

**OSTİM TECHNICAL UNIVERSITY  
UNDERGRADUATE TRANSFER DIRECTIVE**

**SECTION 1**

**Purpose, Scope, Ground, and Definitions**

**Aim**

**ARTICLE 1 - (1)** The purpose of this Directive is to regulate the procedures and principles regarding the admission of students through in-house, inter-institutional, and overseas undergraduate transfer between associate and undergraduate programs.

**Scope**

**ARTICLE 2 - (1)** This Directive covers the in-house undergraduate transfer between the undergraduate and undergraduate diploma programs of OSTİM Technical University and the provisions related to undergraduate transfer from the diploma programs of higher education institutions to the equivalent diploma programs of our University.

**Basis**

**ARTICLE 3 - (1)** This Directive has been prepared on the basis of the "Regulation on the Principles of Transfers, Double Major, Minor and Inter-institutional Credit Transfer between Associate Degree and Undergraduate Level Programs in Higher Education Institutions" published and enacted in the Official Gazette dated 24/04/2010 and numbered 27561 and "OSTİM Technical University Associate Degree and Undergraduate Education and Examination Regulation".

**Definitions of Terms**

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

- a) Diploma program: Higher education programs with associate or undergraduate degrees for students who provide the specified qualifications of faculty departments or vocational school programs,
- b) Equivalent diploma program: Diploma programs that have the same name or that at least eighty percent of their content is determined by the relevant board of directors,
- c) General weighted grade point average (GPA): The weighted grade point average of all the courses that the student has taken until the semester they want to transfer, excluding the preparatory class,
- d) Adaptation program: In case of transfer between diploma programs, the program that consists of additional courses and practices in order to adapt to the curriculum of the transferred diploma program. Base score: The entry score of the lowest score student placed in a diploma program by the ÖSYM with the student selection and placement exam,
- e) In-house undergraduate transfer: The transfer of the student enrolled at OSTİM Technical University to other diploma programs at the same level within our University,
- f) Inter-institutional Undergraduate Transfer: The transfer from other higher education institutions at the same level to independent vocational schools established by another university, high technology institute, or foundations at the same level from vocational schools established without being affiliated with the programs of our University,
- g) LYS: Undergraduate Placement Exam,
- h) ÖSS: Student Selection Exam,
- i) ÖSYM: Student Selection and Placement Center
- j) ÖSYM Placement Score: The central placement score of the student in the type of the score valid for the diploma program they want to transfer to as of the year they take the student selection exam,

- k) Base score: The entrance score of the student with the lowest score placed in the diploma program of a higher education institution by the Student Selection, and Placement Center (ÖSYM) through the central exam,
- l) University: OSTİM Technical University,
- m) YGS: Transition to Higher Education Exam,
- n) YÖK: The Council of Higher Education
- o) Higher education student database (YÖKSİS): It refers to the central database where the information of students studying at the associate, undergraduate, and graduate levels in all higher education institutions within the body of YÖK is kept.

## **SECTION 2**

### **In-house Undergraduate Transfers**

#### **Quota**

**ARTICLE 5 - (1)** For each diploma program, the semesters in which students will be admitted with lateral transfer and the quotas of the programs that will accept students are determined by the University Administrative Board upon the recommendation of the relevant faculty/vocational school administrative boards.

(2) A quota can be set for the second, third, fourth, and fifth semesters in each undergraduate diploma program and for the second semester in each associate degree diploma program. The undergraduate transfer quota of a diploma program to be determined for any academic year shall not exceed fifteen percent of the student quota stipulated in the ÖSYM Guide for the previous academic year of the said program.

(2) In-house undergraduate transfer quotas and base scores of the relevant diploma program for the last four years are announced on the website of OSTİM Technical University by the Directorate of Student Affairs at least 15 days before the date of acceptance of the last application.

#### **Terms of application**

**ARTICLE 6 - (1)** The minimum conditions to be met in the applications for undergraduate transfer between in-house undergraduate transfer programs are as follows:

a) The student must still be a registered student in a diploma program at OSTİM Technical University. The fact that the registration has been frozen or granted leave of absence is not an obstacle to applying for an undergraduate transfer.

b) The student must have studied at least one semester in the undergraduate, at most four semesters, and one semester in the associate degree, except for preparatory and summer school, until the beginning of the semester in which they want to make an undergraduate transfer.

c) In the case of undergraduate transfer applications to the diploma programs that receive students at the same level but with different types of score score, as of the year in which the student takes the Student Selection and Placement Exam and enrolls in the University, the Student Selection and Placement Exam score they receive in the type of the score valid for the OSTİM Technical University diploma program they want to transfer to should be equal to or higher than the lowest base score of the other diploma programs in the country equivalent to the diploma program they wish to pass.

d) In addition to other conditions, the undergraduate transfer to the diploma program that takes students with the talent exam is required to be successful.

e) Students who want to switch from a Turkish-language program to an English-language program must certify that they have passed the international or national exams accepted as equivalent by the Department of Foreign Languages of OSTİM Technical University, or they must pass the Proficiency exam to be held by the Department of Foreign Languages.

g) Upon the proposal of the relevant faculty/vocational school boards, additional

conditions may be imposed by the decision of the Senate.

#### **Application**

**ARTICLE 7** - (1) Applications shall be made to the Directorate of Student Affairs within the announced period, together with the required documents.

(2) Applications that do not meet the application conditions, that are incomplete in the application documents or that are not made within the deadline are not processed.

#### **Assessment**

**ARTICLE 8** - (1) The criteria to be used in the evaluation of undergraduate transfer applications shall be determined by the Senate.

(2) In the evaluation, the criteria such as the average grade of the students, their success in the common courses of the program they want to pass if any, and the Student Selection and Placement Exam score are taken into consideration.

(3) The preliminary evaluation of the applications is made by the commissions formed by the relevant faculty/vocational school board of directors.

(4) The recommendations of the Commission regarding the admission of students are finalized by the decision of the board of directors of the relevant faculty/vocational school.

(5) If the number of students deemed appropriate by the board of directors of the relevant faculty/vocational school exceeds the quota, a substitute candidate is determined as the number of quotas.

#### **Announcement and registration of results**

**ARTICLE 9** - (1) The results of the evaluation shall be announced by the Directorate of Student Affairs on the website of OSTİM Technical University in a way that the names of all students with valid applications are sorted according to the scores taken as basis in the evaluation and shall not be removed from the website until the records are concluded.

(2) Students whose undergraduate transfer applications are accepted are enrolled in the program they are accepted within the specified period.

(3) Students who do not register within the specified period lose their right to undergraduate transfer, and substitute candidates are given the right to register respectively instead of these students.

(4) Transfers are made within the quota.

(5) The new status of the transferring undergraduate students is recorded in the higher education student database (YÖKSİS) by the Department of Students Affair (ÖİDB) within 15 days at the latest after the transfer process is finalized.

#### **Adaptation actions**

**ARTICLE 10** - (1) Committees conducting preliminary evaluation of the applications shall determine the courses that are suitable for the program they want to transfer from these courses and the additional courses (adaptation program) that the student should take from the lower classes by considering the courses taken by the students whose applications are accepted during this evaluation in previous periods and the courses of the program they want to transfer from undergraduate courses and submit them to the board of directors of the relevant faculty/vocational school.

(2) The grades and credits of the courses specified in the decision of the relevant faculty/vocational school board of directors from the courses taken by the students in the previous periods are valid in their new programs; equivalence procedures are performed for the courses taken with different codes.

(3) Students who are entitled to undergraduate transfer shall be notified in writing by the Directorate of Student Affairs of the decisions taken regarding their courses together with the decision of acceptance.

#### **Scholarship and discounts**

**ARTICLE 11-** (1) Students who are enrolled within the scholarship / discount quota at the entrance to the university are deemed to have waived these scholarships they are entitled to

when they transfer. Apart from the quota scholarship, students who benefit from other scholarships and discounts specified in the "OSTİM Technical University Scholarship Directive" also benefit from these rights in the program they transfer to.

- (2) Students pay the tuition fee for the program they were transferred to.

### **SECTION 3**

#### **Inter-Institutional Undergraduate Transfers**

##### **Quota**

**ARTICLE 12** - (1) Inter-institutional undergraduate transfer quotas are determined by the Council of Higher Education in July for the second and third grades of each undergraduate diploma program, January for the second semester of each associate degree diploma program, and July for the third semester, and announced on the website. The quotas determined by considering the general quotas of the Student Selection and Placement Center (ÖSYM) in the entry year of the relevant class of the diploma programs (the previous year for the second grade, the previous academic year for the third grade) are two (at least two, maximum six) for the programs with the general quota of Student Assessment, Selection and Placement Center (ÖSYM) less than 50, three (at least three, maximum nine) for the programs between 51 and 100, and four (minimum four, maximum twelve) for the programs with 101 and above.

(2) Apart from the quotas determined by the Council of Higher Education, additional quotas can be determined by the University Board of Directors upon the proposal of the relevant faculty/vocational school board of directors. However, the relevant boards of faculties, or vocational schools may determine additional quotas that do not exceed the difference between the quota of the diploma program to which the transfer will be made and the number of students who have been dismissed or dropped out of the program until the semester in which the transfer quota is determined, and the number of students who have come through lateral transfer within this semester. If additional quotas are determined, these quotas shall be notified to the Council of Higher Education at the latest by the end of working hours on the thirtieth day of June for undergraduate diploma programs and at the latest by the end of working hours on the thirty-first day of December for associate degree diploma programs.

##### **Terms of application**

**ARTICLE 13** - (1) The minimum conditions to be met in applications for inter-institutional undergraduate transfer to OSTİM Technical University diploma programs are as follows:

a) The diploma program in which the candidate is registered should be equivalent to the diploma program of OSTİM Technical University, where they want to make an undergraduate transfer.

b) The candidate must still be a registered student in a higher education institution whose equivalence is accepted by the Council of Higher Education. The fact that the registration has been frozen or granted leave of absence is not an obstacle to applying for an undergraduate transfer.

c) The candidate must have studied for at least two semesters, at most five semesters in the undergraduate, at least one semester at most two semesters in the associate degree, except for preparatory and summer school, until the beginning of the semester in which they want to transfer.

d) The overall grade point average of all courses of the candidate in the program they are enrolled in should be at least 60 out of 100 and at least 2.00 out of 4.00. Applications of those whose relevant field score in the university entry year is equal to or higher than the lowest score in the relevant field in the same entry year of the program they want to transfer to are also evaluated if the quotas are not filled, even if sufficient conditions are met.

e) In order to make an undergraduate transfer from open and distance education to

formal education programs, the candidate's grade point average should be at least 80 out of 100, at least 3.00 out of 4.00, or the Student selection and placement exam score in the year of enrollment should be equal to or higher than the base score of the OSTİM Technical University diploma program they want to pass.

f) Students who want to transfer to the diploma programs of OSTİM Technical University where they are fully or partially educated in a foreign language must certify that they have passed the international or national exams accepted as equivalent by the Department of Foreign Languages of OSTİM Technical University or they must pass the Proficiency exam to be held by the Department of Foreign Languages.

g) Upon the proposal of the relevant faculty/vocational school boards, additional conditions may be imposed by the decision of the Senate.

#### **Application**

**ARTICLE 14** - (1) The application deadline and evaluation calendar for the undergraduate transfer shall be announced on the website by the Council of Higher Education in July for the second and third grades of each undergraduate diploma program, in January for the second semester of each associate degree diploma program and in July for the third semester.

(2) Diploma programs, quotas, application conditions, documents required for application, and evaluation calendar to be accepted as students with undergraduate transfer shall be announced by the Directorate of Student Affairs on the website of OSTİM Technical University at least 15 days before the deadline.

(3) Applications shall be made to the Directorate of Student Affairs within the announced period, together with the required documents.

(4) Applications that do not meet the application conditions, that are incomplete in the application documents, or that are not made within the deadline are not processed.

#### **Assessment**

**ARTICLE 15-** (1) The criteria to be used in the evaluation of undergraduate transfer applications shall be determined by the Senate.

(2) In the evaluation, the criteria such as the average grade of the students, their success in the common courses of the program they want to pass if any, and the student selection and placement exam score are taken into consideration.

(3) The preliminary evaluation of the applications is made by the commissions formed by the relevant faculty/vocational school board of directors.

(4) The recommendations of the Commission regarding the admission of students are finalized by the decision of the board of directors of the relevant faculty/vocational school.

(5) If the number of students deemed appropriate by the board of directors of the relevant faculty/vocational school exceeds the quota, a substitute candidate is determined as the number of quotas.

#### **Announcement and registration of results**

**ARTICLE 16** - (1) The results of the evaluation shall be announced by the Directorate of Student Affairs on the website of OSTİM Technical University in a way that the names of all students with valid applications are sorted according to the scores taken as basis in the evaluation and shall not be removed from the website until the records are concluded.

(2) Students whose undergraduate transfer applications are accepted are enrolled in the program they are accepted within the specified period.

(3) Students who do not register within the specified period lose their right to undergraduate transfer, and substitute candidates are given the right to register respectively instead of these students.

(4) Transfers are made within the quota.

(5) The new status of the transferring undergraduate students is recorded in the higher education student database (YÖKSİS) by the Directorate of Student Affairs within 15 days at

the latest after the transfer process is finalized.

#### **Adaptation actions**

**ARTICLE 17** - (1) Committees conducting preliminary evaluation of the applications shall determine the courses that are suitable for the program they want to transfer from these courses and the additional courses (adaptation program) that the student should take from the lower classes by considering the courses taken by the students whose applications are accepted during this evaluation in previous periods and the courses of the program they want to transfer from undergraduate courses and submit them to the board of directors of the relevant faculty/vocational school.

(2) The board of directors of the relevant faculty/vocational school that the students have taken from their previous programs is exempted from the courses of OSTİM Technical University equivalent to the courses specified in the decision, an (S) grade is given for these courses and the general grade average is determined according to the courses taken at OSTİM Technical University.

(3) Only the courses accepted in the previous diploma program can be transferred to the students who have taken courses or participated in the exchange program as special students in the previous periods.

(4) Students who are entitled to undergraduate transfer shall be notified in writing by the Directorate of Student Affairs of the decisions taken regarding their courses together with the acceptance decision.

#### **Lateral transfer from other higher education institutions**

**ARTICLE 18** - (1) Students who continue their education at the associate degree and undergraduate level in Turkish Armed Forces, Police Academy, and affiliated higher education institutions may transfer to OSTİM Technical University diploma programs within the framework of the provisions regulated by their own special laws and in accordance with the relevant provisions of this Regulation.

(2) Those who are dismissed due to failure or lack of discipline due to the acts listed in Article 10 of the Student Discipline Regulation of Higher Education Institutions published in the Official Gazette dated 13/1/1985 and numbered 18634 cannot apply for undergraduate transfer to the diploma programs of OSTİM Technical University.

(3) Students who are dismissed from higher education institutions within the scope of the first paragraph for a reason not covered by the second paragraph may apply for the transfer to the diploma programs of OSTİM Technical University within two years from the date of dismissal. These applications are evaluated according to the provisions of the inter-institutional undergraduate transfers.

#### **Scholarship and discounts**

**ARTICLE 19** - (1) Students who come with undergraduate transfer can benefit from scholarships and discounts in accordance with the conditions specified in the "OSTİM Technical University Scholarship Directive".

### **SECTION 4**

#### **Undergraduate Transfer from Abroad**

##### **Quota**

**ARTICLE 20** - (1) A separate quota may be determined for the students to be accepted from higher education institutions abroad. These quotas are determined by the University Board of Directors upon the proposal of the relevant faculty/vocational school board of directors. The quota determined for each diploma program can not be more than half of the quota for the inter-institutional undergraduate transfer determined by the Council of Higher Education for that diploma program.

(2) Undergraduate transfer quotas shall be notified by the Directorate of Student Affairs

to The Council of Higher Education (YÖK) by the end of the working day on the thirtieth day of June at the latest and announced on the website of YÖK.

### **Terms of application**

**ARTICLE 21** - (1) The minimum conditions to be met in applications for inter-institutional undergraduate transfer to OSTİM Technical University diploma programs are as follows:

a) The higher education institution in which the candidate is studying abroad and the program in which the education is carried out should be recognized by YÖK as an institution authorized to give an associate or undergraduate diploma.

b) The equivalence of the diploma program in which the candidate is registered abroad to the diploma program in which they want to make an undergraduate transfer must be accepted by OSTİM Technical University.

c) The candidate must still be a registered student in the higher education institution where they are studying abroad. The fact that the registration has been frozen or granted leave of absence is not an obstacle to applying for an undergraduate transfer.

d) The candidate must have studied for at least two semesters, at most five semesters in the undergraduate, at least one semester at most two semesters in the associate degree, except for preparatory and summer school, until the beginning of the semester in which they want to transfer.

e) In the admission to the relevant class of the diploma program to which the candidate wants to transfer, candidates with the base score in the university placement exams held in Turkey can apply for transfer without the requirement of success in all courses they have studied abroad. The transfer applications of students who apply in this way are evaluated outside the scope of the quota for transfer abroad within the framework of the principles determined by the University Senate.

f) f) It is not possible for students who start their education in the programs of universities abroad and TRNC that take students according to the results of the special talent exam to transfer to OSTİM Technical University diploma programs.

g) The overall grade point average of all courses of the candidate in the program they are enrolled in should be at least 60 out of 100 and at least 2.00 out of 4.00.

h) Students who want to transfer to the diploma programs of OSTİM Technical University where they are fully or partially taught in a foreign language must certify that they have passed the international or national exams accepted as equivalent by the Department of Foreign Languages of OSTİM Technical University or they must pass the Proficiency exam to be held by the Department of Foreign Languages.

(2) Upon the proposal of the relevant faculty/vocational school boards, additional conditions may be imposed by the decision of the Senate.

### **Application**

**ARTICLE 22** - (1) The deadline and evaluation calendar for the undergraduate transfer shall be notified to the Board of Higher Education by Directorate of Student Affairs by the end of the 30th day of June at the latest and announced on the Board of Higher Education website.

(2) Diploma programs, quotas, application conditions, documents required for application, and evaluation calendar to be accepted as students with undergraduate transfer shall be announced by the Directorate of Student Affairs on the website of OSTİM Technical University at least 15 days before the deadline.

(3) Applications shall be made to the Directorate of Student Affairs within the announced period, together with the required documents.

(4) Applications that do not meet the application conditions, that are incomplete in the application documents, or that are not made within the deadline are not processed.

### **Assessment**

**ARTICLE 23-** (1) The criteria to be used in the evaluation of undergraduate transfer

applications shall be determined by the Senate.

(2) In the evaluation, the criteria such as the average grade of the students, their success in the common courses of the program they want to pass if any, and the student selection placement exam score are taken into consideration.

(3) The preliminary evaluation of the applications is made by the commissions formed by the relevant faculty/vocational school board of directors.

(4) The recommendations of the Commission regarding the admission of students are finalized by the decision of the relevant faculty/vocational school's board of directors.

(5) If the number of students deemed appropriately by the board of directors of the relevant faculty/vocational school exceeds the quota, a substitute candidate is determined as the number of quotas.

#### **Announcement of results and registration**

**ARTICLE 24** - (1) The evaluation results, the names of all candidates with valid applications, ranked according to the scores based on the evaluation, are announced by the Directorate of Students' Affairs on the OSTİM Technical University website and will not be removed from the website until the registration is finalized.

(2) Students whose undergraduate transfer applications are granted are enrolled in the program they are accepted within the specified period.

(3) Students who do not register within the specified period lose their right to undergraduate transfer, and substitute candidates are given the right to register respectively instead of these students.

(4) Even if the registrations of the candidates whose YÖK equivalence certificate is not approved are accepted, the acceptance decision is canceled, and even if they are registered at the University, their registration is considered invalid.

(5) Transfers are made within the quota.

(6) The new status of the transferring undergraduate students is recorded in the higher education student database (YÖKSİS) by Directorate of Students' Affairs on within 15 days at the latest after the transfer process is finalized.

#### **Adaptation actions**

**ARTICLE 25** - (1) Committees conducting preliminary evaluation of the applications shall determine the courses that are suitable for the program they want to transfer from these courses and the additional courses (adaptation program) that the student should take from the lower classes by considering the courses taken by the students whose applications are accepted during this evaluation in previous periods and the courses of the program they want to transfer from undergraduate courses and submit them to the board of directors of the relevant faculty/vocational school.

(2) Students are exempted from the courses of OSTİM Technical University equivalent to the courses taken from previous programs and specified in the decision of the board of directors of the relevant faculty/vocational school, and (S) grade is given for these courses, and the general grade average is determined according to the courses taken at OSTİM Technical University.

(3) Only the courses accepted in the previous diploma program can be transferred to the students who have taken courses or participated in the exchange program as special students in the previous periods.

(4) Students who are entitled to undergraduate transfer shall be notified in writing by the Directorate of Students' Affairs of the decisions taken regarding their courses together with the acceptance decision.

#### **Scholarship and discounts**

**ARTICLE 26-** (1) Students whose undergraduate transfer are granted can benefit from scholarships and discounts in accordance with the conditions specified in the "OSTİM

Technical University Scholarship Directive".

## **SECTION 5**

### **Special Considerations**

**ARTICLE 27** – (1) In the event that those who are assigned to permanent and permanent public services in public institutions and organizations are permanently assigned to another place, they and their dependent children and spouses can be transferred to each class or semester of the equivalent diploma program, except for the last class or the last two semesters, within one month at the latest from the beginning of the academic year, provided that their student selection and placement exam scores accepted for the diploma program they are enrolled in are higher than the base score of the OSTİM Technical University diploma program as of the year they are placed, without seeking a quota.

**ARTICLE 28** - (1) In the case of transfer from higher education institutions abroad, if the student's mother or father is on duty in the government service and returns to Turkey due to the end of their duties, or if the student is a worker, it is sufficient for the transfer application that the candidate has studied at least one year except for the foreign language class and has successfully passed all of the year-end exams. Candidates who apply in this way are evaluated outside the scope of the quota for transfer abroad.

**ARTICLE 29** - (1) Applications of the children of foreign diplomats serving in Turkey to OSTİM Technical University are evaluated by the board of directors of the relevant faculty/school without seeking quota requirements. If the application is accepted, the necessary adjustment program is prepared for each student.

## **SECTION 6**

### **Miscellaneous and Final Provisions**

#### **Duration of Education**

**ARTICLE 30** - (1) The previous education period of the students who transferred is included in the education period calculation.

(2) The sum of the periods the student has previously studied and the period required for graduation from the program they have transferred to is fourteen semesters in the undergraduate and eight semesters in the associate degree. The provision of Article 44 of Law No. 2547 is reserved.

#### **Documents Required for Application**

**ARTICLE 31** - (1) All documents specified below must be official and approved documents prepared in Turkish or English languages. In addition to the original copies of documents prepared in different languages, notarized Turkish or English translations must be attached.

- (2) Application form and a photograph,
- (3) Photocopy of the identity card
- (4) Document demonstrating that they are still a registered student (received within the last three months).
- (5) Document demonstrating that they did not display any disciplinary action.
- (6) Document demonstrating the Student Selection and Placement Exam score for the year they entered the University.
- (7) Document demonstrating the courses the student took in the higher education institution where they studied and their achievement grades and grade point average.
- (8) Document demonstrating the curriculum and course contents of the diploma program in the higher education institution where they studied.
- (9) Photocopy of his high school diploma. In addition, notarized Turkish translations

of high school diplomas and High School Diploma Equivalence certificates obtained from the Provincial Directorate of National Education for candidates graduating from high schools abroad.

(10) Document demonstrating English language proficiency.

(11) Certificate of Turkish language proficiency for students who want to switch to programs taught in Turkish and study in the programs taught in English at OSTİM Technical University with the foreign student admission quota.

(12) Photocopy of the pages with photographs and identity information in their passports for candidates who apply for undergraduate transfer from abroad.

(13) An official letter stating this situation of candidates who apply for undergraduate transfer from higher education institutions abroad due to the termination of their mother's or father's government duty abroad and the worker's permanent return to the country.

(14) Bank receipt indicating that the application fee has been deposited.

#### **Conditions without Provisions**

**ARTICLE 32** - (1) In cases where there is no provision in this Directive, the provisions of other relevant legislation and the decisions of the Board of Directors, Senate, and University Board of Directors shall apply.

#### **Enforcement**

**ARTICLE 33** - (1) This Directive shall enter into force after the acceptance of the University Senate and the approval of the Board of Trustees.

#### **Execution**

**ARTICLE 34** - (1) The provisions of this Directive shall be executed by the Rector of OSTİM Technical University.

<b>The decision of the Board of Trustees in which the Directive was</b>	
<b>Date</b>	<b>Number</b>
24/7/2019	40