(Senate Resolution dated 28.06.2024 no. 07)

(Senate Resolution dated 17.11.2020 no. 15)

(Senate Resolution dated 31.08.2016 no. 07)

(Senate Resolution dated 17.05.2016 no. 05)

(Senate Resolution dated 06.10.2015 no. 09)

(Senate Resolution dated 14.11.2014 no. 08)

# ATILIM UNIVERSITY

**DIRECTIVE ON RECOGNITION OF PREVIOUS EDUCATION, EXEMPTION AND ASSIGNMENT PROCEDURES**

# Purpose

**Article 1 - (Senate Resolution dated 28.06.2024 no. 07)** This Directive aims to regulate the procedures and principles regarding the exemption and adaptation of students who have freshly registered to Atılım University (ÖSYM placements, student transfer procedures, international student admissions, double major programs, minor programs, etc.) to courses they have previously taken and passed at other higher education institutions, including Atılım University.

# Scope

**Article 2 - (Senate Resolution dated 28.06.2024 no. 07)** This Directive covers the provisions regarding the recognition of previous education, exemption and adaptation procedures of Atılım University.

# Basis

**Article 3 -** This Directive is based on Article 14 of Law No 2547, Regulations on the Principles of Student Transfer between Associate Degree and Undergraduate Degree Programs, Double Major, Minor Programs, and Inter-Institutional Credit Transfer at Higher Education Institutions; as well as Atılım University Regulations on Associate and Undergraduate Degree Student Registration, Admission, Education, and Examination.

# Definitions

**Article 4-** The definitions for this Directive are:

1. **Assignment: (Senate Resolution dated 28.06.2024 no. 07)** Recognition of courses previously passed at their previous higher education institution by students freshly registering to Atılım University through student transfer as per Article One of this Directive, and determination of the course equivalence status of passed courses, the courses to be taken, and the semester in which transfer students are supposed to continue their education at Atılım University,
2. **Exemption:** The situation where the student freshly registering to Atılım University within the scope of the first article of this Directive is admitted to begin with the department/ program curriculum with the course/courses taken and passed at their previous higher education institution counted as equivalent, in line with the harmony of content and credits (national or ECTS) or course hours,
3. **Transfer:** Having the courses, taken and passed by students passed at their previous higher education institutions shown on the transcript for programs under Atılım University departments **(Senate Resolution dated 28.06.2024 no. 07)**.

# Application

**Article 5 -** Exemption request applications **(Senate Resolution dated 28.06.2024 no. 07)** are made until the beginning of the add-drop period for each academic semester. Students must clearly indicate the courses intended to be exempted and upload course contents and transcripts of such courses issued and approved (sealed, stamped and signed or e-signed) by their previous higher education institution to their application made via the Student Information System **(Senate Resolution dated 28.06.2024 no. 07)**. Non-complying documents shall not be taken into account and accepted. **(Senate Resolution dated 28.06.2024 no. 07)** The original copies of the documents uploaded that bear the seals, stamps and ink signatures are to be delivered to the relevant Head of Department by the applicant within 10 days. The checks and verifications of these uploaded documents are carried out by the relevant department/ program authorities.

# Exemption Procedures

**Article 6 - (1)** Regardless of whether the course(s) for which exemption is requested are compulsory or elective, the compatibility of the content of the approved course(s), the same or higher number of credits (national or ECTS) or course hours (including laboratory/practice hours) are taken into consideration and evaluated **(Senate Resolution dated 28.06.2024 no. 07)**.

1. Students shall continue to the course(s), which is/are under exemption evaluation process, until the request is concluded by relevant executive board, and exemption and assignment procedures shall be finalized within two weeks following application date.
2. In the events where students having received education in different higher education institutions request to be exempted from courses from which they were exempted at their final university, Atılım University shall take into account the course content of the university at which such courses have been passed. Exemption by another university shall not be processed, if relevant course content and credit equivalence have not been evaluated.
3. **(Senate Resolution date 31.08.2016 no. 07)** The students who have transferred to Atılım University in accordance with Additional Article 1 or who make an exemption request for their previous education must complete a minimum of one academic year at Atılım University (equivalent to 60 ECTS) **(Senate Resolution dated 28.06.2024 no. 07)**.
4. **(Senate Resolution dated 31.08.2016 no. 07)** The name of a course/courses taken by a student at their previous institution, and their equivalent(s) at their previous institution are not required to match by name with a course to be deemed equivalent at Atılım University **(Senate Resolution dated 28.06.2024 no. 07).**
5. **(Senate Resolution dated 31.08.2016 no. 07)** Students who make an exemption request for their previous education (graduated from a university or not) are required to present a letter stating the courses from which exemption is requested.
6. **(Senate Resolution date 31.08.2016 and number 07)** Students shall be assigned after the grades in their transcript are converted to Atılım University’s grading system.
7. **(Senate Resolution date 31.08.2016 and number 07)** Students shall be subject to the curriculum applied in the grades to which they are assigned.
8. **(Senate Resolution dated 31.08.2016 no. 07)** While determining sections, 20 ECTS are taken into consideration for each semester, adding 30 more to determine sections and levels.

# Assignment Procedures

**Article 7- (1)** Assignment procedures shall be carried out by assignment commissions to be established by the relevant dean/ directorate. Assignment forms shall be evaluated and concluded by relevant executive board. Decision of executive board shall include the semester to which relevant student is assigned, code, name, credit, passing grade of the courses passed in previous higher education institution and name, code and credit of courses exempted at Atılım University. Assigned courses shall be indicated under a separate section on the transcript. This section shall be titled exempted/ transfer **(Senate Resolution dated 28.06.2024 no. 07)**.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name Surname : XXXXX XXXXXX**  **Student ID :123456789**  **School :SCHOOL OF ENGINEERING**  **Department :Computer Engineering**  **Transfer: (Remarks: Assignment of courses taken in XXXXXXXXX Program**  **at XXXXXXXXXXX University 2009-2011)**  **Registration Type** Transfer, Vertical Transfer, etc. | | | | | | | |
| Course(s) in Previous University | | Exempted/Assigned Course(s) | | | | | |
| **Course**  **Code** | **Course Name** | **Course**  **Code** | **Course Name** | **Credit** | **T.Credit** | **Ects** | **Converted Grade** |
| BİLT 104 | Mathematics II | MATH 151 | Calculus I | 4 | XX | 7.0 | CB |
| BİLT 142 | Algorithm and Program  Development II | COMPE  112 | Computer Programming in C | 5 | XX | 5.0 | AA |
|  | |  | | | | | |

1. **(Senate Resolution dated 31.08.2016 no. 07) The** grade point average of transfer students shall be taken into account one semester after their exemption and assignment procedures.
2. Contents of the courses which are already passed and their equivalent in the Atılım University curriculum must match by at least 80% **(Senate Resolution dated 31.08.2016 no. 07)**.
3. If a previously passed course is a non-credit course and its equivalent at our University is a credit course, its letter grade shall be S.

**Transcript - Sample**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Course(s) in Previous University | | Exempted/Assigned Course(s) | | | | | |
| **Course Code** | **Course Name** | **Course Code** | **Course Name** | **Credit** | **T.Credit** | **Ects** | **Converted Grade** |
| Ata 101 | Turkish Language I | TURK 101 | Turkish Language I | - | - | 2.0 | S |

1. If previously passed course is a credit course and its exempted equivalent is a non-credit course, its letter grade shall be S.

**Transcript - Sample**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Course(s) in Previous University | | Exempted/Assigned Course(s) | | | | | |
| **Course Code** | **Course Name** | **Course Code** | **Course Name** | **Credit** | **T.Credit** | **Ects** | **Converted Grade** |
| XXX 128 | XXXXXXXXX | XXX 235 | XXXXXXXXXXX | 0 | 0 | 2.0 | S |

1. If two or more courses previously taken by transfer students are equivalent to a single course in the assignment procedure, the criteria below shall be followed:
   * 1. Total content of the courses which are already passed and its equivalent in Atılım University’s curriculum must match up at least 80%.
     2. Grades are converted on the basis of weighted average (WA). (i) WA calculation is based on grade notes, credits and weights/coefficients of courses taken in previous university; (ii) WA score is used to calculate the letter grade of students at their previous university. For the calculation, WA score is rounded up to the closest letter weight (of previous university) in order to find corresponding letter grade. (iv) If the WA is found to be the average of two letter weights, the WA score shall be rounded up to the weight of the higher grade. (v) Lastly, this grade is converted into a letter grade in line with the conversion table implemented by Atılım University.

Sample grade conversion

**Sample:** Student has transferred from **(X)** University and 3 previously passed courses (Course-1, Course-2, Course-3) have been decided to be exempted for one course in assignment. Letter grades and coefficients used by **(X)** University and their equivalent at Atılım University (red) are shown in below table**.**

**(X)University**

|  |  |  |
| --- | --- | --- |
| **Grades** | | **Coefficient** |
| **A** | **AA** | **4.0** |
| **A-** | **AA** | **3.7** |
| **B+** | **BA** | **3.3** |
| **B** | **BB** | **3.0** |
| **B-** | **BB** | **2.7** |
| **C+** | **CB** | **2.3** |
| **C** | **CC** | **2.0** |
| **C-** | **DC** | **1.7** |
| **D+** | **DC** | **1.3** |
| **D** | **DD** | **1.0** |
| **D-** | **FD** | **0.7** |
| **F** | **FF** | **0.0** |

1. A table, as shown below, shall be prepared on the basis of letter grades of previous university and their equivalent weights/coefficients. Sample:

**Letter Grade (Previous University) Weight (Previous University) Credit (Previous University)**

COURSE-1 B+ 3.3 3

COURSE-2 C- 1.7 1

COURSE-3 D 1.0 2

1. Weighted average (WA) is calculated on the basis of above-given table

\_ (COURSE-1 grade weight) x (COURSE-1 credit) + (COURSE-2 grade weight) x (COURSE-2 credit) + (COURSE-3 grade weight) x (COURSE-3 credit) (COURSE-1 credit ) + (COURSE-2 credit) + (COURSE-3 credit)

WA = (3.3) x (3) + (1.7) x (1) +(1.0) x (2) =

1. Relevant letter grade of the previous course is calculated using the WA score. For the calculation, WA score is rounded up to the closest letter weight (of previous university) in order to find corresponding letter grade. In this sample, WA score (2.26) is rounded up to 2.3 of which equivalent is C+.
2. If the WA is found to be the average of two letter weight, WA score shall be rounded up to the weight of the higher grade. If the WA was calculated as 2.5 in our sample (average of 2.3 and 2.7 in **(X)** University), the score would be rounded up to 2.7 and letter grade would be B-.
3. This grade is converted into letter grade according to the conversion table that Atılım University applies. The letter grade is CB according to this sample.

**Transcript - Sample**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course(s) in Previous University | | Exempted/Assigned Course(s) | | | | | | |
| **Course Code** | **Course Name** | **Course Code** | **Course Name** | **Credit** | **T.Credit** | **Ects** | **Converted Grade** |
| XXX 113 | XXXXXXXXXXXX |  |  |  |  |  |  |
| XXX 244 | XXXXXXXXXXXX |  |  |  |  |  |  |
|  |  | XXX 117 | XXXXXXXXXXXXXX | 4 | XX | 6.0 | DC |
| XXX 103 | XXXXXXXXXXXX |  |  |  |  |  |  |

1. If one course passed in previous university substitutes for more than one course at Atılım University, below given criteria shall be applied and the grade determined after grade conversion shall be given to exempted courses.
2. The content of the course that is already passed and its equivalents in the Atılım University curriculum must match by at least 80%.
3. The credits (national or ECTS) of the course taken by the student at their previous institution must be at least 70% of the total credits (national or ECTS) of the courses to be exempted **(Senate Resolution dated 28.06.2024 no. 07)**.

**Transcript - Sample**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Course(s) in Previous University | | Exempted/Assigned Course(s) | | | | | |
| **Course Code** | **Course Name** | **Course Code** | **Course Name** | **Credit** | **T.Credit** | **Ects** | **Converted Grade** |
| XXX 317 | XXXXXXXXXXXX | XXX 235 | XXXXXXXXXXXXX | 2 | XX | 4.0 | CB |
| XXX 119 | XXXXXXXXXXXXX | 3 | XX | 5.0 | CB |

1. If a technical elective course (TE) passed at a previous university has no equivalent courses at Atılım University and if such courses equip students with the knowledge, skills and know-how necessary for the profession, it may substitute a technical elective course upon the proposal of the relevant head of department regardless of its content. If accepted, grade conversion is performed by the decision of the executive board **(Senate Resolution dated 28.06.2024 no. 07)**.
2. If a non-technical elective course (NTE) passed by students at a previous university has no equivalent at Atılım University and if such course is in line with students’ interests and competencies and supports their personal development and awareness to social service, history, culture and arts, and sports activities, environmental awareness, science, technology, it may substitute a non-technical elective course upon the proposal of relevant head of department regardless of its content. If accepted, grade conversion is performed by the decision of executive board **(Senate Resolution dated 28.06.2024 no. 07)**.

**Transcript Log Sample**

In this sample, a student has passed MAK 413 Vibration Theory in the Department of Mechanical Engineering at previous university. However, the curriculum of the Department of Mechanical Engineering, Atılım University does not include an equivalent of this course. In such a case, relevant department may open technical elective courses for transfer students (Transfer Elective I, II, III).

ME 495 Transfer Technical Elective I

ME 496 Transfer Technical Elective II

ME 497 Transfer Technical Elective III

This courses can be recorded in transcript as follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Course(s) in Previous University | | Exempted/Assigned Course(s) | | | | | |
| **Course Code** | **Course Name** | **Course Code** | **Course Name** | **Credit** | **T.Credit** | **Ects** | **Converted Grade** |
| MAK413 | Vibration Theory | ME 495 | Transfer Technical  Elective | 3 | XX | 5.0 | BB |

A similar procedure can be applied for NTE courses. NTE courses

NTE 481 Transfer Nontechnical Elective I

NTE 482 Transfer Nontechnical Elective II

NTE 483 Transfer Nontechnical Elective III

1. **(Senate Resolution dated 28.06.2024 no. 07)** General grade point averages are not calculated at the beginning of the first semester of registration. The calculation is made after a student completes their first semester.
2. **(This item has been repealed as per Senate Resolution dated 28.06.2024 no. 07).**

# Grade conversion

**Article 8- (1)** Letter grades from the universities using the same grading (letter) system as Atılım University shall be processed directly.

1. **(Senate Resolution dated 28.06.2024 no. 07)** If the previous institution of students has the 100-point grading system in place, the grade conversion table of the Council of Higher Education shall constitute the basis for grade conversion.
2. **(Senate Resolution dated 28.06.2024 no. 07)** If the grading system in place is not the same as the one at Atılım University, and no conversion tables are available, the grade conversion table determined by the University Senate is used.

# Miscellaneous Provisions

**Article 9-** The relevant provisions of the Higher Education Law no. 2547, the legislation of the Turkish Council of Higher Education and **(Senate Resolution dated 28.06.2024 no. 07)** Atılım University Regulations on Student Registration and Admission, Education, Learning and Examination at the levels of Associate Degree and Graduate Degree and the resolutions by the University Senate, provided that they comply with legislation, shall apply regarding the cases not included in this Directive.

**Article 10**- Atılım University Directive on Recognition of Previous Education accepted with the Senate Resolution dated 24.07.2013 no. 05 has been repealed.

# Effective Date

**Article 11 – (1)** This Directive shall take effect after it is approved by the Senate.

# Execution

**Article 12 -** This Directive is executed by the President of Atılım University.