
**NISANTASI UNIVERSITY DIRECTIVE FOR PRINCIPLES ON RECOGNITION OF
PREVIOUSLY ACQUIRED QUALIFICATIONS, COURSE EQUIVALENCE AND ADJUSTMENT**

CHAPTER ONE**Purpose, Scope, Ground and Definitions****Purpose**

Article 1 – (1) The purpose of this directive is to determine the exemption and semester/year adaptation adjustment of the courses that Nişantaşı University students who have newly enrolled in Nisantasi University and those who are enrolled in a program other than the program they are enrolled in through the DMP, minor, internal lateral (undergraduate) transfer processes, have taken from Nisantasi University and other higher education institutions, excluding distance education programs, and have been successful.

Scope

Article 2 – (1) This directive applies to the exemptions of Nisantasi University students from the courses they have taken before for any reason, their adjustment and the procedures related to the courses for which the exemption exam will be held.

Ground

Article 3 – (1) This directive is has been issued on the grounds of the Council of Higher Education Regulation on the Principles of Transfer between Associate Degree and Undergraduate Degree Programs in Higher Education Institutions, Double Major, Minor and Inter-Institutional Credit Transfer, dated 24.04.2010 and numbered 27561, and Nisantasi University Regulation on Associate Degree and Undergraduate Examination.

Definitions

Article 4 – (1) In this directive;

- a) YOK: Refers to the Council of Higher Education.
- b) University: Refers to Nisantasi University.
- c) Academic Unit: Refers to the Institute Directorate, Faculty Deans, Conservatory Directorate, College Directorates and Vocational School Directorates affiliated to the University.
- ç) Academic Unit Board: Refers to the institute board in the institute affiliated to Nişantaşı University, the faculty board in faculties, the conservatory board in conservatories, the college board in colleges and the vocational school board in vocational colleges.
- d) Academic Unit Administrative Board: Refers to the institute administrative board in the institute affiliated to Nişantaşı University, the faculty administrative board in faculties, the conservatory administrative board in conservatories, and the school administrative board in colleges and vocational schools.
- e) Commission: Refers to the Exemption and Adjustment Commission to be appointed by the relevant Academic Unit.
- f) Exemption and Adjustment Objection Commission: Refers to the Exemption and Adjustment Objection Committee to be appointed by the relevant Academic Unit.

- g) Department of Student Affairs (OIDB): Refers to the unit of Nisantasi University in charge of carrying out all registration procedures for students.
- ğ) Weighted Grade Point Average (GPA): Refers to the number obtained by dividing the sum of the weighted grades of all compulsory, elective and common compulsory courses in the student's program by the total ECTS of these courses.
- h) Curriculum: Refers to the list of courses, internships and practices approved by the Senate, arranged to include the required number of credits and ECTS that the student must take and be successful in order to graduate from the department or program he/she is enrolled in.
- ı) Exemption: Refers to the situation to accept the equivalence of the course/courses in the curriculum according to credit and content compatibility, instead of the previously taken and successful course/courses.
- i) Adjustment Process: Refers to the process of determining the semester/year that students who have the right to enroll in the university, will continue according to the courses which they have taken from any higher education institution before and are considered exempt.
- j) Credit: Refers to the credit defined in the University Regulation on Postgraduate Education Regulation and the Associate Degree and Undergraduate Education and Examination.
- k) European Credit Transfer System (ECTS): Refers to the credit that expresses all the work that the student has to do in order to successfully complete a course.
- l) YOK Equivalency Table: Refers to the Table of Equivalents of the Higher Education Council's Grades in the 4-point Grading System in the 100-point Grading System.
- m) Preparatory Class: Refers to Nisantasi University English Preparatory Class.
- n) NEPP (Nisantasi English Proficiency & Placement) Exam: Refers to Nisantasi University English Proficiency and Placement Exam.

SECTION TWO

General Principles and Operation

Exemption and Adjustment Applications

Article 5 – (1) Students who are enrolled in university should apply to the relevant unit with a petition for exemption within 10 (ten) business days following the first enrollment date in the university. Preparatory students, on the other hand, should apply for adjustment to the relevant department within 10 (ten) business days following the announcement of their qualification results (Exemption requests to be made in the next semester/years or requests for cancellation of exemption/adjustment procedures are not accepted).

- 1) Students who request exemption and adjustment should clearly and in writing indicate in their petitions which courses they have taken before and which they have been successful in. The originals of the following documents should be attached to the petition, provided that they are approved by the higher education institution where the student studied before, and if the originals are not in Turkish or English, their notarized translations in Turkish or English should be attached.
 - a. Course Contents
 - b. Grade sheet (transcript)
 - c. Curriculum (Includes Theory - Practice - Laboratory - Credits / ECTS information)

- d. University's YOK equivalency certificate (for exemption applications for courses taken from foreign universities)
- e. Applications are not taken into the process in cases where the documents are transmitted by e-mail or fax, etc., photocopied, unapproved or incomplete. If the relevant unit needs other documents in order for the petition to be processed, it can request it by contacting the student.

Exemption and Adjustment Commission

Article 6 – (1) In order to carry out the exemption and adjustment procedures; in Institute, Faculty, Conservatory, College and Vocational School, the exemption and adjustment commission of each Department/Program consists of the exemption officer assigned to that department/program, the Head of the Department/Program and the Dean/Director.

Exemption and Adjustment Objection Commission

Article 7 – (1) In order to carry out the exemption and adjustment objection procedures, the exemption and adjustment objection commission of the Institute, Faculty, Conservatory, Vocational School and Vocational School consists of the Dean/Director and two full-time Teaching Staff to be assigned.

Exemption and Adjustment Process Article 8 – (1) The process below is followed in making the exemption and adjustment procedures: Applications for exemption and adjustment are made to the related academic unit Institute Secretariat/Faculty Secretariat/College Secretariat/Vocational School Secretariat. Applications that are registered are forwarded to the exemption and adjustment commission of the relevant Department/Program on the same day.

- a) The commission examines the exemption and adjustment requests according to the principles of this directive, and concludes the exemption and adjustment procedures within 1-3 working days.
- b) The commission makes its decision at once for all the courses for which exemption is requested and prepares an equivalence chart in the form of minutes, separately for each student.
- c) Commission decisions are evaluated and decided by the relevant Academic Unit Administrative Board. In the decision taken, the semester to which the student is adapted, the names of the exempted courses, their codes, credits (ECTS) and success grades are clearly stated.
- d) The decision of the Administrative Board is notified to the students and the Department of Student Affairs within 5 working days at the latest by the unit.
- e) The student can object to the decision of the Unit Administrative Board by submitting a written petition to the Academic Unit Institute Secretariat/Faculty Secretariat/School Secretariat/Vocational School Secretariat within 3 working days after being notified of the decision of the Administrative Board of the Unit. The objection is evaluated by the academic unit exemption and adjustment objection committee and a written answer is given to the student within 5 working days.
- f) As of the date of enrolment, students are obliged to fulfill the attendance, homework, etc. conditions of the courses for which they request exemption or adjustment. If their exemption is accepted, their obligations are eliminated.

Principles Regarding Exemption and Adjustment

Article 9 – (1) Exemption and adjustment procedures are carried out according to the following principles:

- a) It is essential that the learning outcomes are compatible with the adjustment of a course to another course.
- b) The courses taken by the student in the Double Major / Minor program cannot be exempted from the student's Major.
- c) For courses repeated more than once, the most recent success grade is taken as a basis for exemption evaluation.
- d) In order for the students who have the right to enroll in undergraduate programs taught in a foreign language, to start the undergraduate program, they should pass the Proficiency Exam announced in that year's academic calendar, or obtain a valid score from the international exams whose equivalence is accepted. Students who cannot meet this condition continue to the preparatory class.
- e) The compatibility of the ECTS values, course hours or content of the courses is considered as a sufficient condition. Compulsory courses can be adjusted as elective and elective courses as compulsory courses.
- f) Although the course names are not the same, courses that fulfill the exemption conditions in this directive can be adjusted.
- g) An exemption request is not accepted for the courses in which the student is successful while simultaneously studying at another Higher Education Institution (Associate Degree, Open or Distance Education Programs, etc.) at the university.
- h) Turkish 1 and 2, Atatürk's Principles and History of Revolution 1 and 2 and Foreign Language 1 and 2 courses within the scope of YOK Compulsory Courses are considered equivalent regardless of their credits and ECTS.
- i) Based on their content, more than one course can be considered equivalent to one course. In this case, the adjustment is made by considering the weighted average of the courses.
- j) Considering the content and credit / ECTS compatibility, a course can be considered equivalent to more than one course. In this case, the grade of the course is considered the same for all the courses adjusted.
- k) If the exemption conditions are met, the condition of teaching the course in the same language is not required.
- l) If the courses taken under special student status appear in the transcript of the registered higher education institution, an exemption application can be made.
- m) Exemption application for the graduation project course is not accepted.
- n) While evaluating the exemption request for the internship course, the commission decides according to the content, duration, grades of the student's internship, and the evaluations. For this evaluation, internship documents are requested from the student.
- o) In the adjustment process of students studying abroad within the scope of international exchange programs, the decision for the courses taken by the student be counted instead of which course in the curriculum at the university is made by considering his/her contribution to the education process and his/her adequacy, upon the recommendation of the student advisor and the Erasmus coordinator, the exemption and adjustment commission of the relevant Department/Program and the decision of the relevant Academic Unit administrative board. The ECTS load of the course brought in the transcripts and calculations of the courses brought in Erasmus should not be less than the ECTS load of the course in our university.
- ö) In order to be exempted from prerequisite courses, the prerequisite of the course should also be successfully completed.

- p) Except for students who had lateral (undergraduate) transfer with their grade point average, if the total ECTS of the exempted courses is more than 50% of the ECTS load of the semester shown in the curriculum, the student is adjusted to the next semester. Courses that are not taken / exempted are taken first according to the current semester.
- q) Exemption and adjustment procedures for students who had lateral (undergraduate) transfer with a grade point average are made in accordance with the Council of Higher Education Regulation on the Principles of Transfer between Associate Degree and Undergraduate Degree Programs, Double Major, Minor and Inter-Institutional Credit Transfers, dated 24.04.2010 and numbered 27561.
- r) The exemption of the student from his/her previous education can only be made between co-programs. This provision does not apply to students who do lateral (undergraduate) transfer through the Additional Article 1 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 Transfer.
- s) In order for the exemption of previous education to be done, ten years from the graduation date of undergraduate and doctoral programs, and five years from the date of associate and master's degree should not have passed.
- t) The grade conversions of the exempted and adapted courses are carried out according to the grade conversion tables approved by our University Senate, the YOK equivalency table and the 25th Article of the Nişantaşı University Regulation on Associate and Undergraduate Education and Examination.
- u) In the calculation of normal education and maximum education periods, the semester enrolled in the university is taken as a basis.
- v) Preparatory class exemption procedures are done according to Preparatory Class directives.
- w) The university can hold exemption exams for compulsory courses of YOK and for other courses with the decision of the Senate on the dates announced in its academic calendar. All students who have not taken the relevant courses before, or who have taken but failed the relevant courses, can attend these exams regardless of which semester the course will be taught in their curriculum.
- x) Exempted courses are indicated by T (transfer). The exempted courses cannot be taken again.

Other Issues

Article 10 – (1) In cases where there is no provision in the directive; The provisions of other relevant legislation, the decisions of the Council of Higher Education and the University Senate are applied.

Enforcement

Article 11 – (1) This directive enters into force as of the approval date of Nisantasi University Board of Trustees.

Execution

Article 12 – (1) This Directive is executed by the Rector of Nisantasi University.