

**IZMIR INSTITUTE OF TECHNOLOGY**  
**UNDERGRADUATE PROGRAMS**  
**INTER-INSTITUTIONAL UNDERGRADUATE TRANSFER DIRECTIVE**

**FIRST PART**

**Aim, Scope, Basis and Definitions**

**Aim**

**ARTICLE 1** – (1) The aim of this Directive is to regulate the principles of undergraduate transfer from other higher education institutions to the undergraduate programs of İzmir Institute of Technology.

**Scope**

**ARTICLE 2** – (1) This Directive covers the provisions regarding the undergraduate transfers to the undergraduate programs of İzmir Institute of Technology from equivalent undergraduate programs with the same names of other higher education institutions in the country or whose contents are determined to be at least eighty percent the same by the relevant administrative boards.

**Basis**

**ARTICLE 3** – (1) This Directive has been prepared based on the 14th article of the Higher Education Law No. 2547, the Regulation on the Principles of Transfer between Associate Degree and Undergraduate Degree Programs in Higher Education Institutions, Double Major, Minor and Inter-Institutional Credit Transfers, and the decisions of the Higher Education Council.

**Definitions**

**ARTICLE 4** – (1) In this Directive;

Institute / IZTECH expresses İzmir Institute of Technology. Student Affairs Department states IZTECH Registrar's Office ÖSYS stands for Student Selection and Placement System.

Undergraduate Transfer Commission refers to the commission determined by the relevant department chair, in which the applications for lateral transfer are evaluated.

YKS means Higher Education Institutions Exam.

**SECOND PART**

**Quota, Application Conditions and Application Process and English Proficiency**

**Quota**

**ARTICLE 5** – (1) Minimum quotas are determined by the Council of Higher Education.

(2) Our Institute does not increase the determined quotas.

(3) Quota is determined for the 3rd and 5th semesters only for the fall semester.

**Application Conditions**

**ARTICLE 6** – (1) In order to apply to engineering programs, it is necessary to be in the lowest three hundred thousandth (300.000) rank in the ÖSYS/YKS success ranking. In order to apply for the architecture program, it is necessary to be in the lowest two hundred and fifty thousandth (250,000) rank in the ÖSYS/YKS success ranking.

(2) Those who have completed the 1st and 2nd semester courses in 2 semesters at the latest can apply for the 3rd semester quota. Those who have completed the first 4 semester courses in 4 semesters at the latest can apply for the 5th semester quota. (Semesters in which the student is considered on leave are not taken into account.) (3) It is not possible to apply for a lower semester than the completed semester.

(4) It is necessary not to have interrupted education (not having an unregistered semester) until the semester for which the application is made.

(5) All courses taken must be successfully completed.

(6) GPA must be at least 2.50/4.00 or 70/100.

(7) Departments may determine additional application conditions with the decision of the relevant faculty board of directors.

(8) Undergraduate Transfer applications can be made for only one program.

- (9) Foreign applicants who do not have an ÖSYS/YKS score can apply with the base score and rank of the program they are enrolled in.
- (10) Applications are made to the Registrar's Office on the dates announced in the academic calendar.

#### **Application Process**

- ARTICLE 7** – (1) The application process is carried out by the Registrar's Office.
- (2) Announcement regarding the application is published on the website of the Registrar's Office.
  - (3) Applications not received in due time and/or applications with missing documents are not evaluated and candidates are notified in writing
  - (4) For the Engineering programs and Architecture programs, the applications of the candidates who do not meet the success ranking requirement are not evaluated and the candidates are notified in writing.
  - (5) The accuracy of the candidates' GPA and ÖSYS/YKS results are checked over YÖKSİS.
  - (6) The table and application files containing the application information of the candidates are sent to the faculties for evaluation.

#### **English Proficiency**

- ARTICLE 8** – (1) Since the language of instruction at IZTECH is English, candidates must meet one of the conditions for exemption from the IZTECH School of Foreign Languages Department Basic English Preparatory Class.
- (2) The exemption status of the candidates from the Basic English Department Preparatory Class is announced on the website of the IZTECH School of Foreign Languages. Candidates are not notified separately.
  - (3) The applications of the candidates who cannot be exempted from the Basic English Department Preparatory Class will not be evaluated.

### **THIRD PART**

#### **Evaluation and Adjustment Procedures**

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- ARTICLE 9** – (1) Evaluation and adjustment procedures are carried out by the undergraduate transfer commission.
- (2) Valid and invalid applications are determined by checking whether the candidate fulfils the application conditions.
  - (3) In the evaluation of valid applications, 90% of the candidate's ÖSYS/YKS score in the year of registration and 10% of the overall grade point average is taken..
  - (4) The candidate's transfer score is calculated based on the following formula: Undergraduate transfer pass score =  $(x/y*100*0,9)+(z*0,1)$  x: ÖSYS/YKS score in the year the candidate was registered y: The base score of the program to which the candidate wishes to transfer in the year the candidate is registered.  
z: Candidate's GPA converted to 100 (Higher Education Executive Board table is used when converting.)
  - (5) In the evaluation of the foreign or DGS candidate's application, the base score of the year in which the program he/she is enrolled in is used as the ÖSYS/YKS score.
  - (6) The list is created by ranking the candidates' undergraduate transfer scores from the highest to the lowest.
  - (7) Starting from the candidate with the highest score, the main candidates are determined as much as the number of quotas. The rest on the list are determined as alternate candidates.
  - (8) Course equivalence and adjustment procedures of principal and substitute candidates are carried out in accordance with the provisions of the IZTECH Undergraduate Students Course Equivalence and Adaptation Directive.
  - (9) Main and substitute candidates, their adaptation forms, and invalid applications (with the reason for rejection) are sent to the Registrar's Office with the decision of the faculty administrative board.

### **FOURTH PART**

#### **Miscellaneous and Final Provisions**

#### **Announcement of Results**

- ARTICLE 10** – (1) Undergraduate Transfer application results and registration announcement are published on the website of the Registrar's Office. Candidates are not notified separately.

#### **School Enrolment**

- ARTICLE 11** – (1) The registrations of the principal and alternate candidates are made by the Registrar's Office on the dates determined in the academic calendar.

(2) Reserve candidates are registered in order for the remaining quotas from the main candidates who have not registered.

#### **Maximum Time**

**ARTICLE 12** – (1) The maximum education period of the transfer student is calculated by subtracting the time spent in the program before the maximum education period of the program.

#### **Waiving the Right of Undergraduate Transfer**

**ARTICLE 13** – (1) Undergraduate Transfer procedures of students who registered in the relevant year but waive their right to transfer by applying to the Registrar's Office before the start of the fall semester courses are canceled.

#### **Force**

**ARTICLE 14** – (1) This Directive enters into force on the date of its adoption by the Institute Senate.

#### **Executive**

**ARTICLE 15** – (1) The provisions of this Directive are executed by the Rector of İzmir Institute of Technology.