

**ISTINYE UNIVERSITY
SENATE MEETING**

MEETING DATE	MEETING HOUR	SESSION NO
09/01/2019	10.00	01

ISTINYE UNIVERSITY

DIRECTIVE ON EXEMPTION (EQUIVALENCY) AND ADJUSTMENT PROCEDURES

SECTION ONE

Purpose, Scope, Legal Basis and Definitions

Purpose

Article 1 - (1) The purpose of this directive is to identify the exemption and semester/year adjustment principles of courses that are previously taken and passed at Istinye University and other higher education institutions, in programs other than distance education programs by students who recently became eligible for enrollment at Istinye University and Istinye University students who enrolled in a program other than the program they are enrolled in through the processes of double majors, minors, internal transfers.

Scope

Article 2 - (1) This directive covers the procedures related to the exemptions, adjustments and exemption exams for courses previously taken for any reason and passed by the students of Istinye University.

Basis

Article 3 - (1) This directive is issued based on the Council of Higher Education's Regulation No. 27561 on the Principles of Transfer Between Associate Degree and Undergraduate Programs, Double Majors, Minors and Inter-institutional Credit Transfers at Higher Education Institutions dated 24.04.2010, and the Istinye University Regulation on Associate Degree and Undergraduate Education and Examination.

Definitions

Article 4 - (1) In the directive;

- University: refers to Istinye University,
- Unit: refers to Deans' Offices of Faculties, School Directorates and Directorates of Vocational Schools,
- Unit board: refers to the faculty boards of the faculties and the vocational school boards of the schools and vocational schools within İstinye University,
- Administrative board of the unit: refers to the faculty administrative boards of the faculties and the administrative boards of vocational schools of the schools and vocational schools within İstinye University,
- Commission: refers to the Exemption and Adjustment Commission to be assigned by the relevant Unit,
- Student Registration Office (SRO): refers to the designated unit of İstinye University in charge of handling all registration procedures of the students,
- Cumulative Grade Point Average (CGPA): refers to the grade found by dividing the weighted grade points of all compulsory, elective and common compulsory courses in a student's program by the total ECTS of those courses,
- Curriculum: refers to the list of courses, internships and applications approved by the Senate, which includes the number of credits and ECTS that the student is required to take and pass in order to graduate from the department or program that s/he is enrolled in
- Exemption: refers to the acceptance of the equivalence of the course/courses included in the curriculum based on the compliance of their credits and contents with those of previously taken and passed courses,

- j) Adjustment Procedure: refers to the process of identifying the semester/year in which students who became entitled to register with the University shall study based on the courses that they previously took and passed at any higher education institution and are considered to be exempt from,
- k) Credit: refers to the credit defined in the University Regulations on Education and Examination,
- l) European Credit Transfer System (ECTS): refers to the credit reflecting all the studies that a student should make in order to pass a course successfully.

SECTION TWO

General Principles and Operation

Application

Article 5 - (1) Applications for exemption and adjustment shall be made to the relevant unit with a petition within the first week of the education period for students who registered with the university before the education period began, and within a week of the registration for other students. Exemption and adjustment requests to be made in the following semesters, requests for the cancellation of prior exemption and adjustment procedures and requests that are not made within the specified period (except for students who take a semester leave or have a legal excuse) are not accepted, provided that there is no change in the education curriculum.

(2) Students who request exemption and adjustment should clearly state in their petitions the courses for which they request exemption, which they took and passed before. The originals of the following documents should be attached to the petition, provided that they are approved (stamped, sealed and signed) by the higher education institution that the student studied at before.

- a) Course contents (course objective, scope and weekly lesson plan)
- b) Transcript
- c) Education Plan (Curriculum) (including Theory - Application - Laboratory - Credit / ECTS information)
- d) University's YOK equivalency certificate (for applications of exemption from courses taken at overseas universities)

(3) Applications shall not be processed if the documents are submitted via e-mail, fax, etc.; only the copies of the documents are submitted; and the documents are unapproved or incomplete. If the relevant unit requires other documents to process the petition, they may contact the student and request these from him/her.

Exemption and Adjustment Commission

Article 6 - (1) An Exemption and Adjustment Commission consisting of at least three faculty members shall be established at Faculties and Vocational Schools to carry out the exemption and adjustment procedures. This commission is responsible for carrying out the exemption procedures for all students who registered with the unit in a given academic year.

(2) The commission members may consult the instructors from other units during the exemption procedures, if they deem it to be necessary.

Exemption and Adjustment Process

Article 7 - (1) The following process shall be followed while carrying out the exemption and adjustment procedures:

- a) Applications for exemption and adjustment are forwarded to the commission by the unit.
- b) The commission reviews the requests for exemption and adjustment in accordance with the principles of this directive and finalizes them within 5 working days.
- c) The commission makes its decision for all courses for which an exemption is requested at the same time and prepares an equivalency sheet in the form of a report for each student.

d) The decisions of the commission are evaluated and finalized by the Administrative Board of the Unit. The decision clearly states the semester in which the student is adjusted to, and the names, codes, credits and grades of the exempted courses.

e) The decision of the Administrative Board is notified to the students and the Student Registration Office within 5 working days by the unit.

f) The student may object to the decision of the Administrative Board of the Unit by submitting a written petition to the unit within 3 working days after being notified of the decision. The objection is evaluated by the commission and the student is provided with a written response within 5 working days.

g) Students are obliged to fulfill the attendance, assignment and other requirements of the courses for which they requested an exemption or adjustment as of the date of their enrollment.

Principles of Exemption and Adjustment

Article 8 - (1) Exemption and adjustment procedures shall be carried out in accordance with the following principles:

a) While adjusting one course to another, it is essential that their learning outcomes are compatible. In this respect, the appropriateness of the ECTS values, and the course hours or contents are considered as sufficient conditions.

b) Compulsory courses can be adjusted as elective courses and elective courses can be adjusted as compulsory courses.

c) Courses with different names can be adjusted as long as they meet the exemption requirement.

d) The request of a student for exemption from the courses s/he passed while studying at another Higher Education Institution (Associate Degree, Open or Distance Education Programs, etc.) during his/her study at the university are not accepted.

e) The Turkish 1 and 2, The Principles of Atatürk and The History of Turkish Revolution 1 and 2, and Foreign Languages 1 and 2 courses which are included in YOK Compulsory Courses are considered equivalent regardless of their credits and ECTS.

f) Students may be exempted from courses taken via non-formal education institutions such as distance education, open education, etc., if the relevant commission and the administrative board of the relevant unit deems it to be appropriate.

g) More than one course can be considered as equivalent to one course by checking their contents. In such a case, the adjustment is made, considering the weighted average of the courses.

h) A course can be considered equivalent to more than one course, by checking the content and credit/ECTS compatibility. In such a case, the grade of the course is considered to be the same for all the adjusted courses.

i) If the course meets the exemption requirements, it is not required that it's taught in the same language.

j) If the courses taken as a private student appear in the transcript of the higher education institution that the student is registered with, an exemption application can be made.

k) Applications for exemption from the graduation project courses shall not be accepted.

l) When evaluating a request for exemption from the internship course, the commission decides based on the content, duration, grade and evaluations of the internship. Internship documents are requested from the student for this evaluation.

m) For the adjustment procedures of students studying abroad through international exchange programs, the decision on the courses in the university's curriculum, which should be considered as completed based on the courses taken abroad by the student, is made by checking the contribution of such courses on the education process, and their sufficiency upon the recommendation of the student advisor and the Erasmus coordinator and the decision of the administrative board of the unit.

n) In order to be exempted from prerequisite courses, the course which is the prerequisite of the course must also be completed successfully.

o) The decision on which year the students shall be adjusted to is made according to the ratio between the total ECTS of the courses that are exempted and the total ECTS of the courses that are required to be taken in a year at the university.

If this rate is greater than 60%, the student is adjusted to start from the fall semester of the following year. The following table shall be used for adjustment procedures:

Exempted ECTS	Adjusted Year
Less than 36	1st Year
36-71	2nd Year
72-107	3rd Year

p) The total ECTS of the courses that the student shall be exempted from cannot exceed 50% of the total ECTS amount of the courses in the curriculum of the relevant unit. If the total ECTS of the courses that can be exempted from is more than 50%, the exemption sheet shall be prepared starting with the courses with the highest grades. This provision shall not apply to students who transferred through the Additional Article 1 of the Regulation on the Principles of Transfer Between Associate Degree and Undergraduate Programs, Double Majors, Minors and Inter-institutional Credit Transfers at Higher Education Institutions.

q) For a student to be exempted from a course, the student must have received a grade for that course indicating that s/he was successful in that course at the university s/he came from and such course grade must correspond to a grade of CC (at least 2.00 out of 4.00) at the university. If the university equivalent of the grade averages of the courses to be exempted are above 2.00, courses with grades corresponding to DD and DC at the university can also be transferred.

r) Grades of the exempted courses are included in the assessment during the CGPA calculation. Grade B is given for courses with no numerical or letter grades, that are only marked as successful

s) The calculation of the regular and maximum education periods is based on the semester in which the student registered with the university.

t) Exemption procedures for the preparatory class are performed according to the Preparatory Class directive.

u) The University may hold exemption exams for the compulsory courses of YOK and other courses with the decision of the Senate on the dates announced in the academic calendar. All students who didn't take or took and failed such courses earlier can participate in these exams, regardless of the semester in which such courses shall be taught based on the curriculum.

v) The grades of the exempted course(s) are evaluated and processed according to the table below.

Istinye University				
Letter Grade	Coefficient	Remarks	Other Letter Grades of the University	Their Equivalents out of 100
AA	4.00		A; A+	90-100
BA	3.50		B+; B1; B2	80-89
BB	3.00		B; B-; B3; C1	70-79
CB	2.50		C+; C2	60-69
CC	2.00		C; C3	50-59
DC	1.50	Conditional Pass	C-; D+	45-49
DD	1.00	Conditional Pass	D	40-44
F	0.00	Fail	F; FX; FZ; F1; F2; F3	0-39
DZ	0.00	Fail due to Attendance		0
G	Without	Pass for Non-Credit Courses		
K	Without	Fail for Non-Credit Courses		
DE		Ongoing Study		
T		Transfer		

Other Issues

Article 9 - (1) In cases where there are no relevant provisions in the directive, provisions of other relevant legislation, and the decisions of the Council of Higher Education and the University Senate shall apply.

Effective Date

Article 10 - (1) This directive shall become effective on the date of its approval by the Board of Trustees.

Execution

Article 11 - (1) This Directive shall be executed by the Rector of the University.