

IZMIR INSTITUTE OF TECHNOLOGY
DIRECTIVE ON INSTITUTIONAL TRANSFERS BETWEEN UNDERGRADUATE
PROGRAMS
CHAPTER ONE

Purpose, Scope, Legal Basis, and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this Directive is to regulate the principles governing institutional transfers between undergraduate programs at Izmir Institute of Technology.

Scope

ARTICLE 2 – (1) This Directive covers the provisions governing institutional transfers between undergraduate programs at Izmir Institute of Technology.

Legal Basis

ARTICLE 3 – (1) This Directive has been prepared pursuant to Article 14 of the Higher Education Law No. 2547, the Regulation on the Principles Governing Transfers Between Associate and Undergraduate Programs at Higher Education Institutions, Double Major Programs, Minor Programs, and Inter-Institutional Credit Transfers, and the decisions of the Council of Higher Education (YÖK).

Definitions

ARTICLE 4 – (1) For the purposes of this Directive:

- a) Institute / IZTECH: Izmir Institute of Technology,
 - b) Registrar’s Office (Student Affairs Directorate): the Student Affairs Directorate of IZTECH,
 - c) ÖSYS: Student Selection and Placement System,
 - ç) Transfer Commission: the commission designated by the relevant department chair to evaluate institutional transfer applications,
 - d) YKS: Higher Education Institutions Examination,
 - e) School of Foreign Languages (SFL): the School of Foreign Languages of IZTECH,
 - f) SIS: the IZTECH Student Information System,
- shall have the meanings hereby assigned to them.

CHAPTER TWO
Quotas, Application Requirements, Application Procedure, and English Language
Proficiency

Quota

ARTICLE 5 – (1) Quotas shall be determined only for the 3rd and 5th semesters of the Fall Semester.

(2) The total quota determined shall not exceed **15%** of the YKS student quota allocated to the relevant program for the respective academic year.

(3) The quotas shall be finalized by the decision of the relevant Faculty Administrative Board upon the proposal of the departments.

Application Requirements

ARTICLE 6 – (1) To apply for engineering programs, applicants must have ranked at least **300,000th** in the ÖSYS/YKS ranking. To apply for the Architecture program, applicants must have ranked at least **250,000th** in the ÖSYS/YKS ranking.

(2) Students who have completed the 1st and 2nd semester courses within a maximum of two semesters may apply for the 3rd semester quotas. Students who have completed the first four semesters within a maximum of four semesters may apply for the 5th semester quotas. (Semesters during which the student was on an approved leave of absence shall not be counted.)

(3) Applications may not be made to a semester lower than the one already completed.

(4) Applicants must not have interrupted their studies up to the semester for which they are applying (i.e., they must not have any unregistered semester).

(5) All courses taken must have been successfully completed.

(6) Applicants must have a minimum cumulative GPA of **2.50/4.00**.

(7) The applicant's ÖSYS/YKS score in the year of admission must not be lower than the lowest placement score of the equivalent domestic program to which the applicant wishes to transfer in that same year.

(8) Departments may establish additional application requirements by the decision of the relevant Faculty Administrative Board. **Click here** for the additional application requirements of the departments.

(9) Applicants may apply for an institutional transfer to only one program.

(10) International applicants who do not have an ÖSYS/YKS score may apply for an institutional transfer provided that they have obtained at least the minimum score required in the **Türkiye Examination for International Students (TR-YÖS)** for the program they wish to transfer to in the year corresponding to their admission.

(11) Applications shall be submitted to the Registrar's Office (Student Affairs Directorate) through the Student Information System (SIS) within the application period announced in the Academic Calendar.

Application Procedure

ARTICLE 7 –

(1) The announcement regarding the application process shall be published on the website of the Registrar's Office (Student Affairs Directorate).

(2) The application process shall be carried out by the Registrar's Office (Student Affairs Directorate) through the Student Information System (SIS).

(3) Applications not received within the specified period shall not be accepted. Applications with incomplete documents or those that do not meet the application requirements shall be rejected.

(4) The Registrar's Office (Student Affairs Directorate) shall verify whether the applicants have submitted all required documents, their cumulative GPA, the accuracy of their ÖSYM scores, and their placement rankings.

(5) Applications of candidates whose ÖSYS/YKS score in the year of admission is lower than the minimum placement score required for the equivalent domestic program to which they wish to transfer shall be rejected and shall not be evaluated. Applicants may view the status of their application (accepted for evaluation or rejected) through the application module in the Student Information System. No separate notification shall be made to the applicants.

English Language Proficiency

ARTICLE 8 – (1) Since applicants are already deemed to have satisfied the English language proficiency requirement, their applications shall not be submitted to the School of Foreign Languages (SFL) for evaluation. Following the evaluation conducted by the Registrar's Office (Student Affairs Directorate), the process shall continue with the relevant Faculties.

CHAPTER THREE

Evaluation and Credit Transfer Procedures

Evaluation and Credit Transfer Procedures

ARTICLE 9 – (1) The evaluation and credit transfer procedures shall be carried out by the Transfer Commission of the relevant Faculty.

(2) The members of the Faculty Transfer Commission shall evaluate the applications by reviewing the application files and the summary table containing the applicants' information through the system.

(3) The Transfer Commission shall determine invalid applications by verifying the applicant's semester eligibility, whether the required courses in the curriculum have been completed, and whether the applicant has any failed courses. Invalid applications shall be rejected through the system.

(4) In the evaluation of valid applications, **40%** of the applicant's ÖSYS/YKS score in the year of admission and **60%** of the applicant's cumulative GPA shall be taken into consideration.

(5) The institutional transfer score shall be calculated according to the following formula:

$$\text{Institutional Transfer Score} = (x/y * 100 * 0,4) + (z * 0,6)$$

x: The applicant's ÖSYS/YKS score in the year of admission

y: The minimum placement score of the program to which the applicant wishes to transfer in the year of the applicant's admission

z: The applicant's cumulative GPA converted to the 100-point grading system

(6) For international applicants or applicants admitted through the **Vertical Transfer Examination (DGS)**, the minimum placement score of the program in which the applicant is enrolled for the year of admission shall be used as the ÖSYS/YKS score for evaluation purposes.

(7) Applicants shall be ranked from the highest to the lowest institutional transfer score. Principal candidates shall be selected according to the announced quota, starting with the highest-ranked applicant. An equal number of reserve candidates shall also be determined.

(8) Course equivalency and credit transfer procedures for the principal and reserve candidates shall be carried out in accordance with the provisions of the **IZTECH Directive on Course Equivalency and Credit Transfer for Undergraduate Students**. Students admitted through institutional transfer shall be placed into the **3rd semester** if applying for the 3rd semester, or into the **5th semester** if applying for the 5th semester, and the placement shall be recorded in the credit transfer form.

(9) The evaluation results shall be reviewed by the Faculty Administrative Board. Following the Board's decision, the results shall be announced by the Faculties through the system as "**Accepted**" or "**Not Accepted**."

(10) The list of principal and reserve candidates, their credit transfer forms, and the invalid applications (together with the reason for rejection) shall be submitted to the Registrar's Office (Student Affairs Directorate) upon the decision of the Faculty Administrative Board.

CHAPTER FOUR

Miscellaneous and Final Provisions

Announcement of the Results

ARTICLE 10_– Applicants shall be able to view the final results of the institutional transfer evaluation through the application system. No separate notification shall be made to the applicants. The registration announcement for the successful applicants shall be published on the website of the Registrar's Office (Student Affairs Directorate).

Registration Procedures

ARTICLE 11 – (1) The registration of principal and reserve candidates shall be carried out by the Registrar's Office (Student Affairs Directorate) on the dates specified in the Academic Calendar.

(2) Vacant quotas resulting from principal candidates who fail to register shall be filled by reserve candidates in rank order.

Maximum Period of Study

ARTICLE 12 – (1) For students admitted through an institutional transfer, the maximum period of study shall be calculated by deducting the period spent in the previous program from the maximum period of study of the new program.

Withdrawal from the Right of Institutional Transfer

ARTICLE 13 – (1) Students who have completed their registration but apply to the Registrar's Office (Student Affairs Directorate) to withdraw from their institutional transfer before the beginning of the Fall Semester classes shall have their institutional transfer cancelled.

Entry into Force

ARTICLE 14 – (1) This Directive shall enter into force on the date of its approval by the Institute Senate.

Implementation

ARTICLE 15 – (1) The provisions of this Directive shall be implemented by the Rector of Izmir Institute of Technology.

YEAR-BASED ÖSYM SCORE TYPES

FROM 2018 ONWARDS						
Quantitative Score Type (TYT ile AYT)	Verbal Score Type (TYT ile AYT)	Equal Weight Score Type (TYT ile AYT)	Foreign Language Score Type (TYT ile YDT)			
FROM 2010 ONWARDS						
Quantitative Score Type (YGS-1 ile YGS-2)	Verbal Score Type (YGS-3 ile YGS-4)	Equal Weight Score Type (YGS-5 ile YGS-6)	Mathematics– Science Score Type	Turkish– Mathematics Score Type	Turkish– Social Sciences Score Type	Foreign Language Score Type
2009 AND EARLIER						
Quantitative Score Type (SAY-1)	Verbal Score Type (SÖZ-1)	Equal Weight Score Type (EA-1)	Mathematics– Science Score Type	Turkish– Mathematics Score Type	Turkish– Social Sciences Score Type	Foreign Language Score Type

This Directive was adopted by the IZTECH Senate by its decision dated **13 June 2023** and numbered **23/4(E.2300032155)**.

Amendments to the Directive

1	14.12.2023- E.2300072088	Paragraph 5 of Article 8 was amended.
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2	27.05.2025- E.2500033814	Paragraph 10 of Article 6 was amended.
3	23.06.2026- E.2600040533	Articles 4, 6, 7, 8, 9, 10, 11, 12, 13, 14, and 15 were amended.