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DIRECTIVE

KARADENIZ TECHNICAL UNIVERSITY
DIRECTIVE ON COURSE EXEMPTION AND ADAPTATION PROCEDURES

Purpose

ARTICLE 1– (1) The purpose of this Directive is to regulate the procedures and principles for exemption exams held at Karadeniz Technical University, and the exemption and adaptation procedures for courses passed by students who previously studied at any higher education institution, including Karadeniz Technical University, and who have enrolled at Karadeniz Technical University.

Scope

ARTICLE 2– (1) This Directive covers;

a) Students who enrolled through horizontal or vertical transfer or a central placement score, who previously had their registration deleted from a higher education institution in any way or who wish to resume their studies under an amnesty law,

b) Students who previously graduated from any higher education institution and have again gained the right to register at Karadeniz Technical University,

c) International students who transfer horizontally into associate and undergraduate programs of Karadeniz Technical University from within the institution, between institutions, and from foreign higher education institutions recognized by the Council of Higher Education,

ç) Among students enrolled in one of the programs of Karadeniz Technical University, those who take courses as special students in programs of another higher education institution whose equivalence is accepted by the Council of Higher Education, and those studying abroad through the Farabi Program or International Exchange Programs,

d) Students in the situations above or similar situations who will continue their studies, and covers their procedures regarding exemption from courses previously taken and passed and their adaptation to the appropriate class year or semester.

Basis

ARTICLE 3– (1) This Directive has been prepared on the basis of the provisions of the Karadeniz Technical University Associate and Undergraduate Education- Teaching Regulation

Definitions

ARTICLE 4– (1) In this Directive;

a) ECTS: refers to the European Credit Transfer System,

b) Course passed: refers to a course passed at any higher education institution,

c) Unit: refers to the faculties, schools and vocational schools of Karadeniz Technical University,

ç) Relevant board: refers to the boards of directors of the faculties, schools and vocational schools of Karadeniz Technical University,

d) Exemption: refers to accepting, in place of previously taken and passed course(s), the equivalence of the course(s) in the relevant curricula according to credit and content compatibility,

e) Adaptation procedure: refers to determining the year in which students who gained the right to enroll at Karadeniz Technical University will continue, according to courses they previously took and passed at any higher education institution, including Karadeniz Technical University, and for which they are deemed exempt,

f) Adaptation Committee: refers to the committee of at least three academic staff, formed in diploma programs with the approval of the relevant boards, which examines exemption and adaptation applications,

g) Adapted course: refers to the course in the Karadeniz Technical University curricula for which exemption is requested in return for the passed course,

ğ) University: refers to Karadeniz Technical University,

as used in this Directive.

Application

ARTICLE 5– (1) Exemption applications are submitted by students at our University to the Department of Student Affairs within the first two weeks of the semester in which they begin education. Exemption applications made in later semesters or years are not accepted. The two-week period requirement does not apply to students who have frozen their registration or are considered on leave. For students enrolled in programs with a preparatory class, exemption applications are made in the academic term in which the associate or undergraduate courses begin.

(2) The application must be made in person or by notary-certified proxies with a petition. In their petitions, students must clearly state which of the courses they took and passed at the previous higher education institution they request exemption from.

(3) The following must be attached to the petition: course contents approved by the higher education institution where the student previously studied, or the internet link of the information package containing the course contents, and a transcript. If documents are missing, the exemption application is not processed or evaluated.

(4) If the language of a course for which exemption is requested is other than Turkish, it may be evaluated if the student provides a certified Turkish translation from the higher education institution where the course was previously taken.

(5) Students simultaneously pursuing an associate and an undergraduate degree cannot request exemption for the equivalent courses of the other program for courses taken in one of the programs they are enrolled in.

(6) Students pursuing a minor or double major cannot request exemption for courses in their main program with courses they took and passed in the minor or double major program.

Exemption exams

ARTICLE 6– (1) At the beginning of each academic year, a foreign language proficiency exam is held by the School of Foreign Languages on announced dates for students newly enrolling in programs where compulsory preparatory education is not required. Students who receive at least 60 out of 100 in this exam under the absolute grading method are exempt from foreign language courses.

(2) Preparatory class exemption procedures are carried out according to the provisions of the Karadeniz Technical University School of Foreign Languages Implementation Directive.

Working procedures of unit adaptation committees

ARTICLE 7– (1) The Unit Adaptation Committee is responsible for conducting the review of the courses for which the student requests exemption and concluding the exemption and adaptation procedures. The proposal prepared by the adaptation committee is evaluated and decided by the relevant unit board.

(2) Students' exemption and adaptation procedures are concluded by the relevant units within two weeks after the end of the application period.

Course exemption principles

ARTICLE 8– (1) Whether the passed course is compulsory or elective is not considered, and the course name need not be exactly the same as the name of the course to be adapted.

(2) Exemption procedures for compulsory courses;

a) Provided that the ECTS value of the passed course is not less than the ECTS value of the course to be adapted, the course contents must be at least 75% compatible.

b) If the ECTS value of the passed course is less than the ECTS value of the course to be adapted, the content of the passed course must be exactly compatible with the content of the course to be adapted

for it to be considered. Content compatibility is determined by considering the information in the relevant course information packages of the higher education institutions.

c) The passed course must have at least a DC grade and must also be passed under the regulations of the relevant higher education institution. If exemption of such a course is deemed appropriate, it is transferred to our University's grading system as a CC letter grade. Exemption procedures are not applied to courses passed with a DD letter grade at another higher education institution under its regulations.

ç) If the grade chart of the passed course has only grades calculated out of 100; the letter grade of a course passed with a grade below 60 is CC, and the letter grade of a course passed with a grade of 60 or above is determined according to the ranges in our University's absolute grading system.

d) If the letter grades in the grade chart of the exempted course differ from the letter grades used at our University and 100-point grades are shown in the grade chart, the grades are converted to a letter grade on the basis of the 100-point grades, according to the ranges in our University's absolute grading system.

e) If the letter grades in the grade chart of the passed course differ from the letter grades used at our University and their 100-point equivalents are not shown in the grade chart, the grades are converted to a letter grade according to the ranges in our University's absolute grading system, taking into account the letter grade ranges of the relevant higher education institution.

f) If more than one passed course corresponds to the course to be adapted, the weighted average of the letter grades of these courses is calculated using their coefficients, and adaptation is made with the letter grade closest to the result. If a course passed at another higher education institution is equivalent to more than one course at our University, the same letter grade is used for the adapted courses.

g) Exemption is applied for the courses Atatürk's Principles and History of Revolution, Turkish Language and English, whether or not they carry credit, provided they are passed. Annual courses are counted as two semesters.

ğ) If exemption is requested for a course from which students were exempted by a higher education institution where they previously studied, the credit and content at the higher education institution where the course was first passed are used as the basis.

h) In exemption procedures for internship, professional experience, workplace vocational training, clinical practice and similar courses, if the department/program that previously included this course in its curriculum has the same level and equivalent professional recognition as the program being attended (such as undergraduate, associate), partial or full exemption from the courses in the program being attended may be applied, according to the scope of the course and the number of working days. Exemption requests for such courses taken in programs without the same level or equivalent professional recognition are not accepted.

ı) For exemption from a course that has a prerequisite in the department of study, the course defined as the prerequisite must also have been passed.

i) If a course for which students request exemption was evaluated as “Successful/Passed/Sufficient” under the measurement and evaluation system of the higher education institution where it was taken and no letter grade is defined, the student may be exempted with the grade G (Pass).

(3) Exemption procedures for elective courses;

a) For elective courses within the scope of the Department of Fine Arts or the Department of Physical Education for which exemption is requested, exemption with a G (Pass) grade is possible, regardless of content, if the course credit is not less than the credit of the equivalent elective course at our University.

b) In the exemption evaluation for department/program elective courses, regardless of the compatibility of course contents, the only condition is that the ECTS value of the passed course be equal to or greater than the ECTS value of the elective course to be adapted, as determined by the unit adaptation committee.

(4) Exemption and adaptation procedures are not carried out for courses taken at any higher education institution abroad whose equivalence is not recognized by the Council of Higher Education.

Adaptation

ARTICLE 9– (1) Among all the courses in the student's education-teaching program, according to the total ECTS credits of the adapted courses; the student is placed in the first year if less than 30 credits, the second year if 30 - 89 credits, the third year if 90 - 149 credits, and the fourth year if 150 credits or more.

However, in units where the direct semester-progression system is applied instead of course-progression, this paragraph does not apply and adaptation is carried out according to the regulations of those units.

(2) Under the principle that the student must spend at least half of the total education period of the enrolled program in a unit of our University, the credits of adapted courses cannot exceed fifty percent of the total ECTS credits required for graduation in the relevant program. If the adapted courses exceed half of the total courses in credit terms, the adapted courses are determined from the courses for which the student requests adaptation, starting from the highest grade. If grades are equal, the higher credit is considered. This paragraph does not apply to students who apply under amnesty laws to the department/ program from which they were disenrolled.

(3) Courses not adapted in the relevant semester/year are taken first as repeat courses. In units applying the class-progression system, students first take the courses they have not taken in the academic year they applied, and can advance to a higher class only in this case.

(4) The adaptation of students applying with a central placement score or inter-institutional horizontal transfer to the same-named or equivalent department/program must be made to the semester or term to which the student applied. The provisions of the first paragraph do not apply to such students. However, depending on the adaptation results, the student may have courses to take from lower semesters.

Announcement of results

ARTICLE 10– (1) Exemption decisions received from adaptation committees and accepted by unit boards are notified to the Department of Student Affairs. The unit board decision must clearly state the code, name, ECTS credit and grade of the adapted course, and the semester or term to which the student is adapted. Decisions on exemption are communicated to the student by the Department of Student Affairs.

(2) The adapted courses and letter grade information are entered by the Department of Student Affairs into the student's information system. The grades are taken into account in calculating the student's semester and cumulative GPA.

(3) Until exemption procedures are decided by the relevant unit board, students continue the courses for which they requested adaptation and the courses they plan to take from the upper year. However, for courses taken from the upper year, the attendance provisions of our University's Associate and Undergraduate Education - Teaching Regulation apply after the date the decisions are notified to the student.

Objection to exemption decision

ARTICLE 11– (1) Objections to exemption results are made in writing to the Department of Student Affairs within seven days from the date the exemption procedure becomes final and is communicated to the student. Objections are concluded by the relevant units within seven days.

Matters not covered in the Directive

ARTICLE 12– (1) For matters not covered in this Directive, the Karadeniz Technical University Senate is authorized to make regulations provided they do not conflict with the relevant legislation.

Directive repealed

ARTICLE 13– (1) The Karadeniz Technical University Course Exemption and Adaptation Procedures Directive, adopted by Decision No. 284/4 of the University Senate dated 03.11.2017, has been repealed.

Entry into force and execution

ARTICLE 14– (1) This Directive enters into force on the date it is adopted by the Karadeniz Technical University Senate.

(2) The Rector of Karadeniz Technical University executes the provisions of this Directive.