

ISTANBUL AYDIN UNIVERSITY

ASSOCIATE AND BACHELOR'S DEGREE LATERAL TRANSFER DIRECTIVES

PART ONE

Objective- Content-Basis

Objective

ARTICLE 1- The purpose of this directive is to determine the procedures and principles of the lateral transfer applications made within the institution, from other institutions and overseas.

Content

ARTICLE 2- This directive covers the procedures and principles regarding in-house, inter-institutional and overseas lateral transfer applications.

ARTICLE 3- This directive is prepared based on the Regulations regarding Associate and Bachelor's degree, Double Major, Sub-Branch and Inter-institutional Credit Transfer principles in Higher Education Institutions, published in official journal dated 24 April, 2010 No. 27561.

PART TWO

In-house- Inter-institutional- Oversea Transfers

In-house Lateral Transfers

ARTICLE 4-

(1) In-house lateral transfers are determined by the related board of directors, between 2nd and 5th semesters for bachelor's degree programmes, 2nd and 5th semesters for associate degree programmes, in a way that the number shall not exceed the 15% of the student quota prescribed in Student Selection and Placement Center (OSYM) Guide.

(2) The base points of every diploma belonging to the last four years are published on the University's website at least 15 days before the application date for In-house lateral transfers.

(3) For the lateral transfer applications between diploma programmes which accept students with different central points;

a) Students' central placement points valid for the diploma programme they want to enter must not be less than the base points of the equivalent diploma programmes of the other domestic universities.

b) As from the semester he/she applied, the student's grade point average shall be at least 70/100 (2.00/4.00) according to the assessment system of University's regulations.

(4) For lateral transfer applications in the diploma programmes accepting students with same point type,

a) Student's central placement points valid for the diploma programme he/she wants to attend as from the year students takes the exam shall not be less than the minimum base points of the diploma programmes of the equivalent domestic universities.

b) Student's grade point average of the previous semesters up to year he/she applies shall be at least 70/100 (2.00/4.00) according to the assessment system of University's regulations.

Inter-institutional Lateral Transfers

ARTICLE 5-

(1) Inter-institutional lateral transfer quota is determined by the Board of Higher Education according to the Regulations mentioned in the article 3 of this directive. The university can determine the additional placement within the frame of provisions of the mentioned Regulations by the Faculty Administrative Board's decision. Additional placements to be determined are stated to the Board of Higher Education with criterion until 30th June. Additional lateral transfer quota to be opened in the second semesters for associate degree diploma programs are stated to the Board of Higher Education with the criterion until 31st December.

(2) Inter-institutional lateral transfers are made between diploma programs whose names are the same or diploma programs which related board confirms that **at least eighty percent** of their content is the same.

(3) For inter-institutional lateral transfer applications:

a) Student's general grade point average of the completed semesters of the registered program shall be at least **60/100 (1.50/4.00)**(for applications from Open Plan Schools and Distance Education to formal education **80/100(3.00/4.00)**)

b) Students must not have any disciplinary issues.

c) Should the education be in English in the department to be transferred, the student is required to be successful in the exam given by Istanbul Aydın University English Preparatory School or he/she must have the language proficiency certificate which has international validity and Istanbul Aydın University English Preparatory School Regulation stipulates for dispensation.

(4) Applicants who can not provide the achievement conditions mentioned in the 3rd subsection paragraph (a) of this Article but whose central placement points are equal to or more than the base point of the diploma program they want to attend can apply. However, their applications are taken into consideration in the case of free quota after the placement of those who have a sixty-percent achievement condition.

(5) Lateral transfer results are announced on the website of Istanbul Aydın University provided that all the candidates are stated.

(6) In the case there is candidate who meets the criteria, the same number of substitutes are determined among the applicants according to the 3rd subsection, paragraph (a) of this article. Substitutes are accepted in place of those who have not applied.

Lateral Transfer from Overseas

ARTICLE 6-

(1) For the lateral transfers from foreign higher education institutions, half of the inter-institutional lateral transfer quota is determined by the senate. Determined quotas are declared to the Board of Higher Education with the criterion until 30th June.

(2) For lateral transfers overseas;

a) Students' general grade point average of the previous semesters until the semester that they apply must be at least 55/100 (1.25/4.00) .(except for the students whose parents have returned home after finishing their work abroad and those who have the base points of the lateral transfer programme they want to attend)

b) Students must not have discipline punishment.

c) The university students study at must be accepted by the Board of Higher Education.

d) Students are supposed to have taken the exam given by Student Selection and Placement Center and they are supposed to have the minimum score determined by SSPC (OSYM). (Should students who do not have Student Selection Exam(OSS) certificate provide one of the certificates of SAT 1(at least 1000 points), ACT (at least 21 points), Abitur French Baccalaureate, GCE A Level Certificate (at least 2 courses), International Baccalaureate (IB), Austria Matura Diploma(Matura Reifezeugnis) and Diploma di Maturita (Italian Maturita Diploma), this can be accepted in place of OSS points.

e) Should the education is in English in the department to be transferred ,the student is supposed to be successful in the exam given by Istanbul Aydin University English Preparatory School or he/she must have the language proficiency certificate which has international validity and Istanbul Aydin University English Preparatory School Regulation stipulates for dispensation.

f) The equivalence of the diploma programme the student has been registered to and the lateral transfer programme the student shall enter must be accepted by Istanbul Aydin University.

Assessment out of Quota Scope

ARTICLE 7- The lateral transfer application of the student who has the base points of the lateral transfer diploma programme is accepted without considering the requirement of being

successful in all courses and he/she is considered out of quota scope of Lateral Transfer from Overseas

In order to apply for the lateral transfer:

- a) Students must not have a discipline punishment
- b) The university students study at must be accepted by the Board of Higher Education.
- c) The equivalence of the diploma programme the student has been registered to and the lateral transfer programme the student shall enter must be accepted by Istanbul Aydin University.
- d) Should the education is in English in the department to be transferred ,the student is supposed to be successful in the exam given by Istanbul Aydin University English Preparatory School or he/she must have the language proficiency certificate which has international validity and Istanbul Aydin University English Preparatory School Regulation stipulates for dispensation.

ARTICLE 8- In lateral transfers from overseas , in case students' parents who work in public service return home because their have finished their service or ,if they are workers and returnees , students having studied for a year and being successful in all courses is adequate for lateral transfer.

In order to apply for the lateral transfer:

- a) Students must not have a discipline punishment
- b) The university students study at must be accepted by the Board of Higher Education.
- c) The equivalence of the diploma programme the student has been registered to and the lateral transfer programme the student shall enter must be accepted by Istanbul Aydin University.
- d) Should the education is in English in the department to be transferred ,the student is supposed to be successful in the exam given by Istanbul Aydin University English Preparatory School or he/she must have the language proficiency certificate which has international validity and Istanbul Aydin University English Preparatory School Regulation stipulates for dispensation.
- e) Students must take the exam given by Student Selection and Placement Center and they are supposed to have the minimum score determined by SSPC (OSYM). (Should students who do not have Student Selection Exam (OSS) certificate provide one of the certificates of SAT 1(at least 1000 points), ACT (at least 21 points), Abitur French Baccalaureate, GCE A Level Certificate (at least 2 courses), International Baccalaureate (IB), Austria Matura Diploma(Matura Reifezeugnis) and Diploma di Maturita (Italian Maturita Diploma), this can be accepted in place of OSS points.

ARTICLE 9- The applications of the children of foreign diplomats in Turkey to higher education institutions are assessed by the Administrative Board of the applied institution without stipulating quota requirement. Should the application is accepted, an orientation programme is prepared for each student.

PART THREE

Assessment Calendar- Assessment - Orientation

Conversion of Grades – Transfer Semester

Lateral Transfer Assessment Calendar

ARTICLE 10- In the in-house, inter-institutional and oversea lateral transfers assessment calendar is determined by the Rectorship according to the academic calendar every year.

Assessment

ARTICLE 11- First assessment regarding lateral transfer is carried out by commissions formed by related administrative boards. Assessment results carried out considering the criterion stated in the Article 12 of the Regulations regarding Associate and Bachelor's degree, Double Major, Sub-Branch and Inter-institutional Credit Transfer principles in Higher Education Institutions are determined by discussing in the related Administrative Boards.

Orientation

ARTICLE 12- Related Administrative Boards decide which term the student shall be oriented, which additional courses he/she shall take and which courses the student shall be excused from considering the courses the student has completed and the courses in the programme he/she has been transferred to.

Conversion of the Lateral Transfer Grades

ARTICLE 13- When converting the final grades contained in the transcripts in the oversea and inter-institutional lateral transfers, the conversion table approved by the Senate of our University is based on.

Semesters in which lateral transfer shall not be done

ARTICLE 14- In inter-institution and oversea lateral transfers, in Associate Degree in the first and last semesters, in Bachelor's Degree in the first two and last two semesters lateral transfer can not be done.

PART FOUR

Miscellaneous Matters

Base Point

ARTICLE 15- In the diploma program, the entry points of the student with the lowest grade placed by Student Selection and Placement Central exam is based on.

Graduation Grade Point Average

ARTICLE 16- Graduation grade point averages of the students who have entered the university by lateral transfer are determined according to the courses they take from Istanbul Aydin University

Programs Taking Students via Aptitude Test

ARTICLE 17- Students are supposed to be successful in the aptitude exams given by the related faculty in the lateral transfers to the Communication, Fine Arts, Architecture–Engineering Faculty programs.

Scholarship Students

ARTICLE 18- In the lateral transfers, scholarship students are considered to have relinquished their scholarships.

Effectiveness

ARTICLE 19- This directive comes into force as from approved in the senate.

Implementation

ARTICLE 20- The provisions of this directive is executed by The Rector of Istanbul Aydin University.