



FENERBAHÇE UNIVERSITY
ASSOCIATE AND UNDERGRADUATE EXEMPTION AND ADJUSTMENT
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 for the exemption and semester/year adjustment of students enrolled in any associate or undergraduate program at Fenerbahçe University from other higher education institutions, including Fenerbahçe University, for courses that are recognized and accepted as equivalent by the Higher Education Council.

Scope

ARTICLE 2 – (1) This directive covers the principles related to the exemptions and program adjustment of students who transfer horizontally or vertically, who were previously exmatriculated from a higher education institution, who have graduated from a higher education institution, or who are entitled to enroll in an associate degree or undergraduate program at Fenerbahçe University through ÖSYS, from any higher education institution, including Fenerbahçe University.

(2) This directive covers the principles regarding the exemption of courses taken as a special student at Fenerbahçe University while enrolled in another higher education institution, as well as the courses included in the course plan of the Fenerbahçe University associate or undergraduate program in which the student later enrolls.

Basis

ARTICLE 3 – (1) This Directive has been prepared based on Article 14 of the Higher Education Law No. 2547; the provisions of the Regulation on the Principles of Transfer between Associate and Undergraduate Programs, Double Major, Minor, and Inter-Institutional Credit Transfer in Higher Education Institutions published in the Official Gazette No. 27561; and the provisions of the Fenerbahçe University Associate and Undergraduate Education Regulation.

Definitions

ARTICLE 4 – (1) The definitions of the terms in this directive are as follows;

- a) ECTS: European Credit Transfer and Accumulation System,
- b) Unit: Faculties, colleges, and vocational schools within Fenerbahçe University,

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- c) Unit board: The boards of faculties, colleges, and vocational schools affiliated with Fenerbahçe University,
- d) Unit manager: Deans in faculties within Fenerbahçe University, principals in colleges and vocational schools,
- e) Unit board of directors: The management boards of faculties, colleges, and vocational schools affiliated with Fenerbahçe University,
- f) Department/Program Chair: Chairs of a faculty, school, or vocational school department/program within Fenerbahçe University,
- g) GPA: Grade Point Average,
- h) Adjustment Process: The process of determining the semester/year in which students entitled to enroll at Fenerbahçe University will continue, based on the total ECTS value of the courses they have successfully completed and been exempted from in the diploma program previously attended at any higher education institution,
- i) Commission: The five-member commission appointed by the unit board of directors to carry out the exemption and adjustment processes,
- j) Exemption: The recognition of the equivalence of the course(s) that the student is required to take in the new curriculum, based on ECTS value, credit, and content compatibility, in place of the course(s) previously taken and successfully completed in a prior diploma program,
- k) Curriculum: The list of courses, internships, and practical trainings approved by the Senate, organized to include the required number of credits and ECTS that a student must complete and pass in order to graduate from the department or program in which they are enrolled,
- l) Rector: Fenerbahçe University Rector,
- m) University: Fenerbahçe University.

PART TWO

Duties and Authorities in Exemption and Adjustment Procedures

Commission

ARTICLE 5 – (1) Exemption and adjustment procedures within the scope of this directive are carried out by commissions of five members appointed by the relevant unit board of directors, in accordance with the applicable legislation and the principles established in this directive. The commissions submit their written reports, including the evaluation results, to the relevant unit heads.

(2) In accordance with Article 7 of the Regulation on the Principles of Transfer between Associate and Undergraduate Programs, Double Major, Minor, and Inter-Institutional Credit Transfer in Higher Education Institutions, the commissions established by the relevant administrative boards to conduct preliminary evaluations of undergraduate transfer applications serve as the Exemption and Adjustment Commission for the exemption and adjustment procedures of lateral transfer students whose applications are accepted and who are enrolled.

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- (3) The relevant administrative boards assign the commissions specified in paragraph 2 to carry out evaluations for all exemption and adjustment procedures within the scope of this directive.
- (4) Commissions are responsible for converting the grades of courses taken at another higher education institution and granted for 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 exempted courses along with their letter grade equivalents in the University grading system.

Finalization of exemption and adjustment procedures

ARTICLE 6 – (1) Exemption and adjustment procedures are finalized by the relevant unit board of directors based on the commission's report. The decision of the relevant unit board of directors should include the name, code, credit, ECTS value, and grade of each course whose equivalence is accepted and exemption granted, the corresponding letter grade in the University grading system, and the semester/year in which the student is placed.

(2) The decision of the relevant unit board of directors is notified to the Registrar's Office. The Registrar's Office enters the decision into the Student Information System.

Objection to the exemption and adjustment decision

ARTICLE 7 – (1) The unit secretariat announces the decision of the unit administrative board regarding the exemption and adjustment procedure to the student. No additional notification is made regarding this decision. The student may submit an objection to the relevant unit secretariat no later than three (3) working days from the date of the announcement.

(2) The relevant unit board of directors decides on the objection no later than three (3) business days. This decision is final. The unit secretariat announces the decision on the objection to the student. In addition, the decision is notified to the Registrar's Office.

PART THREE

Exemption and Adjustment Process

Application method

ARTICLE 8 – (1) Applications for exemption and adjustment are accepted at the beginning of the semester in which students, enrolled in any diploma program, will start their education in the relevant program. Applications are accepted from students seeking a lateral transfer during the lateral transfer registration period and from vertical transfer students during the vertical transfer registration period.

(2) Provided that there is no change in the course plan, requests for exemption and adjustment in subsequent semesters, requests for the cancellation of exemption and adjustment procedures submitted in advance, and requests submitted outside the specified period (except for students on semester leave or with a valid legal excuse) are not accepted.

(3) A student enrolled in any diploma program at the University must continue attending the course(s) for which they request exemption until the exemption application is decided by the

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relevant unit board of directors. Once the exemption decision for these courses is finalized, all rights and obligations related to them are considered to have ended retroactively. The student must submit a petition to the relevant unit, approved by their advisor, indicating the course(s) they wish to enroll in as a replacement for the total credit/ECTS value from which they have been exempted. If deemed appropriate, the unit board of directors may adjust the student's course registration.

Documents required for application

ARTICLE 9 – (1) The following documents are required for exemption applications from students enrolled in any diploma program at the university:

- a) Exemption Application Form (A form that students obtain in advance to indicate the courses in which they have passed and to request exemption in the diploma program they are newly enrolled in).
- b) Transcript: Approved by the previously attended higher education institution (e-signed or sealed, wet-signed, and stamped).
- c) Course content documents for the courses the student has previously taken and successfully completed.
- ç) Document proving that the relevant foreign higher education institution is recognized by the Council of Higher Education, for students requesting exemption for courses taken and successfully completed at that institution.
- d) If the course for which exemption is requested was taken in a different language, Turkish course content and transcript approved by the relevant institution or notarized.
- e) No action is taken on photocopies, faxes, unapproved or missing documents.
- f) Applications are submitted in person or via e-mail to the relevant unit secretariats. Applications submitted late are not accepted.
- g) Applications that fail to meet the requirements are rejected.

Lateral and vertical transfer students

ARTICLE 10 – (1) Exemption procedures for students enrolled in the University through lateral or vertical transfer, including the recognition of courses they have successfully completed and the adjustment to their newly enrolled diploma program, are carried out by the relevant commissions based on the documents submitted during the lateral or vertical transfer registration.

(2) Adjustment procedures for students enrolled in the University through lateral or vertical transfer are carried out so that they can begin their education on the same date as other students. These students register for courses according to the adjustment program established once the adjustment procedures are completed.

(3) Any exemption requests from these students, other than for the courses they completed in their previously enrolled diploma program before transferring, are subject to the provisions of Article 9 of this directive.

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Exemption evaluation principles

ARTICLE 11 – (1) Evaluation procedures for exemptions are carried out according to the following principles:

- a) In course exemptions, the course content, ECTS value, and credit are evaluated collectively. If the ECTS value of the course for which the student requests exemption is lower than that of the corresponding course at the University, the credit value of the course is considered.
- b) The name of a course requested for equivalence does not have to match the name of the course being considered for equivalence.
- c) The equivalence of a course is assessed based on the compatibility of its content and course outcomes.
- d) If the course content is at least 70% compatible and the learning outcomes are similar, the student may be granted an exemption from the corresponding course in their diploma program.
- e) According to the relevant regulations in this Directive, more than one course can be considered equivalent to a single course by evaluating the compatibility of their content, credit, and ECTS value.
- f) According to the relevant regulations in this Directive, a single course can be considered equivalent to more than one course by evaluating the compatibility of its content, credit, and ECTS value.
- g) An exemption request cannot be rejected solely because the course to be exempted or the equivalent course is compulsory, optional, in a foreign language, or in Turkish.
- h) Courses previously taken in Turkish can be considered equivalent to courses taught in a foreign language, and courses previously taken in a foreign language can be considered equivalent to courses taught in Turkish.
- i) Exemption procedures for students who have taken Turkish Language, Atatürk's Principles and History of the Turkish Revolution, which are required by the Council of Higher Education and whose content does not vary between universities, compulsory English, Physical Education, and Fine Arts courses, are carried out regardless of credit compliance.
- j) To be exempted from a course with a prerequisite, the student must also have passed the prerequisite course.
- k) Exemption evaluations are not conducted for courses with names such as graduation project, graduation homework, or thesis, nor for courses that require project/thesis preparation.
- l) When evaluating exemption requests for courses or programs with names such as internship, professional practice, or similar, the student is asked to provide relevant documents. The decision is then made based on the content, duration, grades, and evaluations of the student's application, in accordance with the principles regarding such applications established by the enrolled unit.
- m) University elective courses are evaluated within the scope of courses that support personal development and basic competencies, as well as social service, history, culture

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and art appreciation, sports and health activities, environmental awareness, and science and technology, in accordance with the interests and abilities of the students. If the courses listed on a student's transcript from a previous higher education institution are deemed appropriate for evaluation and are at least 70% equivalent to the quota/number and credit and/or ECTS value accepted by the enrolled unit, regardless of their content, they are assigned to a course in the university elective course pool, and the student is granted an exemption.

- n) To be exempted from a course, a student must have a passing grade in the relevant course according to the evaluation system of their previous university, and the equivalent grade at the current university must be at least a DD.
- o) Courses taken at the Open Education Faculty are included in the transfer process.
- p) In the exemption procedures for students studying abroad under international exchange programs, the contribution and relevance of the courses taken by the student to the education process are determined with the recommendation of the student advisor and Erasmus coordinator and the decision of the board of directors of the relevant unit, taking into account which courses will replace the corresponding courses in the University's curriculum.
- q) For students who have previously studied at more than one higher education institution, when evaluating courses exempted from the most recent institution they attended, the relevant course contents from their previous institution(s) are taken as the basis. Exemption processes granted by another higher education institution are not taken into consideration unless the compatibility of the course contents and credits with ECTS values has been examined.

Adjustment rules

ARTICLE 12 – (1) When determining the adjusted year, students with a total of at least 30 ECTS from exempted courses are adjusted to the second year, those with at least 90 ECTS to the third year, and those with at least 150 ECTS to the fourth year. Transferred semesters are included in both the standard and maximum study periods.

(2) Adjusting a student to a semester or year according to paragraph 1 does not exempt them from their obligation to complete the courses from previous semesters included in the adjustment program.

(3) The provisions of the Higher Education Law No. 2547, the relevant legislation, and the Fenerbahçe University Associate and Undergraduate Education Regulation serve as the basis for evaluating the maximum study period of students who have been exempted and adjusted.

(4) The total ECTS value of the courses from which a student is exempted cannot exceed 70% of the total ECTS required for graduation in the course plan of the relevant program. If the total ECTS value of courses eligible for exemption exceeds 70%, an exemption plan is created, starting with the course for which the student received the highest grade. This provision does not apply to students who transfer based on the central placement score or internally, in accordance with the Regulation on the Principles of Transition between Associate and

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Undergraduate Programs, as well as Double Major, Minor, and Inter-Institutional Credit Transfer in Higher Education Institutions.

(5) Courses taken within the scope of student learning mobility (e.g., ERASMUS) are transferred to the transcript exactly as they appear, including the course name, course code, and ECTS value for courses in which the student is considered successful.

Effect of exempted courses on GPA

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

(2) The grades of exempted courses are included in the GPA calculation. Each exempted course is marked with a special notation on the transcript. For non-credit courses that are not assigned a numerical or letter grade but are marked only as "Successful", the letter grade "S" (successful in non-credit courses) is used. The transferred course is recorded on the student's transcript with the course name, code, credit, ECTS value, and grade from the University, along with the letter grade "T" (for transfer).

(3) If more than one successful course is used to exempt a single course, the arithmetic average of the grades from the exempted courses is calculated based on their ECTS values or credits, and this calculated grade is then converted.

(4) If a single course is used to exempt more than one course, the grade of the exempted course is applied to each of the exempted courses.

(5) In accordance with the provisions of this Directive, the grades of courses used as the basis for exempting diploma program courses, which the student has passed in previous diploma programs, are included in the grade point average.

PART FOUR

Miscellaneous and Final Provisions

Other matters

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

(2) Adjustments related to course plan/curriculum changes in the associate and undergraduate programs of Fenerbahçe University are not covered by this Directive.

Effective Date

ARTICLE 15 – (1) This directive takes effect on the date of its approval by the Senate.

Implementation

ARTICLE 16 – (1) The provisions of this directive are implemented by the Rector.

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