

**OSTİM TECHNICAL UNIVERSITY
EXEMPTION AND ADAPTATION PROCEDURES DIRECTIVE**

**SECTION ONE
Aim, Scope, Basis**

Aim

ARTICLE 1 - (1) The aim of this directive is to determine the exemption and semester/year orientation principles of the courses that the newly enrolled students in Ostim Technical University have previously taken and succeeded from Ostim Technical University, or any Higher Education Institution and the principles related to the courses to be subjected to the exemption exam.

Scope

ARTICLE 2 - (1) This Directive covers the procedures related to the exemption and adaptation of the students who want to continue their education by making undergraduate transfer or vertical transfer or by benefiting from the amnesty law, or who have previously been dismissed/left voluntarily while in any Higher Education Institution, or who have graduated and are entitled to re-enroll at OSTİM Technical University, or who are in a similar situation and will continue their education.

Basis

ARTICLE 3 - (1) This directive has been prepared based on the provisions of the Higher Education Law No. 2547, the Regulation on the Principles of Transition between Associate and Undergraduate Programs in Higher Education Institutions, Double Major, Minor and Inter-Institutional Credit Transfer, Ostim Technical University Associate and Undergraduate Education and Examination Regulation and related education regulations and other relevant legislation.

Definitions of Terms

ARTICLE 4- (1) The definitions in this directive refer to;

- a- **Adaptation:** Determining which of the courses that the student who enrolled in our university within the scope of Article 2 has taken and succeeded in the previous higher education institution will be substituted for the courses in the program they are enrolled in, which courses they will take and in which semester they will continue their education accordingly,
- b- **Exemption:** The status of accepting the equivalence of the course(s) in the curriculum according to the content and credit compliance for of the course(s) that the student who enrolled in our university within the scope of Article 2 has taken and succeeded in previous higher education institutions,
- c- **Transfer:** It refers to the processing of the courses taken and succeeded from the previous higher education institution to the transcript of the department program at our University.

SECTION TWO

Application, Evaluation, Decision and Announcement

Application

ARTICLE 5 - (1) Students who apply to Ostim Technical University within the scope of Article 2 will follow the processes such as application dates, documents required during the application, announcement of the results from the Student Affairs Department and relevant units.

(2) Students who are enrolled can apply for exemption from courses with equivalent or similar content to the courses they have been successful in the higher education institution where they have previously studied.

(3) Exemption applications must be made by the student before the course start date specified in the academic calendar and/or on the dates notified by the Department of Student Affairs.

(4) Students can apply for additional exemption if they want to add additional courses to the courses they are exempted from. Students who will request additional exemption are obliged to pay attention to the dates specified in Article 5.3.

(5) Students who have registered for courses according to their adaptation can apply to the relevant faculty/school and/or department with a petition if they have an objection to the exemption of the courses taken from previous higher education institutions within two weeks from the date of enrollment. In case of changes, the relevant changes are processed according to the Academic Calendar process and the dates determined by the Student Affairs Department.

(6) Transcripts showing the courses that the student has taken and succeeded before, sealed/stamped and signed/e-signed Course Syllabus Forms showing the course contents must be attached to the application petition. In the application petition, the student must specify the courses they want to be exempted and the courses they do not want to be exempted.

Exemption and Adaptation Procedures

ARTICLE 6 - (1) Regardless of whether the courses applied for exemption are compulsory or optional; course content compliance and credit-ECTS competence are taken into consideration.

(2) Courses graded (DC), (DD), (FD), (FF), (NA), (W), (U) or equivalent in the student's previous program are not taken into account in the adjustment / course counting process.

(3) It is decided which of the courses in the student's previous program, which are graded (CC) and above, (S) or their equivalent, will be substituted in the new program and which will not be substituted, in the following order:

a- The ECTS of the course taken by the student in the previous Higher Education Institution and the ECTS of course to be accepted as equivalent in the departments and programs of Ostim Technical University must be the same or higher. If it is less, it is recommended that more than one course taken by the student in the previous higher education institution be substituted as a single course. This rule does not apply to Atatürk's Principles and History of Turkish Revolution courses and Turkish Language courses.

b- The content of the course taken by the student in the previous Higher Education Institution and the content of the course to be considered equivalent in the departments and programs of Ostim Technical University must be 80% equivalent.

c- The name of the course taken by the student at the previous Higher Education Institution and the name of the course to be considered equivalent to the departments and programs of Ostim Technical University do not have to be exactly the same.

d- In the event that students who have previously studied in different Higher Education Institutions request to be exempt from the courses exempted by the Higher Education Institution in the first transfer to Ostim Technical University Associate Degree or Bachelor's Degree, the ECTS and contents of the courses at the Higher Education Institution where they first took the relevant courses are taken into consideration.

(4) In order to meet the prerequisite or equivalent condition of a course in adaptation procedures, the grade of (CC) and above, (S) or their equivalent must be obtained.

(5) The letter grades of the courses applied for exemptions are determined based on the

grades given in the approved transcript of the grades submitted by the Higher Education Institution, which was previously studied. The following table is used for grade conversions of courses whose OSTİM Technical University letter grading system differs. For the grades that are not equivalent in the grade conversion table below, the grade conversion table of Council of Higher Education (YÖK) and/or the grade conversion table in the transcript of the student's previous Higher Education Institution are applied.

Letter grade	Coefficien	Score	Status
AA	4.00	90-100	Pass
BA	3.50	85-89	Pass
BB	3.00	80-84	Pass
CB	2.50	70-79	Pass
CC	2.00	60-69	Pass
DC	1.50	50-59	Conditional Pass
DD	1.00	45-49	Conditional Pass
FD	0.50	35-44	Failed
FF	0.00	0-34	Failed
NA	0.00	0	Failed

(6) The 30 ECTS course load that the student has to take for each semester is taken as basis in determining the classes and semesters during the adaptation procedures. Class and semester are determined according to the total ECTS to be completed each semester. The total ECTS value of the exempted courses is determined according to the interval within the values given below.

- a- 1st Year 1st Semester : 29 ECTS and below;
- b- 1st Year 2nd Semester : Between 30 ECTS and 59 ECTS;
- c- 2nd Year 1st Semester : Between 60 ECTS and 89 ECTS;
- d- 2nd Year 2nd Semester : Between 90 ECTS and 119 ECTS;
- e- 3rd Year 1st Semester : Between 120 ECTS and 149 ECTS;
- f- 3rd Year 2nd Semester : Between 150 ECTS and 179 ECTS;
- g- 4th Year 1st Semester : Between 180 ECTS and 209 ECTS;
- h- 4th Year 2nd Semester : Between 210 ECTS and 240 ECTS.

(7) Course grade average and GPA of the students are calculated based on the total ECTS and courses they are exempted from. The maximum course loads that students can take according to their academic achievements are specified below, and no increase can be made above the determined course load:

- a-** The course load cannot be increased for students whose final semester and final grade point average is 1.99 or below out of 4.00.
- b-** The course load of the student whose final semester or final grade point average is between 2.00-2.49 out of 4.00 can be increased by 6 ECTS credits with their own request and advisor's recommendation.
- c-** The course load of the student whose final semester or final grade point average is between 2.50-4.00 out of 4.00 can be increased by 12 ECTS credits with their own request and advisor's recommendation.

(8) The department, which will carry out the exemption process for design and application-oriented courses such as Basic Design, Project and technical drawing courses within the Faculty of Architecture and Design, has the right to request a Portfolio from the applicant student. As a result of the examination of the protocol, even if the ECTS and course contents are compatible, the departmental

board has the authority not to grant exemptions due to the scale, content and manner of processing the design subject. The justification for not granting exemption in design and application-oriented courses is notified to the student in writing by the department board.

(9) If 2 or more courses taken by the student at the Higher Education Institution where the student comes will be counted in a single course during the adaptation process, the following criteria are taken into consideration;

a- The sum of the contents of the courses taken by the student at the Higher Education Institution where the student comes from must be at least 80% equivalent to the content of the course to be exempted.

b- If the ECTS value of the course taken by the student at the Higher Education Institution where they come from is lower than the ECTS value of the course to be exempted, two or more courses with similar content (provided that the total ECTS values are equal to or higher than the ECTS value of the course to be exempted) must be counted as a single course.

c- Grade adaptation process is performed according to Grade Average.

i- Grade conversions of the courses taken at the Higher Education institution where the student comes from are evaluated over the conversion table in the student's transcript and the grade conversion specified in Article 6, 4th paragraph, or the grade conversion table of Council of Higher Education (YÖK) is used.

ii- If more than one course is counted as a single course, the grade point average is calculated by multiplying the grades of the courses taken at the Higher Education Institution where the student comes from by the ECTS of the relevant course, then adding the obtained values of the courses and dividing by the total ECTS value. The number of courses does not matter.

$$\text{GPA} = \frac{(\text{Course 1 Grade} \times \text{Course 1 ECTS value}) + (\text{Course 2 Grade} \times \text{Course 2 ECTS value})}{\text{Course 1 ECTS value} + \text{Course 2 ECTS value}}$$

iii- When the calculated grade point average remains in an intermediate value, the value obtained is rounded up or down. During the rounding process, it is determined in which range the obtained value falls in the grade coefficients specified in Article 6.4. If the coefficient obtained is equal to or above the average of the coefficient values of the two grades, it is rounded to the higher grade, and if it is below, it is rounded to the lower grade.

Grade Adaptation Application Examples

	Letter Grade (The University which the students come from)	Coefficient (The University which the students come from)	ECTS (The University which the students come from)
Course 1	AA	4	2
Course 2	AA	4	2

$$\text{GPA: } \frac{(4 \times 2) + (4 \times 2)}{4} = 4 \text{ (The grade is evaluated as AA.)}$$

	Letter Grade (The University which the students come from)	Coefficient (The University which the students come from)	ECTS (The University which the students come from)
Course 1	AA	4	2
Course 2	BA	3.5	2

GPA: $\frac{(4 \times 2) + (3.5 \times 2)}{4} = 3.75$ (Since the grade is 3.75, which is the average of 3.5 and 4, it is rounded to 4 and evaluated as AA.)

	Letter Grade (The University which the students come from)	Coefficient (The University which the students come from)	ECTS (The University which the students come from)
Course 1	AA	4	2
Course 2	BA	3.5	4

GPA: $\frac{(4 \times 2) + (3.5 \times 4)}{6} = 3.6$ (Since the grade is less than the average of 3.5 and 4, it is rounded to 3.5 and evaluated as BA.)

	Letter Grade (The University which the students come from)	Coefficient (The University which the students come from)	ECTS (The University which the students come from)
Course 1	AA	4	4
Course 2	BA	3.5	2

GPA: $\frac{(4 \times 4) + (3.5 \times 2)}{6} = 3.8$ (Since the grade is above the average of 3.5, and 4, it is rounded to 4 and evaluated as AA.)

(10) Exemption and adaptation procedures made by a Higher Education Institution other than Ostim Technical University are not taken into consideration.

(11) The most recent grade from a course repeated more than once from a higher education institution is taken into consideration in the exemption process.

(12) Students who are exempt from any course in the relevant undergraduate program may re-enroll in this course in order to raise their grade points. In this case, the last grade received is valid.

Decision and Announcement Related to Exemption

Article 13- (1) Exemption procedures are decided by the of the Faculty or Vocational School Administrative Board. The Faculty and Vocational School Administrative Board notifies the exemption and adaptation decisions in writing and/or electronically (in the announcements section on the Faculty and Vocational School website) through the Department Head where the student is registered. In addition, the Student Affairs Department, the faculty member(s) responsible for the exempted course(s) and the students requesting the exemption are informed.

(2) Until the exemption requests are decided, the students continue to take the course(s) they have requested for exemption.

SECTION THREE

Miscellaneous and Final Provisions

Conditions without provisions

Article 14 – (1) In matters that are not included in the provisions/implementation principles of this Directive; Higher Education Law No. 2547, "Regulation on the Principles of Inter-Institutional Credit Transfer Regarding the Transition Between Associate and Undergraduate Programs, Double Major, and Minor in Higher Education Institutions", "OSTİM Technical University Associate and Undergraduate Education and Examination", and the decisions of the University Senate are implemented, provided that they do not contradict the provisions of the relevant legislation.

Effectiveness

Article 15- (1) This Directive shall enter into force on the date of its adoption by the Senate of OSTİM Technical University.

Execution

Article 16 - (1) The provisions of this Directive shall be executed by the Rector of OSTİM Technical University.

Meeting of the Senate Approving the Directive	
Date	Number
10/01/2022	68