

UNDERGRADUATE TRANSFER PRINCIPLES OF İZMİR INSTITUTE OF TECHNOLOGY

A- FACULTY INTERNAL AND INTER-FACULTY UNDERGRADUATE TRANSFER PRINCIPLES

According to the Directive Regarding the Principles for the Transfer Between Programs, Dual Major Branches, Minor Branches and Credit Transfers Between Institutions at Undergraduate Level at Higher Education Institutions of April 24th 2010 Number 27651 changed by the publication in the Official Gazette No. 28988 of May 2nd 2014 are the criteria to be applied to IzTech Faculty Internal and Inter-Faculty Transfers Principles regulated as below:

- 1) IzTech internal applications are only made for the fall semester and only for the 3rd and 5th semesters. But when it should be desired to be transferred to a program with a lower score than the person was placed by the central exam, it is possible to be transferred as of the 2nd semester up to and including the 5th semester (without regard to the score type).
- 2) Among the candidates having applied for IzTech internal transfer, can those, who have completed the courses for the 1st and 2nd semester, be internal transferred to the 3rd semester, and those, who have completed the courses for the 3rd and 4th semester, be internal transferred to the 5th without regard to their actual semesters.
- 3) The candidates need to have not interrupted their education until the semester they have placed their application (except registration freeze) and to have successfully completed the courses in their education scheme.
- 4) At internal transfer applications between programs accepting students by the same or different IzTech internal central student placement score type must the general mean score of the candidates be at least 2.50/4.00 and their score for non-credit courses must be S. In addition to these criteria will departments, adopting different criteria, determine such criteria by the Resolution of the Faculty's Administrative Board. These additional assessment criteria shall be announced.
- 5) In case of the equality of the conditions in Article 4 is the grading of the candidates performed according to their central placement scores.
- 6) The terms spent during their previous program are added to the calculation of the education terms of transferred students.

7) The IzTech internal transfer assessment results, the names of all candidates with a valid application are announced on the Internet page of our institution ordered according to the scores taken as base during the assessment.

8) The respective commissions determine to which semester the student will be adapted taking into consideration the courses taken by the student in the previous semesters and the courses of the program the student is internal transferred, and determine an adaption program consisting of, if any, additional courses to be taken by the student and the courses the student shall be exempt from.

9) The applications of students having applied with missing documents shall not be included to the assessment.

B- IzTech INTER-INSTITUTION TRANSFER PRINCIPLES

According to the Directive Regarding the Principles for the Transfer Between Programs, Dual Major Branches, Minor Branches and Credit Transfers Between Institutions at Undergraduate Level at Higher Education Institutions of April 24th 2010 Number 27651 changed by the publication in the Official Gazette No. 28988 of May 2nd 2014 are the criterions to be applied to IzTech Inter-Institution Transfer Principles regulated as below:

1) The IzTech inter-institution transfer applications are made between equivalent diploma programs (programs with the same title or such programs, which are determined to have at least 80 per cent the same content by the respective administrative boards).

2) Inter-institution applications to IzTech are only made for the fall semester and only for the 3rd and 5th semesters. Applications of students having obtained education during the semester applied for and the subsequent semesters will not be accepted.

3) At the assessment of the application of the candidates to apply for an internal transfer shall;

a) the central placement (LYS) score weight be 90%

b) the sum of the weight of their general mean score and other assessment criterions be 10%.

4) The candidates need to have not interrupted their education until the semester they have placed their application (except registration freeze) and to have successfully completed the courses of their department.

- 5) The general mean score of the candidates having applied for an internal transfer must be at least 2.50/4.00 or 70/100, the credit courses must be at least DD and their score for non-credit courses must be S. In addition to these criteria will departments, adopting different criteria, determine such criteria by the Resolution of the Faculty's Administrative Board. These additional assessment criteria shall be announced.
- 6) Except students discharged from the Turkish armed forces and police academy and related higher education institutions due to acts indicated in Article 10 of the Student Discipline Directive, failure or lack of discipline; discharged students can apply to our Institute for transfer within two years as of the date of discharge with the document indicating their class success.
- 7) The terms spent during their previous programs are added to the calculation of the education terms of transferred students.
- 8) Since the education language at the IzTech is English, the candidates need to have English knowledge at sufficient level to follow the courses. The candidates need to succeed at the English Proficiency Exam to be held by the Directorate of the IzTech Foreign Languages Higher School for Education or to be exempt from the preparation class in the English Department Preparation Class Directive of the Directorate of the IzTech Foreign Languages Higher School for Education.
- 9) The inter-institution transfer assessment results, the names of all candidates with a valid application are announced on the Internet page of our institution ordered according to the scores taken as base during the assessment.
- 10) In case of candidates bearing the sufficient conditions are a main list and a waiting-list determined. The applications of the waiting-list candidates are accepted instead of the main candidates having not applied during the term indicated in the schedule.
- 11) The respective commissions determine to which semester the student will be adapted taking into consideration the courses taken by the student in the previous semesters and the courses of the program the student is internal transferred, and determine an adaptation program consisting of, if any, additional courses to be taken by the student and the courses the student shall be exempt from.

12) The adaption of the courses taken by the students with accepted internal transfer application at the previous higher education institutions they were enrolled to is made by the resolution of the Faculty Administrative Board and the scores related to such courses are included into their transcripts.

13) The applications of students having applied with missing documents shall not be included to the assessment.

C- PRINCIPLES REGARDING INTERNAL TRANSFER BY CENTRAL PLACEMENT SCORE

Criteria to be applied at internal transfer applications according to Annex Article 1 added to the Directive Regarding the Principles for the Transfer Between Programs, Dual Major Branches, Minor Branches and Credit Transfers Between Institutions at Undergraduate Level at Higher Education Institutions of September 21st 2013 Number 28772 and changed by the publication in the Official Gazette No. 28988 of May 2nd 2014:

- 1) It shall be implemented as of the Fall Semester of the Academic Year 2014-2015.
- 2) Students may apply when their central placement scores of the year they were enrolled is equal to or higher than the base score of another diploma program in the year they were enrolled. (For example; when the central placement score of a student enrolled in the economy (score type TM1) program should include MF4 scores and when the MF4 score of such student should be equal to or above the base score of the Civil Engineering department the student aims to transfer to, then such student shall be able to be transferred within the principles of the application.)
- 3) At our Institute is a contingent of up to 30% of the student contingent foreseen in the Student Selection and Placement System Guide of the academic year of the application determined for the 1st, 2nd and 3rd grades including the preparation class of each diploma program.
- 4) No additional contingent shall be announced by our institute. Applications shall be made for fall semester and no applications will be accepted for spring semester.
- 5) The applications shall be made until the last working day of August, the assessments shall be made until September 15th and the enrollment shall be made until the last working day of September for each academic period.

6) The enrollment of the candidates are performed when the number of the candidates applying for a program doesn't exceed 30% of the contingent published in the SSPC Guide. When the number of the applying candidates should be more, then the candidates in the number of the contingent are enrolled starting with the candidate with the highest SSPC score according to the score type of the department.

7) Students having enrolled in any higher education institution in the SSPC result of the respective year are not allowed to apply. Students having enrolled in and started to study at the higher education institutions they are placed have the right to apply during the processes to be performed in the subsequent year.

8) With regards to students placed with VTE is the application performed by taking into consideration the departments able to be preferred by the undergraduate branch of the student in the VTE Guide of the respective year and his/her VTE score. Students can not apply for an internal transfer by central placement to such program when there should be no students accepted by VTE in the respective year. The adaption of the courses taken by the students accepted with VTE in the associate degree is performed by the Faculty Administrative Board.

9) In case of an application of students in the intermediary classes; the contingent indicated in the SSPC Guide of the year of the enrollment in the program the student is studying is taken into consideration when the student should not be placed by the SSPC in the year of the application to the Institute.

10) No transfer can be performed to the program the student intends to be transferred since no central placement score is established for the diploma program when there should be no students accepted to the actual education program of the student.

11) Students enrolled according to the result of a Special Skill Exam can also apply when they comply with the condition indicated in Article 2.

12) Students studying at VTSEI (Vocational and Technical Intermediary Education Institutions) programs may apply to higher education programs when they meet the application conditions.

13) Since the education language at the IzTech is English, the candidates need to have English knowledge at sufficient level to follow the courses. The candidates need to succeed at the English Proficiency Exam to be held by the Directorate of the IzTech

Foreign Languages Higher School for Education or to be exempt from the preparation class in the English Department Preparation Class Directive of the Directorate of the IzTech Foreign Languages Higher School for Education. Students, who intend to transfer to the preparation class or the first grade, shouldn't meet the foreign language requisite, will need to take the foreign language preparation education.

14) Only the SSPC score of the student in the year he/she is placed to the program the student is registered to at the assessment of the applications, and no further conditions like success etc. are required.

15) The applications of students having applied with missing documents shall not be included to the assessment.

16) The terms spent during their previous program are added to the calculation of the education terms of transferred students.

17) Students of the 1st, 2nd and 3rd grade including the preparation class can apply in the academic year after the year of the entrance. The adaption of the courses taken by the students with accepted internal transfer application at the previous higher education institutions they were registered to is made by the resolution of the Faculty Administrative Board and the scores related to such courses are included into their transcripts.

18) The students are allowed for only one internal transfer according to their SSPC score (according to Annex Article 1 may students not apply for internal transfer prior to the respective application period), but they may return to the higher education institute they are entitled to enroll as a result of the SSPC placement on the following application date.

19) Candidates having enrolled in the higher education institutes indicated in the SSPE Higher Education Programs and Contingent Guide in Turkey and the universities in the TRNC may apply, and students enrolled in other higher education institutions abroad may not apply. (Students who are placed to a higher education program in Turkey or TRNC by their SSPE score, but started their education with their own possibilities without enrolling at other higher education institutions abroad or those having taken the SSPE and not preferred any higher education program in Turkey and started their education with their own possibilities without at higher education institutions abroad and have the status of a student may not internal transfer by the central placement score.)

20) Provided that the students' central placement score in the year of their enrollment meet the central placement score of the higher education programs they want to transfer, they may internal transfer from associate to undergraduate or from undergraduate to associate degree programs.

21) Also students who failed in the preparation class will be able to apply to other higher education institutions when they should meet the provisions within the scope of the article in question, and, provided to meet the conditions, students who failed in the foreign language preparation class at higher education institutions providing education in foreign language by the Measurement, Selection and Placement Center Head will be able to benefit from the principles regarding the placement to programs with Turkish as the education language.

22) It is possible to be transferred to Foundation Universities with the central placement score, and in case of a transfer, the authority to grant a scholarship belongs to the respective higher education institution.

D- INTERNAL TRANSFER IN SPECIAL CASES

The criteria to be applied at internal transfer applications according to Annex Article 2 added to the Directive Regarding the Principles for the Transfer Between Programs, Dual Major Branches, Minor Branches and Credit Transfers Between Institutions at Undergraduate Level at Higher Education Institutions of September 21st 2013 Number 28772 and changed by the publication in the Official Gazette No. 28988 of May 2nd 2014 and the resolutions of the Higher Education Execution Commission of October 9th 2013, June 18th 2014, July 9th 2014 and May 27th 2015 are regulated as below.

1)

a) Turkish citizens in Syria and Egypt, citizens of these countries and foreign citizens in these countries having started an education at undergraduate level before the Academic Year 2013-2014 may apply for an internal transfer.

b) To be applied as of the Academic Year 2014-2015, Turkish citizen students having started an education at undergraduate level in Yemen may apply for an internal transfer.

c) To be applied as of the Academic Year 2014-2015, Turkish citizen students having started an education at undergraduate level including preparation classes in Libya may apply for an internal transfer.

2) Internal transfer applications for the 1st, 2nd and 3rd grade may be placed when the student has the necessary documents for an internal transfer.

3) The applications are assessed with the provision not to exceed 10% of the department's SSPE contingent in the respective year.

4) Internal transfer applications are made for diploma programs recognized by the Higher Education Council and of which the equivalence is accepted by our Institute.

5) Candidates having applied for an internal transfer must have had at least 600 points in the Mathematics section of the SAT (Scholastic Aptitude Test) or 70 points and above at the Test of Basic Learning Skills of the Examination for Foreign or Overseas Students (IUTOS) of Istanbul University.

6) The general mean score of the candidates having applied must be at least 2.50/4.00 or 70/100 until the semester of application. In addition to these criteria will departments, adopting different criteria, determine such criteria by the Resolution of the Faculty's Administrative Board. The determined criteria shall be announced.

7) The candidate must have a Transcript indicating all courses taken at the higher education institute he/she has been studying, the scores achieved in these courses and the approved course contents (Turkish or English translation) obtained from the higher education institute he/she has been studying.

8) The terms spent during their previous programs are added to the calculation of the education terms of transferred students.

9) The assessments of the applications and the placement are performed by the respective faculties.

10) Since the education language at the IzTech is English, the candidates need to have English knowledge at sufficient level to follow the courses. The candidates need to succeed at the English Proficiency Exam to be held by the Directorate of the IzTech Foreign Languages Higher School for Education or to bear one of the conditions in order to be exempt from the preparation class indicated in the English Department Preparation Class Directive of the Directorate of the IzTech School of Foreign Languages.

The applications of students not meeting the conditions to be exempt from the English Preparation Class are not included into the assessment.

11) The courses taken by students with accepted internal transfer applications at the higher education institutions they were enrolled may counted to their new programs by the suggestion of the Department Head and the resolution of the respective Administrative Board. These courses are not added to the semester and general mean score calculation, but an exemption for the respective courses is applied.

12) The applications of students having applied with missing documents shall not be included to the assessment.