

ISTANBUL AYDIN UNIVERSITY
DIRECTIVE ON EXEMPTIONS AND ADAPTATION
(Recognition of Prior Learning Procedures)

Purpose

Article 1 – (1) The purpose of this Directive is to determine the principles of exemption and adaptation for courses that students newly enrolled at Istanbul Aydın University have previously taken and passed at any higher education institution, including Istanbul Aydın University, and to determine the principles regarding the courses for which an exemption examination will be administered.

Scope

Article 2 – (1) These implementation principles cover the procedures regarding exemption and adaptation of courses successfully completed in those institutions by:

- a) Students who wish to continue their education by transferring through Horizontal or Vertical Transfer, or by benefiting from the Amnesty Law,
- b) Students who have previously studied at any higher education institution and then enrolled at IAU,
- c) Students who are enrolled in an Istanbul Aydın University program and who study—through summer school, special student status, Erasmus, Farabi and Mevlana exchange programs—at the programs of another higher education institution whose equivalency is recognized by the Council of Higher Education (YÖK), as well as students who study abroad within the scope of International Exchange Programs; and the exemption and adaptation procedures for the courses they have taken and passed at those institutions.

Legal Basis

Article 3 – (1) This Directive has been prepared on the basis of the provisions of the Istanbul Aydın University Associate Degree and Undergraduate Education-Teaching and Examination Regulation, the Istanbul Aydın University Graduate Education-Teaching and Examination Regulation, and the “Regulation on the Principles Regarding Transfer Between Associate Degree and Undergraduate Level Programs in Higher Education Institutions, Double Major, Minor and Inter-Institutional Credit Transfer”, which entered into force upon publication in the Official Gazette dated 24/04/2010 and numbered 27561.

Definitions

Article 4 – (1) In these implementation principles:

- a) Adaptation Process: The process of determining the semester/year in which students who have earned the right to enroll at Istanbul Aydın University will continue their studies, based on the courses they have previously taken and passed at any higher education institution and that are deemed exempt,
- b) Commission: The commission established by the relevant Dean's Office/Directorate to examine exemption and adaptation requests,
- c) Board: Faculty/School/Vocational School and Institute Boards,
- d) Exemption: The acceptance of equivalency of courses in the curriculum, according to credit and content compatibility, in lieu of courses previously taken and passed,
- e) University: Istanbul Aydın University.

Principles for Exemption Applications

Article 5 – (1) Students enrolled in Istanbul Aydın University associate degree, undergraduate and graduate programs:

- a) Are obliged to apply for exemption within the first week of the start of education and training in order to be exempted from courses they previously took and passed at the higher education institutions where they studied before, in the semester/year they enroll. Exemption requests and adaptation procedures not made within the time limit are not taken into evaluation by the relevant unit's administrative board.
- b) Must apply to the Dean's Office/Directorate with a petition indicating for which previously taken and passed course(s) they request exemption, and attach the course contents approved (sealed and signed) by the higher education institution previously attended, the course description document, and the transcript.
- Applications made with photocopies, faxes, unapproved documents and incomplete documents are not processed.
- c) For courses taken and passed more than five academic years prior to the academic year of enrollment, the competent boards decide whether an exemption will be granted.
- d) No exemption request may be made for the graduation project.

Matters Regarding Exemption and Adaptation

Article 6 – (1) In exemption and adaptation procedures:

- a) The Department/Department Chair Adaptation Commission, established by departments under the chairmanship of the department/head of department, evaluates applications within one (1) week. Evaluated adaptation forms are finalized by the

Faculty/Vocational School/School/Institute Administrative Board in line with the recommendation of the Department/Head of Department Adaptation Commission and are sent to the Directorate of Student Affairs.

- b) Until the student's exemption request is evaluated and decided by the relevant administrative board, the student continues to attend the course(s) for which exemption is requested.
- c) If students enrolled through the central placement examination or a special talent examination request exemption for courses they took and passed in another department/program previously attended, the total credit amount for which they can receive exemption may not exceed 50% of the total credits of that department/program (except those enrolled through horizontal transfer).
- d) Regardless of whether the course requested for exemption is compulsory/elective or whether its name is exactly the same as the course to be deemed equivalent, a course is accepted as equivalent if its content is at least 80% compatible and its ECTS credit is at least 65% compatible in associate degree/undergraduate programs. In graduate programs, a course is accepted as equivalent if its content is at least 80% compatible and its ECTS credit is at least 80% compatible. The compatibility/adequacy of course content is evaluated by the relevant administrative boards; the courses granted exemption and the courses required to be taken in the relevant IAU department/program are determined, and students are adapted to the relevant semester/year.
- e) If there are independent laboratory and independent project courses, practical or vocational courses for which equivalency is requested, the courses to be deemed equivalent must also be of this nature.
- f) If applicants have completed internships in their previous education, documents showing the place, duration, success status and content of the internship must be attached. Acceptance that the internship is compatible with the department transferred into belongs to the relevant administrative board.
- g) If the language of a course for which equivalency is requested is in a language other than Turkish or English, it is taken as a basis for evaluation provided that an approved Turkish translation is supplied by the student.
- h) ECTS equivalents of courses credited only according to local credit are determined by the relevant unit administrative board.
- i) For equivalency evaluations, the grade must be at least DD or above at associate degree and undergraduate level. In addition, in order to grant exemption for IAU courses identical or equivalent to courses passed with DD or DC, the student's cumulative GPA must comply with the principles in Article 22/11 of the Associate Degree/Undergraduate Regulation. In line with the grade equivalents in the IAU Graduate Regulation, courses passed with at least CC at master's level and at least CB at doctoral level are taken as a basis for exemption.

- j) (As amended by our University Senate's decision dated 23/01/2019 and numbered 2019-02) In course exemption procedures for students transferring to our university from other higher education institutions: provided that the student has passed the course(s) at the previous institution, for courses whose letter grade on the transcript does not have an exact equivalent in our University's letter grade system, the highest letter grade within the same letter group in our system is awarded; if the success grade is arranged according to a 100-point system, it is converted to the 4-point system using the YÖK grade conversion table and the highest grade in the corresponding letter group in our letter system is awarded. The ECTS credits of these courses are included in the total ECTS required for graduation. In exemption procedures for courses taken and passed at other universities: if multiple courses are deemed equivalent to one course, the letter grade of the relevant course is determined by taking into account the cumulative GPAs (CGPA) of these courses and adaptation is made accordingly. If one course is deemed equivalent to multiple courses, the grades of the equivalent courses are entered into the system as the letter grade of the relevant course.
- k) For students admitted through vertical transfer, their graduation cumulative GPA is calculated based on the courses taken in the associate degree program and adapted into the undergraduate program, and the courses taken during undergraduate education.
- l) When granting exemption for common compulsory courses such as Atatürk's Principles and History of Revolution, Turkish Language and similar courses that have been taken and passed in formal, online, open or distance higher education programs, content and credit ratio are not taken into account. The letter grades in the IAU grading system are entered into the system as they are.
- m) If the total ECTS of exempted courses is equal to or greater than 70% of the ECTS load shown in the course plan for the relevant semester/year, the student is adapted to the next semester/year. (Considering the total ECTS of exempted courses, adaptation is made by counting each 30 ECTS as one semester. If the remaining ECTS beyond multiples of 30 is 20 or above, adaptation is made to the next higher semester.)
- n) Adaptation of students who apply for inter-institutional horizontal transfer with CGPA is made to the relevant semester/year of the class to which they applied for transfer, provided that they take courses from lower semesters/years that they have not taken and/or cannot be exempted from.
- o) Faculty/School/Vocational School/Institute Exemption and Adaptation Commissions conduct the necessary examinations regarding the courses from which the student wishes to be exempt and finalize the exemption decision for all courses the student has passed and requested exemption for, by the last day of the "course add/drop" process specified in the academic calendar. A course for which exemption has once been rejected cannot be requested again.

- p) Objections to exemption and adaptation results are submitted to the relevant unit within at most five (5) business days from the date the exemption process is finalized and notified to the student.

Principles for Exemption from the Preparatory Class

Article 7 – (1) Students enrolled in associate degree and undergraduate programs at Istanbul Aydın University where instruction is provided in a foreign language or where there is a compulsory foreign language preparatory class are exempted from the Foreign Language Preparatory Program if they document that they have the score specified in Articles 41 and 42 of the Istanbul Aydın University Associate Degree and Undergraduate Education and Examination Regulation from national or international foreign language examinations whose equivalency is accepted by our University Senate. In addition, students who document that they attended and successfully completed a foreign language preparatory program at any higher education institution in Türkiye by the end of the academic year at most three years prior, and who submit the certificate of achievement, are exempted from the relevant foreign language preparatory program. Students who cannot meet this condition continue to the Foreign Language Preparatory Class.

Procedures Regarding Exemption and Adaptation

Article 8 – (1) Exemption procedures are carried out by the relevant faculty/school/vocational school/institute administrative board. The administrative board decision regarding exemption and adaptation is sent to the Directorate of Student Affairs. The administrative board decision specifies the code, name, credit and success grade of the course(s) previously taken by the student, the code, name, credit and success grade of the course(s) from which exemption is granted/accepted as equivalent, and the semester/year to which the student is adapted. The administrative board decision is notified to students electronically.

Principles Regarding Vertical Transfer

Article 9 – (1) For students who obtain the right to start undergraduate education through the Vertical Transfer Examination, the provisions of the Regulation on the Continuation of Undergraduate Education of Graduates of Vocational Schools and Open Education Associate Degree Programs apply.

- a) Students who earn the right to enroll in undergraduate programs at Istanbul Aydın University where instruction is provided in a foreign language must take and pass the foreign language proficiency examination announced in that year's academic calendar, or obtain a valid score from international examinations whose equivalency is accepted by the IAU Senate, in order to start the undergraduate program. Students who cannot meet this condition continue to the Foreign Language Preparatory Class.

- b) For students who earn the right to start undergraduate education by meeting the foreign language requirement, exemption is granted by administrative board decision for the courses taken during associate degree education that are examined by Faculty/Vocational School Exemption and Adaptation Commissions and accepted as equivalent. The student is registered in the program according to the courses they must take.

Cases Not Regulated in This Directive

Article 10 – (1) In matters not included in this directive, the provisions of Law No. 2547 on Higher Education, the relevant provisions of the Istanbul Aydın University Associate Degree and Undergraduate Education-Teaching and Examination Regulation and the Graduate Education-Teaching and Examination Regulation, and the decisions of the University Senate shall apply, provided that they are not contrary to the relevant legislation.

Entry into Force

Article 11 – (1) This Directive entered into force as of 08/05/2018, the date it was adopted by the Istanbul Aydın University Senate.

Execution

Article 12 – (1) The Rector of Istanbul Aydın University shall execute these implementation principles.