	GEBZE TECHNICAL UNIVERSITY DIRECTIVE FOR TRANSFER OF ASSOCIATE AND UNDERGRADUATE PROGRAMS	Document No.	YÖ-0013
		Publication Date	06.12.2017
		Revision Date	04.01.2024
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SECTION ONE

General principles

Objective

ARTICLE 1- Transfer between diploma programs of different higher education institutions or between diploma programs within the same higher education institution can only be made according to this directive within the framework of the number and transition conditions announced in advance.

Application and Evaluation

ARTICLE 2- (1) Applications for transfer between diploma programs are made within the announced period.

(2) Applications are evaluated according to the criteria determined by the University senate by including at least 40% of the candidates' grade point average and ÖSYS / YKS score in the year of enrollment in higher education in the score type of the program in the calculation and the transfer is provided according to the allocated quota.

(3) The preliminary evaluation of the applications is made by the commissions formed by the relevant administrative boards. Applications are evaluated according to the criteria set out in this directive and to be determined by the University Senate, taking into account the candidates' grade point average, central placement score for transfer to programs with different score types, and their success in the common courses of the program they want to pass, if any, and transfer is provided according to the allocated quota.


(4) Transfer cannot be made to the preparatory class of associate degree and undergraduate diploma programs, the first semester and the last semester of associate degree programs, the first two semesters and the last two semesters of undergraduate diploma programs.

Announcement of Results

ARTICLE 3- (1) The evaluation results of the candidates applying for transfer to each diploma program are announced on the University's website. Those who are entitled to transfer are notified in writing of the decision about them.

(2) Other candidates who meet the success requirement are announced as substitute candidates in order of success. In case there is no application from the original candidates within the specified period, the substitutes are called in order.

(3) Taking into account the courses taken by the student in previous semesters and the courses of the program to which the student has transferred, the relevant commissions determine the semester or class to which the student will be adjusted according to the principles determined by the senate, and determine an adjustment program consisting of additional courses that the student must take, if any, and the courses that must be counted.

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SECTION TWO

Horizontal Transfer Between Programs within the Institution

Intra-institutional transfer quotas and base score requirement

ARTICLE 4- (1) Intra-GTU transfers are made starting from the second semester and including the third semester of associate degree diploma programs and starting from the third semester and including the fifth semester of undergraduate diploma programs. The internal transfer quota for which diploma programs will be determined is decided by the relevant administrative boards, not exceeding 15% of the student quota foreseen in the ÖSYM Guide for each year in which the quota is announced.

(2) In order to be able to apply for transfer between diploma programs at the same level within the University that accept students with the same or different central placement score type, it is required to be successful in all courses taken until that date and to have a weighted GPA of at least 3.5 out of 4.

(3) Intramural transfer quotas, the base scores of the relevant diploma program for the last four years, together with the additional conditions, if any, determined for intramural transfer and stipulated by the Senate, are announced on the institution's website at least 15 days before the last application is accepted.

(4) In-house quotas of programs can be determined separately for diploma programs within the same faculty or vocational school.

(5) In order to be able to apply for transfer between diploma programs that accept students at the same level within the University, it is required that the student's central placement score in the score type valid for the diploma program he / she wants to transfer as of the year he / she took the central exam is not less than the lowest base score of the diploma programs of other universities in the country equivalent to the diploma program he / she wants to transfer.

(6) Students in the second major diploma program can transfer to the second major diploma program when they meet the conditions in accordance with the provisions of internal transfer in the major diploma program.

(7) Students enrolled within the scope of international student admission quotas can apply for transfer to a department with a lower base score than the base score of the department in the year of enrollment. Separate quotas are opened by the departments in this context. If there are more applications than the quota, students are ranked according to the procedures specified in paragraph 2 of Article 8 of this regulation. Students who will apply for transfer to a department with a higher score than the base score of the department in the year of enrollment must meet the conditions in paragraph 2 of Article 4 of this regulation.

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SECTION THREE

Horizontal Transfer Between Institutions

Quota

ARTICLE 5- (1) For transfer to GTU from other higher education programs, the Higher Education Council determines the quota for inter-institutional transfer for the second and third years regularly every year, two in diploma programs with a general quota of 50 or less than 50, three in programs with a quota of 51 to 100, and four in diploma programs with a quota of 101 or more. However, the relevant boards of faculties, colleges or vocational schools may determine additional quotas in a way that does not exceed the difference between the number of students who have been dismissed or left the program and the number of students who have been transferred in this semester until the semester in which the quota of the diploma program to be transferred is determined. Again, the relevant boards of the faculties may recommend up to 8 times the minimum quota for engineering programs.


(2) The principles regarding the student quota for lateral transfer with central placement score and the procedures and principles regarding lateral transfers are determined by the Executive Board of Higher Education.

Application

ARTICLE 6- (1) Inter-institutional transfer is made between equivalent diploma programs at the same level of higher education institutions and within the framework of the quotas published by the Council of Higher Education, only in the third and fifth semesters for Faculties, and in the second and third semesters for Vocational Schools. The procedures are carried out according to the transfer quotas announced on the website of the Council of Higher Education and the application and evaluation calendar.

(2) For inter-institutional transfer, the student must have succeeded in all courses in the semesters he / she has completed in the program he / she is enrolled in and his / her grade point average must be at least 85 out of 100 and 3.5 out of 4. Candidates who cannot meet this success requirement but whose central placement score is equal to or higher than the base score of the diploma program they want to transfer can apply for transfer. The applications of the candidates who apply in this way are evaluated only if there is a vacant quota after the placement of the candidates who meet the requirements in the announcement is completed.

(3) The applications of those who want to transfer to GTU from other educational institutions are accepted if they have studied at a higher education institution that applies at least 30% English curriculum and have successfully completed the preparatory class or if they provide any of the English achievement certificates accepted by the GTU Senate; if they are successful in all the courses they have taken so far and if they meet the special conditions determined and announced by the department boards.

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(4) The applications of candidates who do not have English achievement certificates are finalized if they are successful in the exam to be held by GTU Foreign Languages Department in the week following the expiration of the transfer application period.

(5) For transfer with central placement score, if the student's central placement score in the year of enrollment is equal to or higher than the base score of the diploma program of the university he/she wants to transfer to in the year of entry, he/she can apply for transfer, including the preparatory class.

ARTICLE 7- Transfer students are required to make adjustments to the courses they have taken and succeeded in their previous diploma programs, and the grades previously obtained for these courses are recorded on their transcripts.

SECTION FOUR

Evaluation


ARTICLE 8- (1) The results of the inter-institutional transfer evaluation are announced on GTU's website with the names of all candidates with valid applications, ranked according to the scores taken as basis in the evaluation. (2) The preliminary evaluation of the applications is made by the commissions established by the relevant administrative boards within the framework of the principles determined by the university senate. Applications are evaluated according to the criteria determined by the senate by including at least 40% of the candidates' grade point average and ÖSYS / YKS score in the year of enrollment in higher education in the score type of the program in the calculation and the transition is provided according to the allocated quota.

(2) Other candidates who meet the success requirement are announced as substitute candidates in order of success. The applications of the substitutes are taken instead of the original candidates who do not apply within the period specified in the calendar. The adjustment programs of the students who are entitled to transfer are made in a way to ensure that these students start the new academic semester on the same date as the other students.

(3) The applications of the candidates for transfer with central placement score are evaluated by the relevant boards of higher education institutions, and the transfer of the candidates with the highest OSYS score is accepted by ranking them starting from the highest candidate. The candidate who does not have a certificate of achievement in English is placed in the preparatory class or 1st year according to the result of the exam conducted by GTU Foreign Languages Department.

ARTICLE 9- The courses to be taken in the transfer program by the student who is registered for sure are decided by the faculty or vocational school board of directors upon the proposal of the relevant department.

ARTICLE 10- The courses that the transfer student must take in addition to the courses taken in the previous program are decided by the faculty / school board of directors in line with the recommendations of the relevant department and the faculty / school adjustment commission.

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ARTICLE 11- The total education period of the transfer student, including the period of study in the program he / she left, is the period specified in the GTU Associate / Undergraduate Education and Training Regulations.

Transfer in special cases

ARTICLE 12- Students studying in countries where education is determined by the Council of Higher Education to be unsustainable due to violent incidents and humanitarian crises may apply for transfer to higher education institutions in Turkey. The procedures and principles regarding this issue are determined by the Council of Higher Education.

ARTICLE 13- The provisions of the "Regulation on the Principles of Transferring Between Associate Degree and Undergraduate Programs, Double Major, Minor and Inter-Institutional Credit Transfer in Higher Education Institutions" published by the Council of Higher Education in the Official Gazette dated April 24, 2010 and numbered 27561 on the issues that are not included in this directive, updated and in case of doubt are valid.

Repealed Directive:

ARTICLE 14- GTU Undergraduate Programs Undergraduate Transfer Directive and its amendments, which were accepted with the decision of GTU Senate dated 07.08.2019 and session numbered 2019/08, have been repealed.

Effectiveness

ARTICLE 15-This directive is valid as of the 2023-2024 academic year.

Execution

ARTICLE 16- This directive is executed by the Rector of GTU.

Senate Decision on the Directive		
	Date	Count
	07.08.2019	2019/08
Senate Decision Amending the Directive		
	Date	Count
1	29.05.2014	2014/20
2	24.12.2014	2014/40
3	07.08.2019	2019/08
4	19.01.2023	2023/02
5	21.12.2023	2023/35