# T.C.

# ISTANBUL MEDIPOL UNIVERSITY

INSTRUCTION ON EQUALITY IN THE

CREDIT-GRADE TRANSFERS OF COURSES

TAKEN OUT OF ISTANBUL MEDIPOL UNIVERSITY\*

 FIRST SECTION

Aim, Scope, Base

Aim

**ARTICLE 1-** (1) The aim of this instruction is to determine the applications to be made regarding the transfer of the courses that the students enrolled in Istanbul Medipol University have taken from any higher education institution before and the equivalence of the courses for which the exemption exam will be given.

# Scope

**ARTICLE 2-** (1) This instruction covers the procedures to be carried out regarding the transfer of the courses in which the students. They participate in the student exchange programs or continue their education through internal/vertical transfer at our University and the qualifications they have acquired within the scope of lifelong learning.

# Base

**ARTICLE 3-** (1) This instruction has been prepared based on Istanbul Medipol University Associate and Undergraduate Education Regulations and Istanbul Medipol University Postgraduate Education Regulations.

# Application

**ARTICLE 4-** (1) Students enrolled in Associate Degree, Undergraduate and Graduate Programs of our university can apply for the transfer of courses they have taken and succeeded from another Higher Education institution or an institution whose equivalence has been accepted.

1. Students placed in our university by ÖSYM or who are accepted through internal/vertical transfer and enrol in the university must apply with a petition to the relevant unit from the date of registration to the university until the end of the second week of the academic year.
2. Course transfer and adjustment procedures of students admitted to our university through internal and vertical transfer are carried out by the Evaluation Committees of the relevant unit.
3. Students attending the preparatory class can make course transfer applications after completing the preparatory class and starting education in their program.
4. Students are required to attach to the application petition the course content of the courses they want to transfer (sealed, stamped and signed) approved by the higher education institution

the credits/ECTS credits showing the theoretical and practice hours distribution, and the transcript is showing their grades.

1. Applications not made in due time and applications made with incomplete and unapproved documents are not accepted.

# Considerations Regarding Course Transfer

**ARTICLE 5-** (1) Course transfer procedures are finalized preferably until the course drop-off date is determined in the academic calendar based on the current content of the course.

1. The course transfer application is evaluated by the head of the relevant program and decided by the relevant unit board of directors.
2. The name of a course to be transferred does not need to be the same as the course to be considered equivalent.
3. (4) The theoretical and practical hours distribution and the total credits/ECTS credits of the courses to be transferred as equivalent to the students who participate in student exchange programs or come to our University through internal/vertical transfer do not need to be the same. It is sufficient for the content of the course to be transferred as equivalent to being 75% similar.
4. Since the contents of the 5 (ı) courses of Law No. (5) do not change according to the universities, content and credit compatibility is not considered in the transfer of these courses.
5. A course whose transfer is requested can be considered equivalent to more than one course or more than one course to a single course depending on its content.
6. A course taken within the scope of an optional elective course can be matched with a course whose content and credit meets the conditions in this directive, or it can be matched with Fine Arts, Physical Health, Culture and Science and Technology courses offered as optional elective courses at our University, taking into account the subject and content of the course. .
7. Except for the reasons stated in the fourth paragraph, it is required that at least 75% of the content and ECTS credits of the course, which is taken from the Summer School or other higher education institutions and whose transfer is requested, must be met. The Board of Directors of the relevant academic unit is authorized to determine the maximum amount of credits that can be transferred.
8. General assembly equivalence is taken as a basis in course transfer procedures in departments/programs where the class progression and board system is applied. Accordingly;
	1. The original name of the General Assembly, its score and ECTS credits are matched and transferred, and the General Assembly success score, if any, is included in the average. In the absence of the General Assembly score, it is transferred as "SUCCESSFUL" and is not included in the average calculation.
	2. Courses taken from programs that do not apply the board system are not matched with each board individually; Related courses are mapped to the general assembly and transferred as “SUCCESSFUL” and are not included in the average calculation.
	3. While the course boards taken from the programs in which the board system is applied transferred to the units where the board system cannot be applied, they are transferred as "SUCCESSFUL" by matching with the relevant courses and are not included in the average calculation.

# Success Status

**ARTICLE 6-** (1) The grades of the courses to be transferred by accepting their equivalence are made in accordance with the relevant provisions of the Istanbul Medipol University Associate and Undergraduate Education Regulations and the Istanbul Medipol University Graduate Education Regulations.

1. The following rules are applied regarding the grades of the courses that are accepted as equivalent and approved to be transferred:
	1. If the transferred score of the successful courses is below the lowest success score of our University, the adjustment is made with the lowest success score and success coefficient.
	2. If a coefficient system different from the quadratic grading system is applied, the transferred points are converted into the quaternary grading system of our University through proportion.
	3. Success grades expressed as “Successful”, “Pass”, “Pass”, “Exempt” and so on are accepted as they are and are not included in the average.

ç) Courses without ECTS value are transferred based on the ECTS values of the courses they are matched with.

d) In the transfer of courses with a letter grade only, the procedure is carried out according to paragraph (c).

# Miscellaneous Provisions

**ARTICLE 7-** (1) Within the scope of lifelong learning, an exemption exam may be opened by the relevant unit's board of directors to determine uncertified or undocumented qualifications. As a result of this exam, the equivalent course is deemed exempt by giving proficiency and ECTS credits. The proficiency determined in courses with this feature cannot be more than 10 (ten) ECTS. These courses are considered in the calculation of ECTS, which must be completed for graduation, not in the calculation of the average.

(2) The transfer of courses taken from other universities as a special student is also carried out following the provisions of Article 5 (8).

# Enforcement

**ARTICLE 8-** (1) This instruction enters into force on the date it is accepted by the University Senate. With the entry into force of this instruction, the decision taken by the University Senate dated 24.03.2015 and numbered 2015/12-02 has been repealed.

# Execution

**ARTICLE 9-** (1) The provisions of this instruction are executed by the Rector of Istanbul Medipol University.

\*Adopted by the Senate decision dated 23/06/2015 and numbered 2015/22-01.