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 ISTANBUL MEDIPOL UNIVERSITY

LATERAL TRANSFER INSTRUCTION

FIRST SECTION

Aim, Scope, Base, and Definitions

**ARTICLE 1 –** (1) The aim of this instruction is to regulate the procedures and principles regarding the lateral transfer of associate and undergraduate students of Istanbul Medipol University to different diploma programs and students from other higher education institutions to the equivalent diploma programs of Istanbul Medipol University.

# Base

**ARTICLE 2** – (1) This instruction, item (e) of the first paragraph of ARTICLE 7 of the Higher Education Law No. 2547, Transition Between Undergraduate Degree Programs in Higher Education Institutions, Double Major, Minor and Inter-Institutional Credits published in the Official Gazette dated 24 April 2010 and numbered 27561. It has been prepared based on the Regulation on the Principles of Transfer, and the Istanbul Medipol University Associate and Undergraduate Education Regulations published in the Official Gazette dated 8 February 2015 and numbered 29261.

# Definitions

**ARTICLE 3 –** (1) The definitions in this instruction refer to;

1. University: Istanbul Medipol University,
2. Diploma program: Higher education programs that issue undergraduate diplomas to students who meet the specified qualifications of faculties, colleges, conservatories, vocational schools or departments
3. Level: Each of the Associate or Undergraduate diploma programs,

ç) Equivalent diploma program: Diploma programs that have the same name or that the relevant board of directors determines at least eighty per cent of their content,

1. Score Type: The scores used in the calculation of the scores used for placement in higher education programs in the Measurement, Selection and Placement System,
2. General weighted grade point average (GANO): The weighted grade point average of all the courses that the student has taken until the semester they want to transfer, excluding the preparatory class,
3. Adaptation program: A program consisting of additional courses and practices to adapt to the curriculum of the diploma program,
4. Quota: The number of students determined and announced beforehand,

ğ) Intra-institutional transfer: A student's transfer to other diploma programs at the same level within the university they are enrolled in,

1. Inter-institutional transfer: Transfer from a diploma program in other higher education institutions in the country or abroad to an equivalent diploma program in the university,

ı) Academic Record: The document in which the names, credits and success grades of the courses taken during the education period are written collectively,

1. Base score: The entrance score of the student with the lowest score placed in the diploma program of a higher education institution by the Measurement, Selection and Placement Center (ÖSYM) through the central exam,
2. Special student: Refers to students who are allowed to follow a program or courses under certain conditions. These students are not awarded diplomas or titles.
3. Higher Education Student Database (YÖKSİS): The central database where the information of students studying at the associate, undergraduate and graduate levels in all higher education institutions within the body of the Council of Higher Education is kept,
4. Relevant Board of Directors: Faculties, colleges, conservatories and,

vocational schools for which transfer application is made.

**SECOND SECTION**

 **Lateral Transfer**

**General Principles**

**ARTICLE 4 –** (1) Transfers cannot be made to the first and last semesters of associate degree programs and the first and last two semesters of undergraduate diploma programs. With the central placement score, applications can be made for lateral transfer, including the preparatory class.

1. Candidates applying for lateral transfer must meet the exemption conditions determined by Istanbul Medipol University Preparatory Class Education Instruction for units with compulsory preparatory program courses. Students who are successful in the preparatory program courses of their universities or who meet the exemption conditions are deemed to have met the exemption conditions.
2. Applications of those who are not currently registered in a higher education institution are not accepted.
3. Suspending registration does not constitute an obstacle to benefit from the right to transfer.
4. In lateral transfers to diploma programs that accept students with the aptitude test of the university, among other requirements, the condition of being successful in the aptitude test of the applied program is sought.
5. It is possible to transfer from evening education programs of the university only to evening education programs. Students who enter the top ten per cent of their class in terms of success from the second education diploma programs and move to the next class can transfer to the first education diploma programs within the quota. However, to transfer to formal education programs that do not have secondary education, it is not required to enter the ten per cent success zone.
6. Transfers can be made from open or distance education to other open or distance education diploma programs. To be able to transfer from these diploma programs to formal education programs, the student's overall grade point average must be 80 out of 100 or higher, or the central placement score in the year they are enrolled must be equal to or higher than the base point of the diploma program of the university they wish to transfer to.

# Evaluation

**ARTICLE 5 –** (1) The evaluation of the applications is made by the commissions formed by the relevant administrative boards.

1. The ranking of the students who applied; is calculated according to the formula below; ÖSYM success score (A), taking into account the base score of the program applied at the University (B), the general weighted grade point average (C) and the total score (D) used in the examination evaluation.

0.5 x (A/B x 100) + 0.5 x (C/D x 100)

If these scores are equal, the weighted grade point average is taken into account. Only the weighted grade point average is taken as the basis for the ranking of international students who have registered to universities in Turkey from abroad from the student admission quota and students who have been placed in higher education programs before 2010.

1. Ranking students in lateral transfer applications with central placement scores are made by considering the ÖSYM success score they received in the relevant score type.
2. In the transfer to the programs that accept students with an aptitude test, the aptitude test to be held by the university is taken as a basis instead of the ÖSYM success score.

# Announcement of Results and Adjustment Program

**ARTICLE 6 –** (1) The evaluation results of candidates applying for lateral transfer are announced on the university's website.

1. If a sufficient number of candidates meet the transition requirement, alternate candidates are announced as much as the number of quotas. If no application is made from the main candidates within the specified time, substitutes are called in order.
2. The relevant commissions determine which class/term the student will be adapted to, taking into account the courses taken in the previous semesters and the courses of the program to which the transfer student is accepted, and determine the courses to be transferred, if any, with an adjustment program consisting of additional courses that the student must take.
3. The new status of students who transfer within the scope of this instruction is recorded in the higher education student database (YÖKSİS) by the Registrar's Office within 15 days following the completion of the registration process and finalization of the transfer and adjustment procedures.

**THIRD SECTION**

Lateral Transfer

Quotas and Announcement

**ARTICLE 7 –** (1) Lateral transfers can be made to diploma programs of the same level within a faculty, college, conservatory or vocational school or within the body of another faculty, college, conservatory or vocational school within the same university.

1. The lateral transfer quota and conditions are determined by the relevant administrative board, not to exceed 15% of the student quota stipulated in the ÖSYM guide for each year for which the quota is announced in each diploma program.
2. Intra-university transfer quotas, the base scores of the relevant diploma program for the last four years and the lowest base score of the diploma programs of other universities in the country, intra-university transfer requirements, are announced on the university's website at least 15 days before the deadline for the application to be accepted. ÖSYM exam results are taken into account in the lateral transfer procedures of students who are placed with the ÖSYM exam, and national or international diploma grades or exam results are not accepted as a basis for placement (**Amendment:** University Senate's decision dated 15/01/2020 and numbered 2020/01-07).
3. Transfer applications can be made to more than one diploma program.

# Transfer Requirements

**ARTICLE 8 – (1)** To be able to apply for lateral transfer between the diploma programs that accept students at the same level within the university, the central placement score obtained in the type of score valid for the diploma program that the student wishes to pass as of the year he took the central exam must be calculated from the other domestic programs equivalent to the diploma program they want to pass. It is required that the diploma programs of the universities should not be less than the lowest base score.

1. The student must have taken all the courses in his/her program before the semester in which he/she wishes to transfer and the weighted grade point average must be at least 2.91 out of 4.0 according to the grading system determined by the University. (**Amendment: University Senate's decision dated 08/05/2019 and numbered 2019/05-01).**
2. Students studying in a university program within the scholarship quota are deemed to have renounced their scholarships when they transfer.

**FOURTH SECTION**

**Intra-Transfer Between Institutions**

**ARTICLE 9 –** (1) Lateral transfer from other higher education institutions to the university is made between equivalent diploma programs at the same level and within the framework of the quotas published by the Council of Higher Education.

(2) Lateral transfer quotas and application and evaluation calendar are announced on the website of the Council of Higher Education.

# Transfer Requirements

**ARTICLE 10 –** (1) The student must have a minimum grade point average of 60 out of 100 for the semesters they have completed in their program before the semester in which they wish to transfer.

(2) The conversion tables determined by the Higher Education Executive Board are used to convert the success grades obtained according to the quadruple or hundredth system (**Change: University Senate's decision dated 15/01/2020 and numbered 2020/01-07**).

# FIFTH SECTION

Quotas and Announcement for Lateral Transfer from Higher Education Institutions Abroad to University

**ARTICLE 11 –** (1) The quota for lateral transfers from higher education institutions abroad is determined by the University Senate and announced on the website of the Council of Higher Education, together with the application conditions.

# Transfer Requirements

**ARTICLE 12 –** (1) It is required that the higher education institution and the program in which the student is studying abroad are recognized by the Council of Higher Education as an institution authorized to issue associate degree and undergraduate diplomas. The university accepts the equivalence of the diploma program to which the student is registered to the undergraduate diploma program for which they have applied for lateral transfer.

1. To transfer from higher education institutions abroad to the university, the student's GPA must be at least 60 out of 100 for the semesters they are enrolled in before the semester they wish to transfer.
2. Students who have a base score in the admission of students to the relevant class of the diploma program to which lateral transfer is desired can apply for lateral transfer without seeking success from all courses in which they have received higher education abroad. Transfer applications of students who apply in this way are not considered within the scope of the university's international transfer quota.
3. Turkish students applying from a higher education institution abroad must have a passport copy of the years they studied abroad.
4. The quota of international students of that country coming from foreign countries determined by the Council of Higher Education is not subject to the limitation specified in ARTICLE 11 of this instruction.
5. International students admitted to our university from universities abroad can be evaluated within the scope of lateral transfer, and their adjustments can be made. However, these students must meet the conditions in the "Instruction on the Admission of Foreign Students to the Undergraduate Degree Programs of Istanbul Medipol University".

# SIXTH SECTION

 Special Cases

**ARTICLE 13 –** (1) In case of permanent assignment to another place of those assigned to primary and permanent public services in public institutions and organizations, the children and spouses they are obliged to take care of, education and training for each grade or semester of the equivalent diploma program, except for the last year or the last two semesters. Central placement points at the entrance to the diploma program they are enrolled in, at the latest within one month from the start of the year, can be transferred without seeking a quota, provided that they are higher than the base score of the diploma program they will attend at the university as of the year they were placed.

1. In the case of lateral transfer from higher education institutions abroad, if the student's mother or father returns to Turkey due to the termination of his duty, if he is a civil servant, if he is a worker, he must have studied at least one year excluding the foreign language class and successfully passed all the end-of-year exams enough for a transfer application. Students who apply in this way are evaluated outside the scope of the quota for international transfer.
2. The applications of the children of foreign diplomats serving in Turkey to the university are evaluated by the relevant board of directors, regardless of the quota requirement. If the application is accepted, the necessary course transfer process is made for each student, and an adaptation program is prepared.

# SEVENTH SECTION

 Miscellaneous and Final Provisions

**ARTICLE 14 –** (1) Lateral transfers from international joint diploma programs in other higher education institutions in the country to diploma programs at the university are made in accordance with the provisions of this instruction.

1. Anyone who wishes to attend the courses given at the university can enrol as a private student. These students can receive the courses they are registered for and the grades they have received from these courses,

 if they request it, a note chart is provided. This document is not a diploma or a rating. Special student applications are decided by the relevant administrative board after taking the opinion of the relevant department.

1. If special students or students participating in the exchange program make lateral transfers within the institution or between institutions, only the courses that have been accepted in the diploma program they are registered for can be transferred.

# Non-Provisional Cases

**ARTICLE 15 –** (1) In cases where there is no provision in this instruction; Other relevant legislation provisions, YÖK, Senate, University Administrative Board and related administrative board decisions are applied.

# Repeal and Enforcement

**ARTICLE 16 –** (1) As of the effective date of this instruction, the Lateral Transfer Instruction, which was accepted by the University Senate's decision dated 18.12.2012 and numbered 2012/23-3, has been repealed.

(2) This instruction enters into force on the date it is accepted by the University Senate.

# Execution

**ARTICLE 17 –**The provisions of this instruction are executed by the Rector.

\*Accepted by the University Senate's decision dated 01/12/2015 and numbered 2015/33-02.