	T.R.	Document No	YÖ-0007
	GEBZE TECHNICAL UNIVERSITY	Publication Date	06.12.2017
	REGULATION ON EXEMPTION FROM	Revision Date	30.10.2020
	UNDERGRADUATE COURSES AND	Revision No	1
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FIRST SECTION

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1 – The purpose of this regulation is to determine the principles regarding exemption from and recognition of semester/year for courses previously taken and passed by students newly enrolled at Gebze Technical University from any Higher Education Institution, including Gebze Technical University itself, except for distance education programs.

Scope

ARTICLE 2 – This regulation covers the procedures related to exemptions and adjustments concerning the courses previously taken and successfully completed by students who, due to horizontal/vertical transitions or benefiting from amnesty laws, had their relationship severed while being a student at any higher education institution previously recognized by the Higher Education Council (YÖK). It also includes those who, having graduated, have the right to re-register at Gebze Technical University and are in a similar situation, intending to continue their education.


Basis

ARTICLE 3 – This regulation has been formulated relying on the legal framework provided by several key documents. It draws its authority from Law No. 2547 concerning Higher Education and is further supported by the Regulation on Transition between Associate and Bachelor's Degree Programs, Double Major, Minor, and Inter-Institutional Credit Transfer, which was published in the Official Gazette on 24th April 2010, under the reference number 27561. Additionally, the regulation is established in accordance with the stipulations outlined in the Gebze Technical University's Undergraduate Education and Teaching Regulations.

Definitions

ARTICLE 4 – In this regulation;

- a) **University:** refers to Gebze Technical University,
- b) **Rector:** denotes the Rector of Gebze Technical University,
- c) **Senate:** represents the Senate of Gebze Technical University,
- d) **Unit:** signifies the faculties of Gebze Technical University,
- e) **Recognition Process:** refers to the procedure of determining the semester/year for students newly enrolled at Gebze Technical University based on courses they have previously taken and passed, including those from any Higher Education Institution and recognized as exempted,
- f) **Exemption:** signifies the acceptance of equivalence for courses previously taken and passed, in accordance with credit and content compatibility, in place of the relevant courses within the curriculum,
- g) **Exemption and Recognition Commission:** is a commission formed by relevant units to review exemption and recognition requests, comprising at least three members,
- h) **CGPA:** represents Cumulative Grade Point Average,
- i) **SGPA:** refers to Semester Grade Point Average,
- j) **CPGA:** represents Conditional Course Passing Grade Average,
- k) **YÖK:** denotes the Higher Education Institution.

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SECOND SECTION

The principles regarding application, exemption, and recognition, as well as exemption from the Preparatory Class, Vertical Transfer Exemption, and Education in Different Institutions.

Application Procedures


ARTICLE 5 – The principles that must be adhered to during the application process are as follows:

- a) Applications are made for students who have gained the right to enroll in the university to be exempted from the courses they have successfully completed in their previous higher education program and for the evaluation of passing grades from other higher education institutions to be considered as exemptions. Applications must be submitted in person or by official representatives.
- b) The application process begins with the submission of original course content approved by the higher education institution where the student was previously enrolled, along with the transcript of grades. Students are required to specify in their application letters which courses they seek exemption from, based on the courses they have previously taken and passed.
- c) The relevant units call for meetings of the Exemption and Recognition Commissions to make decisions regarding the applications. Commission decisions are presented to the Unit Boards of Directors for discussion. Within 10 business days following the student's application, the Exemption and Recognition Commissions announce their evaluation decisions.
- d) Applications are accepted during the registration renewal dates specified in the academic calendar of the first term reached at the course stage. Applications made after the application period will not be considered.
- e) To be eligible for exemption, successful completion of the relevant course is sufficient; the degree of success of the student is not considered. Students can request exemptions for equivalent courses based on multiple courses they have previously taken and passed.

Principles Regarding Exemption and Recognition

ARTICLE 6 – The principles to be followed in exemption and recognition processes are as follows:

- a) Exemption applications are evaluated by the relevant Unit Exemption and Recognition Commissions and finalized by the relevant Unit Boards of Directors.
- b) Decisions made by the Board of Directors regarding applications are notified to the applicants.
- c) The Board decisions specify the class to which the student is recognized, the code, name, credit, and grade of the previously taken course, and the name, code, credit, and grade of the exempted course.
- d) Exemption and recognition processes are conducted based on the conversion of grades, with recognition given to courses at Gebze Technical University equivalent to grades of CC or above.
- e) Regardless of whether the requested course is compulsory or elective, as long as it has been successfully completed, decisions are made considering course content alignment/sufficiency, credit, and department/program equivalence. For multiple repeated courses, the most recent grade obtained is considered.
- f) In the case where a student seeks exemption from courses exempted by the last higher education institution attended, the course content from the last institution is taken into account. Exemption granted by another university without examining these contents and credit compatibilities is not considered.
- g) For courses recognized and exempted by the Unit Board upon the recommendation of equivalence from a similar department or program, letter grade exemption is applied, and the grades of the exempted courses are considered in SGPA, CPGA, and CGPA calculations.
- h) For students who entered undergraduate programs through vertical transfer exams and received exemptions for courses taken while enrolled in associate programs, letter grade exemption is applied for these courses' grades in SGPA, CPGA, and CGPA calculations.

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- 1) Students who have taken and demonstrated sufficient success in courses like Turkish Language, Principles of Atatürk, and History of Revolution, and Foreign Language, whose contents remain unchanged according to universities, are granted exemption regardless of whether these courses are credit-bearing or not. In cases where the grade ranges for these relevant courses are not indicated in the grade transcripts of applying students, the conversion of these courses' grades is set to CC.
- j) If the total credits of exempted courses exceed 70% of the semester credit load shown in the course schedule, the student is recognized for the next semester. Unattended/Not exempted courses should be given priority.
- k) Appeals regarding the results of exemption and recognition processes must be made to the relevant Unit within five working days from the date the procedures are finalized and notified to the student.
- l) Until the exemption request is decided upon by the relevant Board of Directors, the student is obliged to continue attending the course(s) for which exemption is requested.

Preparatory Class Exemption


ARTICLE 7 – For students enrolled at Gebze Technical University to be exempt from the Preparatory Class, they must either succeed in the English Proficiency Exam announced in the academic calendar of that year or obtain a valid score from internationally recognized exams approved by the Senate. Students who meet these conditions can commence their undergraduate programs. Students who do not succeed must continue attending the Preparatory Class.

Principles Regarding Vertical Transfer

ARTICLE 8 – Students undergoing adaptation to the bachelor's program are granted exemption based on the evaluation of relevant Exemption and Recognition Commissions and the decision of the respective Unit Boards of Directors for the courses considered equivalent to those taken during the associate degree education. Enrollment is arranged in accordance with the courses the student needs to take, allowing them the right to continue their education. For students gaining the right to enroll in bachelor's programs through the Vertical Transfer Exam, in order to commence the bachelor's program, they must succeed in the English Proficiency Exam announced in the academic calendar of that year or obtain a valid score from internationally recognized exams accepted by the Senate. Students who do not meet this requirement continue attending the English Preparatory class. Students obtaining the right to commence their bachelor's studies by meeting the Foreign Language requirement are granted exemption based on the evaluation of relevant Exemption and Recognition Commissions and the decision of the respective Unit Boards of Directors for the courses considered equivalent to those taken during the associate degree education. Enrollment is arranged based on the courses the student needs to take, allowing them the right to continue their education.

Education in Other Institutions

ARTICLE 9 – For students enrolled in programs at Gebze Technical University, taking courses as special students at programs of other higher education institutions recognized by the YÖK or studying abroad through international exchange programs, the letter grades will be processed as their equivalents. Prior approval by the relevant Unit Board of Directors is required for the courses students will take from other higher education institutions before the education begins in those institutions.

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THIRD SECTION Unregulated Situations

ARTICLE 10 – In cases where this regulation does not provide a provision, relevant provisions from other legislation, decisions of the YÖK (Higher Education Council), Senate, and relevant Unit Board of Directors shall be applied.

Effectiveness

ARTICLE 11 – This directive comes into effect upon its approval by the Gebze Technical University Senate.

Execution

ARTICLE 12 – This directive is executed by the Rector of Gebze Technical University.

PROVISIONAL ARTICLE – The Senate decisions regarding exemptions and adaptations obtained before the approval date of this regulation have been revoked.

Of Senate Decisions Approving the Regulation	
Date	Number
03.02.2016	2016/02