DIŞ KAYNAKLI DOKÜMAN

Code: KTÜ.YNG.113 **Senate: 28.07.2023** **No: 340-20**

DIRECTIVE

KARADENIZ TECHNICAL UNIVERSITY
DIRECTIVE ON RECOGNITION OF PRIOR LEARNING

Purpose

ARTICLE 1- (1) The purpose of this Directive is to set the principles for the recognition, crediting and placement of achievements that students enrolled at Karadeniz Technical University have gained outside a higher education institution.

Scope

ARTICLE 2- (1) For students enrolled at Karadeniz Technical University, this Directive covers:

a) Recognition, by exemption exam, of knowledge, skills and competencies gained through personal interest, to be counted in place of program courses,

b) Recognition of workplace and internship experience by portfolio assessment, to be counted in place of program courses,

c) The principles for crediting certificates obtained from accredited institutions in line with their personal interests.

Legal Basis

ARTICLE 3- (1) This Directive has been prepared on the basis of Higher Education Law No. 2547, Article 44, paragraph (b).

General Provisions

ARTICLE 4- (1) Applications for recognition of prior learning are made through BYS at the beginning of each academic year in associate and undergraduate programs, and at the beginning of each semester in graduate programs, on the dates in the academic calendar. Applications are evaluated and results announced to students on the dates specified in the academic calendar.

(2) Applications with unapproved or missing documents are not processed. (3) Where a portfolio or documents must be submitted depending on the type of application made through BYS, the documents are submitted to the relevant head of department offices in faculties and vocational schools, and directly to institute directorates in institutes.

(4) Within the scope of recognition of prior competencies, the courses open to exemption applications under items (a) and (b) of the first paragraph of Article 2 of this Directive are determined by the faculty/ vocational school board upon the course instructor's recommendation in associate and undergraduate programs, and by the institute board upon the instructor's recommendation and the opinion of the relevant department academic board in graduate programs.

(5) Under items (a) and (b) of the first paragraph of Article 2 of this Directive, recognition may be made for at most four courses in total, compulsory or elective, in associate and undergraduate programs. In graduate programs, recognition may be made for at most two courses within this scope, not exceeding six local credits.

(6) No recognition application is made through prior competencies for courses such as laboratory, workshop, thesis, graduation project, directed study, design and project.

Unofficial English translation. In case of any discrepancy, the Turkish original prevails.

(7) In conducting exemption exams, the relevant regulations of Karadeniz Technical University apply.

(8) Prior learning recognized under this Directive is evaluated out of one hundred full points and converted to letter grades according to the Absolute Evaluation System grade ranges in TABLE-3 of the Senate Procedures and Principles on the Evaluation of Achievement Grades in Associate and Undergraduate Programs (Senate decision dated 24.12.2012, No. 247/2). Grades in successfully completed courses are included in the student's semester and cumulative weighted grade point average.

(9) The period for objecting to recognition results is three working days after the announcement.

Recognition of Achievements Gained through Personal Interest by Exemption Exams

ARTICLE 5- (1) A student may use achievements gained through personal effort but not certified or documented for exemption from designated program courses. The student may apply to the exemption exams opened for this purpose on the dates in the academic calendar.

(2) Applications made within the relevant semester for courses that units have determined open to exemption are evaluated, and the exemption exam date, place and format are announced at least two working days before the exam date.

(3) Exemption exams may be held in writing or electronically, or may be conducted with other measurement methods depending on the nature of the course. The exam format is decided by the unit's board on the recommendation of the course instructor.

Recognition of Workplace Experience by Portfolio Assessment

ARTICLE 6- (1) A student may use practical achievements gained at institutional workplaces and achievements gained through in-service training at workplaces, if documented, for exemption from designated program courses. For recognition of such achievements, an application may be made with a prepared portfolio on the dates in the academic calendar.

(2) While at the relevant workplace, the student must document being registered with the Social Security Institution and must submit the knowledge, skills, competencies, achievements and work/training periods declared in the application with documents approved by the workplace's highest authority.

(3) In graduate programs, which types of activities may yield achievements included in the submitted portfolio is decided according to the procedures and principles set by the relevant institute.

(4) Applications for exemption within this scope may be evaluated by the education committee by examining the portfolio content (content of the course, learning outcomes and contribution to program outcomes), and the student may also be interviewed afterwards. If the committee deems an interview necessary, its date and time are announced at least two days in advance. Whether the interview is face to face or remote is decided by the education committee.

(5) Exemption for courses such as Workplace Practice/Internship/Professional Experience in undergraduate and associate programs is evaluated outside the maximum of four courses allowed under the fifth paragraph of Article 4 of the Directive.

Crediting of Certificates Obtained through Personal Interest

ARTICLE 7- (1) In associate and undergraduate programs, the accredited/recognized certification bodies whose certificates will be credited are determined on the recommendation of the course instructor and by decision of the academic unit's board.

(2) In graduate programs, which certificates and activities may be recognized, how many credits they receive, how credited prior learning is graded, and how grades and credits appear on the transcript are determined by the procedures and principles prepared by the relevant institute.

Entry into Force

ARTICLE 8- (1) This Directive enters into force after being adopted by the Senate.

Execution

ARTICLE 9- (1) The provisions of this Directive are executed by the Rector of Karadeniz Technical University.