

IZMIR INSTITUTE OF TECHNOLOGY
DIRECTIVE ON INTER-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 **inter-institutional transfers** to the undergraduate programs of **Izmir Institute of Technology** from other higher education institutions.

Scope

ARTICLE 2 – (1) This Directive covers the provisions governing **inter-institutional transfers** to the undergraduate programs of **Izmir Institute of Technology** from equivalent undergraduate programs offered by other higher education institutions in Türkiye that either bear the same name or are determined by the relevant administrative boards to have at least **80% curriculum equivalence**.

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 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) The minimum quotas shall be determined by the Council of Higher Education.

(2) The quotas determined by the Council of Higher Education shall not be increased by the Institute.

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

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** or **70/100**.

(7) 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.

(8) Applicants may apply for transfer to only one program.

(9) International applicants who do not have an ÖSYS/YKS score may apply using the minimum placement score and placement ranking of the program in which they are enrolled for the year of their admission.

(10) Applications shall be submitted 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) 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) The foreign language exemption status of applicants shall be evaluated by the School of Foreign Languages (SFL) based on the documents submitted through the application module.

(2) Since the language of instruction at IZTECH is English, applicants must satisfy at least one of the exemption requirements of the English Preparatory Program offered by the School of Foreign Languages.

(3) The exemption status of applicants from the English Preparatory Program shall be announced on the website of the School of Foreign Languages. No separate notification shall be made to the applicants.

(4) Applicants who do not satisfy the exemption requirements shall be required to take the English Proficiency Examination.

(5) Following the English Proficiency Examination, the applicants' English Preparatory Program status shall be recorded in the system by the School of Foreign Languages. The examination results shall also be announced on the SFL website.

(6) Applications of candidates who are unsuccessful in the evaluation conducted by the School of Foreign Languages shall be rejected and shall not be considered for further evaluation.

CHAPTER THREE

Evaluation and Credit Transfer Procedures

Evaluation and Credit Transfer Procedures

ARTICLE 9 – (1) The evaluation and credit transfer procedures for applicants whose applications have been deemed valid and whose English language proficiency has been approved by the School of Foreign Languages (SFL) 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, the equivalency of the program applied for, and whether the applicant has any failed courses. Invalid applications shall be rejected through the system.

(4) In the evaluation of valid applications, 90% of the applicant's ÖSYS/YKS score in the year of admission and 10% of the applicant's cumulative GPA shall be taken into consideration.

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

$$\text{Inter-Institutional Transfer Score} = (x / y \times 100 \times 0.9) + (z \times 0.1)$$

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 (The conversion shall be made using the table approved by the Executive Board of the Council of Higher Education.)

(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 inter-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 inter-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 – (1) Applicants shall be able to view the final results of the inter-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 inter-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 Inter-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 inter-institutional transfer before the beginning of the Fall Semester classes shall have their inter-institutional transfer cancelled.

Entry into Force

ARTICLE 14 – (1) This Directive shall enter into force on 13 June 2023, 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.

YILLAR İTİBARIYLA ÖSYM PUAN TÜRLERİ

AS OF 2018						
Quantitative (SAY) Score Type (TYT and AYT)		Verbal (SÖZ) Score Type (TYT and AYT)		Equal Weight (EA) Score Type (TYT and AYT)		Foreign Language (DİL) Score Type (TYT and YDT)
AS OF 2010						
Quantitative (SAY) Score Type (YGS-1 and YGS-2)	Verbal (SÖZ) Score Type (YGS-3 and YGS-4)	Equal Weight (EA) Score Type (YGS-5 and YGS-6)	Mathematics– Science (MF) Score Type	Turkish– Mathematics (TM) Score Type	Turkish– Social Sciences (TS) Score Type	Foreign Language (DİL) Score Type
2009 and Earlier						
Quantitative (SAY) Score Type (SAY-1)	Verbal (SÖZ) Score Type (SÖZ- 1)	Equal Weight (EA) Score Type (EA-1)	Mathematics– Science Score Type (SAY- 2)	Turkish– Mathematics Score Type (EA-2)	Turkish– Social Sciences Score Type (SÖZ-2)	Foreign Language Score Type (DİL)

This Directive was adopted by the Senate of **İzmir Institute of Technology (IZTECH)** by its decision dated **13.06.2023** and numbered **23/4 (E.2300032155)**.

Amendments to the Directive

1	14.12.2023 - E.2300072088	Paragraph five of Article 9 was amended.
2	02.06.2026-14/1 E. 2600036889	Articles 4, 6, 7, 8, 9, and 10 were amended.