

**IZMIR INSTITUTE OF TECHNOLOGY**  
**UNDERGRADUATE PROGRAMS**  
**INTERNAL 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 internal transfer between the undergraduate programs of İzmir Institute of Technology.

**Scope**

**ARTICLE 2** – (1) This Directive covers the provisions regarding lateral transfers between the undergraduate programs of İzmir Institute of Technology.

**Basis**

**ARTICLE 3** – (1) This Directive has been prepared on the basis of Article 14 of the Higher Education Law No. 2547. It has been prepared on the basis of 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 Council of Higher Education.

**Definitions**

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

Institute / IZTECH expresses İzmir Institute of Technology

ÖİDB 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**

**Quota**

**ARTICLE 5** – (1) Only for the fall semester, the quota is determined for the 3rd and 5th semesters.

(2) The total quota determined cannot exceed 15% of the YKS student quota foreseen for the relevant year of the program.

(3) Quotas are finalized by the decision of the relevant faculty board of directors upon the proposal of the departments.

**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. Besides, 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 quotas; 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.

(7) The ÖSYS/YKS score in the year in which the candidate is registered must not be less than the lowest base score of the domestic programs equivalent to the program desired to be passed.

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

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

(10) Foreign candidates who do not have an ÖSYS/YKS score can apply if they provide the base score in the Foreign Student Admission Exam (TRYÖS) in the year they were placed in the program they want to transfer to.

(11) 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) The announcement regarding the application is published on the Registrar's Office website.

(3) Applications that do not arrive in due time and/or with missing documents will not be evaluated. Candidates are notified in writing.

(4) Application conditions;

a) Achievement rank requirement for Engineering programs and Architecture program,

b) Candidates whose ÖSYS/YKS score in the year they registered does not meet the minimum minimum score requirement of the domestic programs equivalent to the program they want to pass, will not be evaluated. Candidates are notified in writing.

(5) The candidates' GPA and the accuracy of the candidates' 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.

## **THIRD PART**

### **Evaluation and Adjustment Procedures**

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

**ARTICLE 8 –** (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 fulfills the application conditions.

(3) In the evaluation of valid applications, 40% of the candidate's ÖSYS/YKS score and 60% of the overall grade point average are taken.

(4) The candidate's transfer score is calculated based on the following formula: Undergraduate transfer pass score =  $(x/y * 100 * 0,4) + (z * 0,6)$  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 cumulative grade point average converted to 100 system

(5) In the evaluation of the foreign or DGS candidate's application, the base score of the year in which the student is enrolled 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 candidate is determined as much as the number of quotas. The rest on the list are determined as alternate candidates.

(8) Course equivalence and adjustment procedures for 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 (together with the reason for rejection) are sent to the Registrar's Office with the decision of the faculty board of directors.

## **FOURTH PART**

### **Miscellaneous and Final Provisions**

#### **Announcement of Results**

**ARTICLE 9 –** (1) Transfer application results and registration announcements are published on the website of the Registrar's Office. Candidates are not notified separately.

#### **School Enrolment**

**ARTICLE 10 –** (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 11 –** (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 12** – (1) Transfer procedures of students who registered in the relevant year but who give up their right to transfer by applying to the Registrar's Office before the start of the fall semester courses are cancelled.

**Force**

**ARTICLE 13** – (1) This Directive enters into force on the date it is accepted by the Institute Senate.

**Executive**

**ARTICLE 14** – (1) The Rector of İzmir Institute of Technology executes the provisions of this Directive.