

## Transfer Student Procedures

### Purpose

#### Article 1

The purpose of these Procedures is to outline eligibility requirements for transfer students.

### Scope

#### Article 2

These Procedures cover the applicable provisions for the quotas, the application and evaluation process, and the credit transfers for transfer students between undergraduate degree programs at KU and the equivalent undergraduate degree programs at other higher education institutions.

### Definitions

#### Article 3

The following definitions will be used in these Procedures:

- a) Transfer is defined as the gained right of a student who is already registered in a diploma program in an institution to continue in an equivalent diploma program in another institution.
- b) Transfer within the institution refers to the transfer of a student from one diploma program within Koç University (KU) to another KU program.
- c) Transfer between institutions refers to the transfer of a student into a diploma program at Koç University who has been enrolled and received grades at a university whose equivalency is recognized by the Higher Education Council.
- d) Equivalent diploma programs refers to diploma programs that have identical contents as determined by the relevant council.
- e) Base Score is the lowest acceptable score for a student to be placed in an undergraduate program, as determined by the Student Selection and Placement Center (ÖSYM) based upon the central examination.
- f) Score type refers to the type of score used by ÖSYM for the placement of a student into a higher education diploma program.

### General Principles with Regard to Transfer Students

#### Article 4

- (1) The transfers between institutions, as well as within an institution are performed based on the pre-determined quotas and transfer requirements.
- (2) Transfer applications between diploma programs are accepted prior to the beginning of Fall semester. Applications within Koç University will be accepted by the Registrar's Office until the fifth working day following the deadline for previous term grade submission. The candidates outside Koç University will apply to the Registrar's Office no later than the first working day of August.
- (3) A student must complete at least one semester and at most five semesters (excluding the time spent at the English Language Center, and Summer Semesters) in his/her academic program in order to apply for transfer. Transfer quotas cannot be opened and applications cannot be made outside the indicated periods.
- (4) During the application period, the applicant must be registered in an undergraduate program and must not have been dismissed from the university for any reason.
- (5) A student on temporary leave from the university may apply for transfer.
- (6) A student whose application is denied may appeal to the University Executive Council, or to a relevant committee appointed by the University Executive Council. The relevant committee must render a decision on the student's appeal within one week.

### Transfers within the University

#### Article 5

- (1) Principles regarding transfer quotas and applications within the university are as follows:
  - a) The quota reserved for students to be admitted to a diploma program by way of transfer shall be determined by the relevant council, and will be done separately for each class level.
  - b) In the case of transfer within the university, and regarding applications for degree programs admitting transfer students with different score types from the central placement exam, the student's ÖSYM placement score in the year of enrollment in the university must be no less than the lowest base score of other national undergraduate programs that are equivalent to the KU undergraduate program to which the student seeks to transfer, in the relevant year.
- (2) The relevant Faculty Executive Council shall evaluate and make decisions regarding transfer applications within same Faculty.
- (3) The relevant Faculty Executive Council should submit the letter of evaluation and application of the transfer student from their Faculty to the Faculty to which the student has applied. The Faculty Executive Council that has received the transfer application shall evaluate and make the decision regarding the application.
- (4) **The transfer requirements for students with International Baccalaureate (IB) or diplomas from similar programs** are determined by the relevant Faculty Executive Council of the academic program applied, and submitted to the Academic Council's approval by December.
- (5) The Faculty Executive Council shall decide about the transfer credits that can be counted towards graduation, as well as the identification of the courses that correspond to the ones in the transferred program. The courses that are not counted towards graduation shall be recorded on the student transcript, with the grades included; however, they will not be taken into account in the calculation of the grade point average.
- (6) Transfer students are responsible for completing all the additional requirements for graduation from the new program.

## **Transfers from Other Universities**

### **Article 6**

(1) Students must have a minimum cumulative grade point average of 2.40/4.

(2) A candidate whose central placement score is either equal to or higher than the minimum score of the diploma program s/he wishes to transfer into -- despite not having fulfilled the merit requirement stated in the first paragraph -- may still apply for a transfer. The applications of such candidates shall be considered if there is vacancy in a program after students who applied in accordance with the requirement indicated in the first paragraph have been placed in the relevant program.

(3) For transfer applications received from other universities of higher education which have equivalent education programs to those of KU, and are recognized by the Higher Education Council (YÖK), the requirements below must be fulfilled, in addition to the relevant regulations of YÖK:

a) Students who are willing to transfer must have a sufficient knowledge of the English language to follow the academic program. The English language sufficiency of these students is determined according to either the English Proficiency Exam given by KU, or by an official document showing a score on nationally and internationally recognized English Language tests that satisfies the level of competency for admission, as determined by KU.

b) Students coming from a higher education institution where the language of instruction is solely in English, as well as students who have passed the English Proficiency Exam given by KU and were admitted to KU through a transfer within 2 (two) years following the Exam date, shall be exempt from the KU English Proficiency Exam.

c) Students who fulfill the conditions required for a transfer to one of the KU undergraduate diploma programs shall not be granted the right to transfer unless their English levels are determined to be sufficient.

d) Students who want to transfer into a program are obliged to fulfill additional requirements stipulated by the program which they apply to transfer into.

(4) Program quotas reserved for transfers from other institutions are determined by the Faculty Council pursuant to the relevant YÖK regulations.

(5) The evaluation of applications is carried out by the Transfer Committee established by the University Executive Council and the relevant Department Dean, pursuant to the principles established by the University Academic Council. Applications are evaluated by taking the following into account: the grade point average, the central placement score of the student for transfers to programs with different score types, and the performance in common courses, if any, with the program to be transferred into. Transfers shall be provided pursuant to the reserved quota.

(6) Courses to be considered for credit transfer at KU, and the corresponding equivalents to the KU courses shall be determined by the relevant Faculty Executive Council. No more than half of the total credits required for graduation from the admitted program shall be granted to students as transfer credits. Grades obtained at the university from which a student transfers, are not included in the grade point average for graduation.

### **Other Clauses**

#### **Article 7**

(1) In addition to conditions set forth in these Procedures, new conditions can be introduced, and the stipulated success criteria can be changed by the decision of the Academic Council.

(2) Koç University Undergraduate Programs Academic Rules and Regulations are applicable for issues not covered by these Procedures.

### **Enactment**

#### **Article 8**

These Procedures are accepted by the University Academic Council on 13.04.2011 and go into effect at the same date.

### **Execution**

#### **Article 9**

These Procedures are executed by the President of Koç University.