

Republic of Türkiye
ISTANBUL AYDIN UNIVERSITY
GRADUATE EDUCATION INSTITUTE
HORIZONTAL TRANSFER DIRECTIVE

CHAPTER ONE
Purpose, Scope, Legal Basis and Definitions

Purpose

ARTICLE 1 – Purpose

To determine the procedures and principles regarding all horizontal transfer transactions to Istanbul Aydın University graduate programs from outside the University and within the University.

Scope

ARTICLE 2 – Scope

This Directive covers the provisions regarding all horizontal transfers to graduate programs from outside the University and within the University.

Legal basis

ARTICLE 3 – Legal basis

(1) This Directive has been prepared on the basis of Articles 14 and 44 of the Higher Education Law No. 2547 dated 04/11/1981; Article 32 of the Regulation on Graduate Education and Training dated 04/03/2019; and Articles 15 and 42 of the Istanbul Aydın University Graduate Education–Training and Examination Regulation.

Definitions

ARTICLE 4 – Definitions

(1) In this Directive:

- a) ALES: Academic Personnel and Graduate Education Entrance Exam,
- b) YDS: Foreign Language Examination,
- c) YÖKDİL: Higher Education Institutions Foreign Language Examination,

d) Institute Administrative Board: the Institute Administrative Board of the Graduate Education Institute,

e) Other Institute: all institutes affiliated with universities recognized by the Council of Higher Education (CoHE) and not affiliated with Istanbul Aydın University,

f) Department Chair: the Institute Department (Major Field) Chair,

g) Senate: the Istanbul Aydın University Senate,

h) University: Istanbul Aydın University,

shall be understood.

CHAPTER TWO

General Principles

ARTICLE 5

A student who has successfully completed at least one semester in the coursework stage (excluding scientific preparation) in a graduate program within the University or at another university may transfer horizontally to the relevant graduate program, provided that they meet the registration requirements of the same or a different master's program within the University. (Same as Article 11.)

ARTICLE 6

Horizontal transfer quotas are determined by the Senate upon the proposal of the Institute. If the program quota is not filled, horizontal transfer applications may be accepted up to the quota deficit.

ARTICLE 7

In converting achievement grades obtained on a 100-point system to a 4-point system, the "Council of Higher Education Grade Conversion Table" is used. The conversion table referenced in the Graduate Education–Training and Examination Regulation Article 52/(5) is applied.

ARTICLE 8

Freezing enrollment, having enrollment suspended, or being an extended-term student does not constitute an obstacle to benefiting from the right of horizontal transfer.

ARTICLE 9

(1) Applications may be made for horizontal transfer from master's programs to equivalent master's programs.

(2) Applications may be made for horizontal transfer from doctoral programs to doctoral programs; from proficiency in art programs to proficiency in art programs; and from doctoral/proficiency in art programs to thesis/non-thesis master's programs. However, horizontal transfer from thesis and non-thesis master's programs to doctoral and proficiency in art programs cannot be made.

ARTICLE 10

The right to transfer between programs within the University may be used only once.

CHAPTER THREE

Horizontal Transfers Between Master's Programs

ARTICLE 11

(1) In order to transfer horizontally to a master's program, it is required that students have been admitted to that program in the same year.

(2) Applications for horizontal transfer to a master's program are made on the dates specified in the IAU academic calendar.

Transfer conditions

ARTICLE 12 – Transfer conditions

(1) Students who will transfer to a thesis master's program must have an ALES score—no less than 55 points to be determined by the Senate—of the score type of the program they apply to, or scores of exams declared by CoHE as equivalent to ALES.

(2) Master's students who transfer between thesis programs must have a cumulative GPA of 2.50/4.00 (65/100).

(3) In order to transfer from a non-thesis program to a thesis program, the student must have successfully completed all courses taken and must have a cumulative GPA of 3.00.

(4) In transfers to thesis programs, for non-thesis program students coming from outside the field, thesis-program admission requirements are sought.

(5) Upon the advisor's recommendation, students may take additional undergraduate courses together with master's courses, provided that they did not take such courses during their undergraduate education. These courses are shown on the transcript.

(6) In transfers to thesis programs, ranking is carried out within the criteria and quotas determined by the relevant institute administrative board.

Adaptation (Course recognition)

ARTICLE 13 – Adaptation

(1) For students in the coursework stage of master's programs or who have not entered thesis defense, a transcript and approved course contents are requested. Which courses will be exempted and which courses will be taken are finalized by the decision of the institute administrative board upon the recommendation of the department/major field chair.

(2) If a student who has graduated from a master's program enrolls in the thesis/non-thesis program of the same or a different program, they may be exempted from courses—up to a maximum of 50% of the ECTS obtained from the courses taken in the program they previously graduated from—upon the recommendation of the Department Chair and by the decision of the Institute Administrative Board. (This is to prevent obtaining two diplomas with the same courses.)

ARTICLE 14

The period the student spent in their previous program is included in the calculation of the maximum period of study for the program to which they transfer.

CHAPTER FOUR

Horizontal Transfers Between Doctoral and Proficiency in Art Programs

ARTICLE 15

(1) A student registered in an internal or external doctoral/proficiency in art program may transfer horizontally to the relevant doctoral/proficiency in art program if they have studied and been successful for at least one semester and meet the registration requirements of the same or a different doctoral/proficiency in art program within the University.

(2) In order to transfer horizontally to a program, it is required that there are students registered in that program.

Transfer conditions

ARTICLE 16 – Transfer conditions

(1) The student who will transfer to a doctoral/proficiency in art program must document that they meet the admission requirements that were valid in the year they enrolled in the program they are applying to.

(2) A student who has completed at least one semester in their current doctoral/proficiency in art program and has not taken the qualifying exam may transfer horizontally to University programs.

(3) Students who transfer between doctoral/proficiency in art programs must have a cumulative GPA of 2.72/4.00 (70.13/100).

Adaptation (Course recognition)

ARTICLE 17 – Adaptation

(1) For students applying for horizontal transfer to doctoral/proficiency in art programs at the coursework stage, a transcript and approved course contents are requested. Which courses will be exempted and which courses will be taken are finalized by the decision of the institute administrative board upon the recommendation of the department/major field chair.

(2) After course adaptation is completed, the student may be required to retake courses they had taken related to the Doctoral/Proficiency in Art program, upon the recommendation of the Department Chair and by the decision of the Institute Administrative Board.

CHAPTER FIVE

Miscellaneous and Final Provisions

ARTICLE 18

In cases where there is no provision in this Directive, the provisions of the Interuniversity Board Presidency's Regulation on Graduate Education and Training, the Istanbul Aydın University Graduate Education–Training Regulation, and other relevant legislation shall apply.

ARTICLE 19 – Entry into force

This Directive enters into force on 14/01/2020, the date it is adopted by the Senate.

ARTICLE 20 – Execution

This Directive is executed by the Rector.