**FENERBAHÇE UNIVERSITY**

**ASSOCIATE DEGREE AND UNDERGRADUATE DEGREE EXEMPTION AND ADAPTATION PROCEDURES DIRECTIVE**

**PART ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**ARTICLE 1 -** (1) The purpose of this directive is to regulate the procedures and principles regarding the exemption and semester/year adaptation procedures of students who are registered in any associate or undergraduate degree program of Fenerbahçe University, regarding the courses they have successfully taken from other higher education institutions recognized and equivalent by the Council of Higher Education, including Fenerbahçe University.

Scope

**ARTICLE 2 -** (1) This Directive covers the principles regarding the exemptions of students who have come through lateral and vertical transfer, or who have previously been enrolled in a higher education institution but have been dismissed from school, or who have graduated and become eligible to enroll in an associate or undergraduate diploma program of Fenerbahçe University through ÖSYS, from courses they have previously taken and passed at any higher education institution, including Fenerbahce University, and their adaptation to the diploma program they are enrolled in.

(2) This Directive forms the basis for exemption from courses taken as a special student at Fenerbahçe University while registered at another higher education institution, and from courses included in the Fenerbahçe University associate degree and undergraduate diploma program curriculum to which the student is later registered. Exemption procedures are carried out in accordance with the provisions of this Directive.

(3) Adaptations regarding course plan/curriculum changes made in Fenerbahçe University's associate and undergraduate degree programs are not within the scope of this Directive.

Basis

**ARTICLE 3 -** (1) This Directive has been prepared based on Article 14 of the Higher Education Law No. 2547 and the relevant legislation provisions and Fenerbahçe University Associate and Undergraduate Education-Training Regulation.

Definitions

**ARTICLE 4 -** (1) The terms used in this directive have the following meanings:

1. Unit: Faculties, colleges and vocational schools within Fenerbahçe University,
2. Unit board: Boards of faculties, colleges and vocational schools affiliated to Fenerbahçe University,
3. Unit manager: Deans of faculties within Fenerbahçe University, directors of colleges and vocational schools,

ç) Unit board of directors: Management boards of faculties, colleges and vocational schools affiliated with Fenerbahçe University,

1. Department/Program Head: Heads of departments/programs of faculties, colleges and vocational schools within Fenerbahçe University,
2. GPA: Grade Point Average,
3. Adaptation Process: The process of determining the semester/year that students who have gained the right to enroll in Fenerbahçe University will continue according to the courses they have successfully taken and exempted from any higher education institution in their previous diploma program and their total ECTS value,
4. Commission: The commission consisting of 5 (five) people determined by the unit board of directors, which carries out the exemption and adaptation process,

ğ) Exemption: The situation where the course(s) that the student must take in the new curriculum are accepted as equivalent, based on ECTS value, credit and content compatibility, instead of the course(s) taken and passed in the diploma program he/she studied before,

1. Curriculum: A list of courses, internships, theses and practices approved by the Senate, which are arranged to include the number of credits and ECTS values ​​that the student must take and achieve in order to graduate from the department or program in which he/she is registered,

ı) Rector: Fenerbahce University Rector,

1. University: Fenerbahçe University.

PART TWO

Duties and Authorities in Exemption and Adaptation Procedures

Commission

**ARTICLE 5 -** (1) Exemption and adaptation procedures within the scope of this Directive are carried out by committees consisting of 5 (five) people, determined by the relevant unit board of directors, within the framework of the relevant legislation and the principles set forth in this Directive. The committees submit their written reports containing the evaluation results to the relevant unit managers.

1. In accordance with the Regulation on Transfer Between Associate and Undergraduate Programs in Higher Education Institutions, Double Major, Minor and Inter-Institutional Credit Transfer, the commissions established by the relevant boards of directors to make the preliminary evaluation of lateral transfer applications serve as the Exemption and Adaptation Commission in the exemption and adaptation procedures of lateral transfer students whose applications are accepted and registered.
2. The relevant boards of directors shall assign the Commissions specified in paragraph 2 to carry out evaluations regarding all exemption and adaptation transactions within the scope of this Directive.
3. The commissions are responsible for converting the grades of courses taken at another higher education institution and subject to exemption into the Fenerbahçe University grading system in accordance with the provisions of this Directive and the relevant Senate principles. In their written reports containing the evaluation results, the commissions include the grades of the courses subject to exemption and the letter grade equivalents of these grades in the University grading system.

Finalization of Exemption and Adaptation Procedures

**ARTICLE 6 -** (1) Exemption and adaptation procedures are finalized by the decision of the relevant unit board of directors, taking into account the commission report. The decision of relevant unit board of directors must include the name of the course whose equivalence is accepted and from which exemption is granted, its code, credit, ECTS value, grade, the letter grade equivalent of this grade in the University grading system, and information on which semester/year the student is adapted to.

(2) The relevant unit board of directors decision is immediately reported to the Student Affairs Directorate. The relevant unit board of directors decision is entered into the Student Affairs System by the Student Affairs Directorate.

Objection to Exemption and Adaptation Decision

**ARTICLE 7 -** (1) The relevant unit board of directors decision regarding the exemption and adaptation process is announced to the student immediately by the relevant unit secretariat. No separate notice is made for this notification. The student may object to the relevant unit secretariat within 3 (three) business days from the date of announcement.

(2) The relevant unit board of directors decides on the relevant objection within 3 (three) business days at the latest. This decision is final. The decision regarding the objection is immediately notified to the student by the relevant unit secretariat. In addition, this decision is immediately notified to the Student Affairs Directorate.

**PART THREE
Exemption and Adaptation Process**

Application Method

**ARTICLE 8 -** (1) Applications for exemption and adaptation are accepted for students enrolled in any diploma program at the beginning of the semester in which they will begin their education in the relevant program, on the dates announced in the academic calendar. Applications are accepted for students wishing to lateral transfer during lateral transfer registration, and for vertical transfer students during vertical transfer registration.

(2) Provided that there are no changes in the course plan, requests for exemption and adaptation in subsequent semesters, requests for the cancellation of previously made exemption and adaptation procedures, and requests not made within the specified period (except for students who are on semester leave or have a legal excuse) will not be accepted.

(3) Students placed in any diploma program of the University are required to attend the course(s) for which they have requested exemption, if they register, until the exemption application is decided by the relevant unit board of directors. Once the exemption decision for these courses becomes final, all rights and obligations regarding these courses end. In order to take new courses for the total credit/ECTS value from which the student is exempted, he/she may apply to the relevant unit with a petition indicating the course/courses he/she wishes to register for and approved by his/her advisor. If deemed appropriate, the student's course registration is corrected by the decision of the relevant unit's board of directors.

Documents Required for Application

**ARTICLE 9 -** (1) The following documents are required for exemption applications from students who enroll in any diploma program of the University:

1. Exemption application form: This is the document in which students clearly state in their application form which courses they want to be exempted from in the diploma program they are registered for, in relation to the courses they have previously taken and passed.
2. Transcript approved by the higher education institution where the student was previously enrolled (e-signed or sealed, stamped and signed in wet ink).
3. Course content document for courses that the student has previously taken and passed.

ç) Students who request exemption from courses taken and successfully completed at foreign higher education institutions must submit a document showing that the relevant higher education institution is recognized by the Council of Higher Education.

1. If a course from which exemption is requested was taken in a different language, the Turkish course content and transcript approved by the relevant institution or notary must be attached to the petition.
2. No transactions will be made with photocopies, faxes, uncertified or incomplete documents.
3. Applications are made in person or by post to the relevant unit secretariat. Late applications and delays in post will not be accepted.
4. Applications that do not meet the application conditions or are submitted with incomplete documents will be rejected.

Lateral and Vertical Transfer Students

**ARTICLE 10 -** (1) The exemption procedures for students who enroll in the University through lateral and vertical transfer, regarding the courses they have successfully taken from the diploma program they are registered in before transferring, and the adaptation procedures to the diploma program they are registered in, are carried out by the relevant Commissions with the documents submitted during lateral or vertical transfer registration.

(2) The adaptation procedures of students who enroll in the University through lateral and vertical transfer are carried out and completed in a way that ensures that the relevant students start their education on the same date as other students. After the adaptation procedures are completed, these students register for courses within the framework of the determined adaptation program.

(3) Any exemption requests of these students, other than the courses they have successfully taken from the diploma program they were registered in before transferring, are subject to the provisions of Article 9 of this Directive.

Evaluation Principles Regarding Exemption

**ARTICLE 11 -** (1) Evaluation procedures regarding exemption are carried out on the following principles:

1. In exempting courses, the content of the courses, the ECTS value and the credit of the course are evaluated together. If the ECTS value of the course for which the student applies for exemption is lower than the ECTS value of the course at the University, the decision is made according to the credit value of the course.
2. The name of a course requested to be considered equivalent does not have to be exactly the same as the course to be considered equivalent.
3. Course equivalence is mainly examined in terms of the compatibility of the content and achievements of the relevant courses.

ç) If the course contents are at least 70% compatible and the outcomes are similar, the student may be exempted from the course in the diploma program curriculum in which he/she is registered.

1. More than one course may be considered equivalent to a course, based on the compatibility of content and credit with ECTS value, based on the relevant regulations in this Directive.
2. More than one course may be considered equivalent to a course, based on the compatibility of content and credit with ECTS value, based on the relevant regulations in this Directive.
3. The exemption request cannot be rejected because the course that is the basis for exemption or the course to be exempted is compulsory or elective, or is in a foreign language or Turkish.
4. Courses previously taken in Turkish can be counted in place of courses taught in a foreign language, and courses previously taken in a foreign language can be counted in place of courses taught in Turkish.

ğ) Exemption procedures are carried out for students who have taken and passed the Turkish Language, Atatürk's Principles and Revolution History, compulsory English, Physical Education and Fine Arts courses, which are required by the Council of Higher Education for every student and whose course content does not vary from university to university, regardless of their credit compatibility.

1. In order to be exempted from prerequisite courses, the prerequisite course must also be successfully completed.

ı) Exemption evaluation is not made for courses given under the names of graduation projects, graduation assignments or thesis, or for courses that require project/thesis preparation.

1. When evaluating the exemption request for practices under the names of internship, professional practice and similar, documents related to the relevant practice are requested from the student, and the decision is made according to the content, duration, grades and evaluations of the practice carried out by the student within the framework of the principles related to the practice accepted by the relevant unit where the student is registered.
2. University elective courses are evaluated in a variety and quality appropriate to the interests and competencies of the students within the scope of social service, history, cultural and artistic sensitivity, sports and health activities, environmental awareness, science and technology, as well as courses that support personal development and develop basic competencies. If the quota/number accepted by the relevant unit registered and the credit and/or ECTS value are at least 70% equivalent, courses that are included in the students' transcripts from their previous higher education institution and are deemed appropriate to be evaluated within this scope are exempted from any course in the university elective course pool, regardless of their content.
3. In order for a student to be exempt from a course, he/she must receive a grade indicating that he/she is successful in the relevant course according to the evaluation system of the university he/she comes from, and the equivalent of the relevant course grade at the university must be at least a DD letter grade.
4. Courses taken at the Open Education Faculty are included in the transfer process.
5. In the exemption procedures of students studying abroad within the scope of international exchange programs, the decision on which courses the student will take in the University's course plans will be taken into account is made based on the student's contribution to the education process and their adequacy, with the recommendation of the student advisor and the Erasmus coordinator, and with the decision of the relevant unit's board of directors.
6. In the evaluation of courses exempted from the last higher education institution attended by students who have studied at more than one higher education institution before, the relevant course content at the previous higher education institution(s) will be taken into account. Exemption procedures made by another higher education institution will not be taken into consideration without examining the compatibility of these contents and credits and ECTS values.

Adaptation Rules

**ARTICLE 12 -** (1) When determining the adapted semester, the total ECTS values ​​of the exempted courses must be at least 30 ECTS for each academic year considered completed. Transferred semesters are counted towards the normal and maximum periods.

1. Adaptation of a student to a semester/year according to paragraph 1 does not mean that the student is not obliged to pass the courses in the adaptation program from previous semesters.
2. In the evaluation of the maximum education period to which students who have undergone exemption and adaptation procedures are subject, the provisions of the Higher Education Law No. 2547 and the relevant legislation and the Fenerbahçe University Associate and Undergraduate Education Regulation are taken as basis.
3. The semester in which students are registered to the University is taken as basis in calculating the normal education and maximum education periods. When students transfer to a different program from the one they are studying in based on their central placement score only, the semester in which they are adapted to the University is taken as basis in calculating their normal education and maximum education periods.
4. Students who register for a diploma program of the University through ÖSYS are required to be registered for at least two semesters at the associate degree level and four semesters at the undergraduate level in order to be eligible for graduation.
5. The total ECTS value of the courses from which the student will be exempted cannot exceed 50% of the total ECTS value of the courses required for graduation in the relevant program's curriculum. If the total ECTS value of the courses from which the student can be exempted exceeds 50%, an exemption chart is created starting from the highest grade the student has received. This provision does not apply to students who transfer between associate and undergraduate programs, double majors, minors and inter-institutional credit transfers based on the central placement score or to students who make lateral transfer within the institution.
6. The adaptation of the courses taken within the scope of student educational mobility (ERASMUS etc.) is transferred to the transcript with the name of the courses considered successful, the course code and ECTS value.

Effect of Exempted Courses on Grade Point Average

**ARTICLE 13 -** (1) In the exemption process, the Success Grades and Coefficient Values ​​Table in the University's Associate and Undergraduate Education Regulation is taken into consideration.

(2) The grades of the exempted courses are included in the calculation of the GPA. Each exempted course is shown with a special mark on the transcript. The letter grade "S" (successful non-credit courses) is used for non-credit courses where the grade is not specified as numerical or letter, but only for those courses that are stated as "Successful". The transferred course is recorded on the student's transcript by writing the letter grade "T" (transfer) next to the University's course name, code, credit, ECTS value and grade.

(3) If more than one successful course is used as the basis for exemption from a course, the arithmetic average of the grades received in the courses that are the basis for exemption is determined according to the ECTS values ​​or credits of the courses and this calculated grade is subject to conversion.

(4) If a single course is used as the basis for exemption from more than one course, the grade of the course used for exemption is converted and counted as the same for each exempted course.

(5) The grades of the courses that the internal transfer students have passed in their previous diploma programs, and which are the basis for exemption from the diploma program courses that the student has passed in accordance with the provisions of this Directive, are included in the general grade point average

**PART FOUR**

**Miscellaneous and Final Provisions**

Other Matters

**ARTICLE 14 -** (1) In cases not covered by this Directive, other relevant legislation provisions, decisions of the Council of Higher Education and the University Senate shall apply.

Effectiveness

**ARTICLE 15 -** (1) This directive shall come into effect on the date of its approval by the Senate.

Enforcement

**ARTICLE 16 -** (1) The provisions of this directive are implemented by the Rector