

 KOÇ UNIVERSITY	REGULATION FOR TRANSFERS Y02-RAI-003	Date: 7 January 2016 Update: 5 Responsible Unit: RAI Pages: 1/5
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1. PURPOSE

The purpose of this regulation is to organize the principles concerning the admissions of students through transfer between undergraduate-level programs.

2. SCOPE

This regulation covers provisions related to student capacity, application requirements, application and evaluation process, and credit transfer for transfers to diploma programs at Koç University (KU).

3. REFERENCES

The Regulation Concerning Transfer between Undergraduate and Associate Degree Programs, Double Major, Minor, and Principles Concerning Credit Transfer among Institutions of Higher Education

University Academic Council Decision Document of 16 July 2013, Number 07 — Article 5

University Academic Council Decision Document of 26 February 2013, Number 02 — Article 13

University Academic Council Decision Document of 13 April 2011, Number 04 — Addendum 3

4. RESPONSIBLE PARTIES

- 4.1 The President is responsible for the execution of this regulation.
- 4.2 The Vice President for Academic Affairs is responsible for the preparation and the revision of this regulation.
- 4.3. Students are responsible for monitoring the process and are expected to comply with all rules covered under the regulation.
- 4.4. Deans of Colleges are responsible for the application of this regulation.

5. DEFINITION OF TERMS

5.1 *Transfer*

Refers to a student registered in an institution of higher learning, earning the right to continue their education in another diploma program of the same level.

5.2 *Transfer within an institution*

Refers to the transfer of students to another level diploma program offered by the institution of higher learning where they are registered.

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5.3 *Transfers between institutions*

Refers to a transfer made to Koç University from a university of the same level.

5.4 *Equivalent diploma programs*

Refers to diploma programs established as possessing similar content by the relevant Executive Council.

5.5 *Base Score*

Refers to the admission score of the lowest scoring student placed by ÖSYM (Measuring, Selection and Placement Center) into a diploma program of an institution of higher education through a centrally administered examination.

5.6 *Score Type*

Refers to the type of score used by ÖSYM for placing students into a higher education program.

6. BASIC PRINCIPLES

6.1 Transfers between diploma programs of institutions and transfers within the institution can only be executed in accordance with the capacity and conditions announced in advance.

6.2 Applications for transfers between institutions shall only be received prior to the Fall semester. Applications for transfers within the institution shall be received prior to the Fall and Spring semesters. Applications for transfers within the institution need to be made to the Registrar's and Student Affairs Directorate before the fifth working day following the final submission date of the grades of the previous semester courses, whereas applications for transfer between institutions need to be made until the first working day of the month of August.

6.3 Concerning transfers within the university—according to their year considering the number of credits completed—students can apply earliest at the end of the first semester of the first, and latest before the end of the second semester of the third year, English Language Center and summer school courses not counting as semesters. Outside of the designated semesters no transfer capacity is allocated, and no transfer applications can be made.

Concerning transfers between institutions, students cannot apply during the first two semesters and last two semesters of their undergraduate diploma programs.

6.4 At the time of application, the student must be registered in an institution of higher education and must not have been dismissed from university for any reason.

6.5 Being on a leave of absence does not constitute an obstacle to benefit from the right to transfer.

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- 6.6** A student whose application has been rejected shall have the right to appeal to the higher authority i.e. University Executive Council or to the relevant committee appointed by the University Executive Council. The relevant committee is responsible for resolving these appeals latest within one week.

7. METHODS

7.1 Transfer Between Programs within the Institution

- 7.1.1 The principles concerning the capacities and application for transfer within the institution are as follows:

7.1.1.1 The capacity that shall be allocated for students to be admitted to a diploma program through transfer is determined by the relevant executive council separately for each year (class).

7.1.1.2 To qualify for application for transfer between diploma programs at the university that are at the same level, starting with the year the student took the centralized examination, the centralized placement score of the student of the type valid for the target diploma program must not be lower than the lowest base score of the diploma programs of other national universities equivalent to the target diploma program.

- 7.1.2 Applications for transfer between diploma programs offered by the same college are evaluated and decided on by the executive council of the college in question.

For transfers to the programs listed below, the success rank established in the ÖSYS (Student Selection and Placement Examination) capacity handbook of the relevant year will be considered.

Law: 125,000

Medicine: 50,000

Engineering: 300,000

- 7.1.3. The application of a student for transfer between colleges shall be sent to the executive council of the college the student is applying for, along with a written evaluation prepared by the executive council of the college where student is registered. Applications for transfer between colleges are evaluated and decided on by the college that receives the application.

- 7.1.4 [For students who have completed the International Baccalaureate \(IB\) or similar programs, the rules concerning the requirements for application for transfer within the institution](#) are determined by the receiving colleges and are submitted to the vote of the Academic Council in December, every year.

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- 7.1.5 For students who change programs through transfer within the institution, the executive council of the receiving college shall determine and decide which of the courses they previously took shall count towards graduation and which shall be considered as equivalent to which courses in the target program. Courses which do not count towards graduation shall still appear in the grade record sheet of the student along with their credits and grades, yet these shall not be included in grade point average calculations.
- 7.1.6 Students admitted for transfer to a program are required to meet additional requirements established by the receiving program.
- 7.2 Transfer Between Institutions**
- 7.2.1 For transfer between institutions, students must have a minimum grade point average of 2.40 out of 4.00 for the semesters they have completed in the program where they are registered.
- 7.2.2 Candidates who do not meet the standing requirement stipulated in the first paragraph yet have a central placement score equal to or higher than the base score of the diploma program they target can apply for transfer.
- 7.2.3 Students who apply for transfer to Koç University from other YÖK (Council of Higher Education) recognized institutions of higher education offering programs equivalent to those of KU, must satisfy the requirements below in addition to the provisions of YÖK's relevant Regulations.
- 7.2.3.1 Students who wish to transfer need to be proficient in the English language at a level that allows them to pursue the academic program. The English language proficiency level of the students is assessed through the English language competency examination administered by KU or through documentation attesting scores of nationally or internationally accepted English language examinations at a competency level determined by KU.
- 7.2.3.2 Students who come from institutions of higher education offering education entirely in English can be exempted from KU's English language competency examination requirement if the English language competency requirement of these institutions of origin is equivalent to or higher than KU's requirements. Students who come from an institution that does not comply to this and students who come from a program where the language of instruction is Turkish shall be subject to KU's English language competency examination requirement. Students who have received at least one year of undergraduate education in universities located in countries where the official language is English and who received a passing grade point average shall be exempted from the English language competency requirement.
- 7.2.3.3 Students who satisfy the transfer requirements for one of KU's undergraduate diploma programs, but whose English language proficiency does not meet the required level do not qualify for transfer.

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7.2.3.4 Students who wish to apply for transfer must satisfy additional requirements set by the program they are applying for.

7.2.4 Each program's capacity allocated for students who transfer between institutions is determined by the executive councils of the colleges within the framework of the relevant YÖK regulations.

7.2.5 For students whose transfers from other institutions of higher education have been accepted, the college executive council shall determine which of the courses previously taken shall count towards Koç University academic programs, and which courses of the targeted academic programs they shall be equivalent to. Students admitted for transfer shall be awarded as transfer credit no more than half of the total credits required for graduation. The grades from those courses taken in the institution of origin and accepted for transfer to Koç University shall be added to the graduation grade point average.

7.2.6 Academic and Merit-based scholarships for transfer students between institutions (external transfer students)

7.2.6.1. Academic and Merit scholarships can be awarded to external transfer students placed into an undergraduate program of the University. This scholarship covers the student's tuition only. In cases where the student transfers to another academic program within the University, their scholarships may be continued subject to evaluation.

7.2.6.2. The duration of the scholarship for external transfer students is based on the class level they are admitted to. For example, a student who transfers to second year, is eligible for a scholarship for six semesters.

7.2.6.3. Scholarships are provided for a maximum duration of eight semesters to students who begin their education from the first year of the university (12 semesters for Medicine students). In case scholarship students registered in the Double Major Program do not complete their Major or Second Major programs within 8 semesters (12 semesters for Medicine), the duration of their scholarship shall be extended by a maximum of 2 semesters.

7.2.6.4. Students who receive scholarship under the external transfer student scholarship program, cannot apply to any other scholarship programs offered by Koç University except in circumstances of extreme changes in the students' financial status.

7.2.6.5. Upon the recommendation of the Scholarship Committee and the decision of the relevant executive council, scholarships may be canceled because of the below listed disciplinary or financial reasons.

Disciplinary Reasons:

In case the student receives a disciplinary fine or other punishment according to the Turkish Council

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of Higher Education (YOK) regulations

Financial Reasons:

- In case the information the student has provided to the university to obtain the scholarship is inaccurate or incomplete;
- In case the student does not inform the university about the changes in the status of their movable and/or immovable assets

7.2.6.6. External transfer students offered admission to an undergraduate program at Koç University and offered scholarships under bilateral agreements with external parties (government organizations, companies, foundations or others) shall be subject to the rules and regulations established in specific scholarship agreements.

7.3 Other Provisions

- 7.3.1 University Academic Council may decide to establish new conditions concerning transfer in addition to those stipulated in this regulation, and the provisions for minimum standing criteria can be changed.
- 7.3.2 For issues that are not covered in this regulation, “Regulation Concerning Transfer between Undergraduate and Associate Degree Programs, Double Major, Minor, and Principles Concerning Credit Transfer among Institutions of Higher Education” and “Koç University Regulation for Undergraduate and Associate Degree Teaching and Learning” shall apply.

8 RECORDS

None

9 REVISIONS

The responsibility of revising and updating this regulation falls on the Office of the Vice President for Academic Affairs. The revision shall take place in the month of October of every year.