesters of a bachelor's degree program.

(2) Inter-institutional quotas are announced by YÖK for students who have successfully completed coursework and who wish to apply for equivalent programs.

Inter-institutional quotas are not specified for the first and last semesters of associate degree programs or for the first two and the last two semesters of bachelor's degree programs.

(3) Intra-institutional quotas are determined by the related administrative board for associate and bachelor's degree students at Kadir Has University who have successfully completed their coursework and who are qualified to apply for the new major in which they wish to continue their studies.

Intra-institutional quotas are not specified for the first and last semesters of associate degree programs and for the first two and the last two semesters of bachelor's degree programs.

Intra-institutional quotas may not exceed fifteen percent of the total student quota, which is stipulated in the ÖSYM (Center for Student Recruitment) regulations for each year.

(4) Quotas for transfers from foreign institutions of higher education are determined by the University Senate for associate degree and for bachelor's degree students who have successfully completed their coursework and who wish to apply for programs which are defined as equivalent by the Council of Higher Education and are accepted as such by Kadir Has University.

No quotas are specified for transfers from foreign institutions of higher education for the first and last semesters of associate degree programs and for the first two and the last two semesters of bachelor's degree programs.

Quotas for transfers from foreign institutions of higher education may not exceed 50% of inter-institutional quotas.

(5) Quotas for transfers from other institutions of higher education are determined by the Kadir Has University Senate for transfers to an equivalent program at Kadir Has University from the Turkish Armed Forces Academy, Police Academy, and affiliated institutions of higher education.

(6) Changes may not be made to transfer quotas after they have been announced nor may different quota limits be interchanged.

Application Criteria for Inter- Institutional Transfer

Article 4- Candidates mentioned in clause 1 of article 3 in this regulation must adhere to the following criteria:

- a) The student must be registered to an equivalent degree program in an equivalent institute of higher education at the time of application.
- b) The student must have completed at least two semesters (not including the English preparatory year) of coursework in her/his program.
- c) The student must have a minimum GPA of 2.5 for all previously completed coursework.

d) Students who do not have a GPA of at least 2.5 may apply if the score they received on the university placement exam is equal to or higher than the points required for entrance into that program. Applications of such students are evaluated only if there are places available after all applicants who satisfy clause (c) have been placed.

e) Students who wish to transfer from another university must satisfy any and all other application requirements for a given program (such as interviews, portfolios, etc.).

f) Students who wish to transfer from a department which accepts students based on the university placement exams to a department which accepts students based on a skills test must pass that skills test in addition to fulfilling any other requirements for acceptance into the program. Students may not transfer from departments which require a skills test to departments which only accept students based on the results of the university placement exam.

Application Criteria for Intra-Institutional Change of Major

Article 5- Candidates mentioned in clause 2 of article 3 in this regulation must meet the following criteria to be eligible for application:

- a) The student must be registered in an equivalent degree program at the time of application.
- b) To change her/his major, a student must be registered in an associate or bachelor's degree program at Kadir Has University and her/his registration must never have been terminated or suspended for any reason.
- c) To be eligible to apply for a change of major between equivalent programs that require different scores for the placement exam, the student's score must meet the minimum requirement for that department.
- d) The student must have completed at least two semesters (other than the English preparatory year) in her/his bachelor's program.
- e) The student must have a minimum GPA of 2.00 for any courses that will be included in her/his GPA in the new program.
- f) The student must satisfy any other criteria for application (such as interviews, portfolio, etc.).
- g) To change her/his major from one that requires the university placement test to one that requires the passing of a skills test, the student must pass that skills test.
- h) When a student changes her/his major, she/he waives all rights to university scholarships which were awarded for the previous major.

Application Criteria for Transfer from Foreign Institutions of Higher Education

Article 6- Candidates mentioned in clause 3 of article 3 in this regulation must meet the following criteria to be eligible for application:

- a) The student must be registered in an equivalent degree program in an equivalent institution of higher education at the time of application.
- b) The student must have been registered to her/his program for at least two semesters.
- c) The student must meet any other criteria required for application (such as interviews, portfolio, etc.).

Application Criteria for Transfer from Domestic Institutions of Higher Education Other than universities or vocational schools

Article 7 – Transfer applications from the Turkish Armed Forces Academy and Police Academy and affiliated institutions of higher education to an equivalent program at Kadir Has University shall be evaluated according to the regulations for inter-institutional transfer.

Terms and Conditions for ÖSS/LYS and Equivalent scores

Article 8- (1) Dual-citizen candidates who hold either Turkish or Turkish Cypriot nationality must apply for inter-institutional transfer or change of major using their ÖSS/LYS scores.

(2) The score requirements to be considered in applications for transfer and change of major are the score requirements for the program for which a student applies. The ÖSS/LYS score that a student receives shall be deemed valid for the program to which the student wishes to transfer.

(3) Foreign students who apply from a foreign or Turkish institution of higher education must present those exam scores (such as TCS, SAT) which render the candidate eligible for application to a given program of study.

Documents Required for Application

Article 9- (1)

Students who wish to transfer from other universities must fill out the requisite application form and submit the following documents by the date stipulated in the university calendar:

1. Application form
2. Proof of English proficiency
3. Transcript(s)
4. For applications from Turkish universities, a notarized copy of the student's ÖSS score
5. For applications from foreign universities, one of the exam scores listed in the Kadir Has University Regulation for the Application and Acceptance of Foreign Students
6. Exam results for courses that the student will be exempt from

7. A document specifying the content of courses that the student will be exempt from
8. For students applying from foreign universities, a notarized photocopy of her/his passport
9. For students applying from foreign universities, an Equivalence Document obtained from the YÖK Foreign Equivalence Office

(2) For applications for transfer to be considered, all application forms, transcripts and other necessary documentation must be submitted by the deadline given. Incomplete applications will not be considered.

Application Dates

Article 10- (1) Application dates are to be announced on the web pages of the Council of Higher Education Presidency and Kadir Has University within the context of the relevant regulation.

(2) Complete applications shall be delivered to Kadir Has University personally or by post. Applications arriving late because of postal delays shall not be considered. Students who cannot fulfill the requirements or whose applications are incomplete will not be directly notified of the status of their applications; rather, such students will be notified via announcement on the university's website. The application fees for late or incomplete applications will not be returned. In this case, application fees or documents will not be returned.

Evaluation of Applications

Article 11- (1) The Student Affairs Office shall evaluate applications according to the indicated terms and conditions, and any applications failing to meet the stated criteria shall be rejected.

(2) Primary evaluation of valid applications shall be made by a committee consisting of three members appointed by the related boards taking into consideration the Regulation for the Principles of Transfer between Associate and Bachelor's Degrees in Higher Education Institutions, Double Major and Minor Degrees, Inter-institutional Credit Transfer as well as the principles stated in this regulation.

(3) A success score for each applicant is determined by his/her entrance exam scores, GPA and compatibility with existing programs. The candidates will be prioritized according to their scores. Acceptance of students will then proceed from the most successful downwards, until the quota for that semester is reached.

(4) Although there may be sufficient applications to fill a quota for a given term, quotas may not be filled due to academic reasons. In such cases suggestions from departmental chairs will be evaluated by related boards.

Transfer of Credits

Article 12- (1) Credits for courses that a student has passed at her/his former institution of higher education may be accepted for the program that the student transfers into, upon the recommendation of the Departmental Chair and approval by the related board. Even if courses are accepted, the grades for these courses shall not be factored into the semester and total GPA of the student in the new program of study.

(2) For students who change majors within Kadir Has University, all previous courses and grades which will be applied to the new major shall appear in students' transcripts; courses which are not applied to the new major shall not appear in the transcripts. Courses with different code numbers but with the same or similar content may be counted equally.

Time Limits for Graduation

Article 13- For students who have changed majors or institutions, the time spent in the former institution or major shall be included in the calculation of the entire time spent pursuing an undergraduate degree; this total time shall not exceed the amount of time required for graduation as stipulated by law.

Announcement of Results

Article 14- The list of accepted applicants for transfer/change of major shall be announced on the university web page and applicants shall be notified about the results.

Tuition fees

Article 15- Students who have changed majors or institutions and who were awarded scholarships in their former programs shall no longer be eligible for that scholarship. These students shall pay the yearly tuition fee determined annually by the Board of Trustees for that year.

Application of Regulation

Article 16- These regulations supersede the previous Kadir Has University Regulations for Transfer and Change of Major, are null and void. The regulations in the current code were proclaimed valid on the 27th of December, 2010, by decision of the University Senate.

Instatement

Article 17 - The current regulation is hereby enacted by the Kadir Has University Rectorate.

“This text is a translation of the original Turkish regulation, and is solely intended to provide information concerning that regulation. The terms, conditions and stipulations in the original Turkish-language regulation shall be legally binding if any disputes of meaning should arise.”