

**REGULATION GOVERNING THE PRINCIPLES OF TRANSFER, DOUBLE MAJOR, MINOR AND INTER- INSTITUTIONAL CREDIT TRANSFER BETWEEN ASSOCIATE AND UNDERGRADUATE PROGRAMS IN HIGHER EDUCATION INSTITUTIONS**

**PART ONE**

**Aim, Scope, Basis, and Definitions**

**Aim**

**ARTICLE 1 - (1)** The purpose of this Regulation is to regulate the procedures and principles to be followed in the transfer of associate and undergraduate level students between diploma programs within the faculties, school, conservatories or vocational schools of higher education institutions or to equivalent diploma programs in other higher education institutions, and in the transfer of credits between double major, minor, and higher education institutions.

**Scope**

**ARTICLE 2- (1)** This Regulation covers all kinds of horizontal transfers, double major, minor programs and credit transfers between associate and undergraduate diploma programs at higher education institutions.

**Basis**

**ARTICLE 3 - (1) (Amended: OG-18/3/2016-29657)** This Regulation is subject to the provisions of the first paragraph of Article 7 of the Higher Education Law No. 2547  
It has been prepared based on subparagraph (e) and paragraph (c) of Article 44.

**Definitions**

**ARTICLE 4 - (1)** Wherever in this Document the below terms appear, they shall be taken to refer to the following:

- a) Double major program: A program that allows students who meet the success requirement and other conditions to take courses simultaneously from two diploma programs of the same higher education institution and receive two separate diplomas,
- b) Exchange program: A program that enables students enrolled in one of the institutions to study at the other institution for a short period of time within the framework of a protocol between two domestic or foreign higher education institutions and the courses taken from one institution can be accepted as equivalent in the other higher education institution,
- c) Diploma program: Higher education programs of faculties, schools, conservatories, vocational schools or departments where associate or undergraduate diplomas are issued to students who meet the specified qualifications,
- d) Level: Each of the associate degree or undergraduate diploma programs,
- e) Equivalent diploma program: Diploma programs that have the same name or are determined by the relevant administrative boards to have at least eighty percent of the same content,
- f) (Amended: RG-21/12/2019-30985) Different Score Type: Different Score Types: Starting from 2018, four types of scores are considered in the calculation of scores used in placement to higher education programs within the Student Selection and Placement System, based on the tests used: SAY Score Type (TYT and AYT), SÖZ Score Type (TYT and AYT), EA Score Type (TYT and AYT), and DİL Score Type (TYT and YDT). Starting from 2010, seven score types are considered: SAY Score Type (YGS-1 to YGS-2), SÖZ Score Type (YGS-3 to YGS-4), EA Score Type (YGS-5 to YGS-6), Mathematics-Science (MF) Score Type, Turkish-Mathematics (TM) Score Type, Turkish- Social (TS) Score Type, and Foreign Language (DİL) Score Type. Prior to 2009, there were seven score types: EA-1, SAY-1, SÖZ-1, EA-2, SAY-2, SÖZ-2, and DİL, and these score types corresponded to SAY-1 for SAY Score Type, SÖZ-1 for SÖZ Score Type, EA-1 for EA Score Type, SAY-2 for Mathematics-Science Score Type, EA-2 for Turkish-Mathematics Score Type, SÖZ-2 for Turkish-Social Score Type, and DİL for the Foreign Language Score Type.
- g) Grade point average: The grade point average weighted according to the credits of all courses taken until the semester the student wants to transfer, except the preparatory class,
- h) Relevant administrative board: The faculty administrative board in faculties in higher education institutions, the school administrative board in schools, the conservatory administrative board in conservatories, the vocational school administrative board in vocational schools,
- i) Adjustment program: In case of transfer between diploma programs, a program consisting of additional courses and practices in order to adapt to the curriculum of the diploma program transferred,
- j) Quota The number of students determined and announced in advance,
- k) Within institutional transfer: The transfer of a student to other diploma programs at the same level within the higher education institution in which the student is enrolled,
- l) Between institutional transfer: Transfer from vocational schools established by a university, institute of high technology or foundations without being affiliated to a university to independent vocational schools established by another university, institute of high technology or foundations at the same level,
- m) Transcript of grades: The document in which the names, credits and grades of the courses taken during the education period are written collectively,
- n) Joint program: A program consisting of the courses that students admitted to a faculty, school or vocational school take at the same higher education institution before transferring to a diploma program with an associate or bachelor's degree,
- o) International joint diploma program: The international joint education and training program carried out by higher education institutions in their programs that provide associate or undergraduate diplomas by establishing cooperation with

higher education institutions and other organizations abroad,

p) (**Amended: RG-2/5/2014-28988**) Base score: The entrance score of the student with the lowest score placed in the diploma program of a higher education institution by the Student Selection and Placement Center (ÖSYM) through the central exam,

r) Minor program: A program that enables students enrolled in a diploma program to obtain a document (minor certificate) that does not replace a diploma by taking a limited number of courses on a specific subject within the same higher education institution (**Repealed phrase: RG-21/12/2019-30985**) (...), provided that they meet the prescribed conditions,

s) Horizontal Transfer: Students enrolled in a higher education institution gain the right to continue their education in other diploma programs at the same level within the framework of the principles of this Regulation,

t) Higher education student database (YÖKSİS): The central database where the information of students studying at associate, undergraduate and graduate levels in all higher education institutions within the Council of Higher Education is kept,

u) (**Addition: RG-18/3/2016-29657**) Special student: A student who is a registered student at a higher education institution and who wants to acquire a different higher education environment, culture, acquisition, or who is given the opportunity to continue his/her education at a different higher education institution, provided that his/her records remain at his/her own university due to his/her special situation, health and similar reasons.

## **PART TWO**

### **General Principles**

#### **Quota**

**ARTICLE 5** - (1) Students can transfer between diploma programs of different higher education institutions or between diploma programs within the same higher education institution only within the framework of the number and transition conditions announced in advance.

(2) Quota limitations for transfer to diploma programs that do not have quota limitations in placements made by ÖSYM does not apply.

#### **Transitions**

**ARTICLE 6** - (1) (**Amended: RG-18/3/2016-29657**) Transfer cannot be made to the preparatory class of associate and undergraduate diploma programs, to the first semester and the last semester of associate diploma programs, to the first two semesters and the last two semesters of undergraduate diploma programs.

(2) In the same higher education institution, students can transfer from daytime education to evening education in the same diploma programs without quota limitation. However, students who transfer to an evening education diploma program pay an evening education fee.

(3) In higher education institutions, students can only transfer from evening education to evening education diploma programs. However, students who are in the top ten percent of their class in terms of success from evening education diploma programs can transfer to daytime education diploma programs within the quota.

(4) Students can transfer from open or distance education to other open or distance education diploma programs. In order to be able to transfer from open and distance education to formal education programs, the student's GPA in the program he / she is studying must be 80 or above out of 100 or the central placement score in the year of enrollment must be equal to or higher than the base score of the diploma program of the university he / she wants to transfer to.

(5) Students can transfer from first or second education diploma programs to open or distance education diploma programs.

#### **Application and evaluation**

**ARTICLE 7** - (1) Applications for transfer between diploma programs are made only within the announced period.

(2) (**Amended: RG-21/12/2019-30985**) In addition to the requirements in this Regulation, university senates may also determine the criteria to be used in the evaluation of transfer applications.

(3) The preliminary evaluation of the applications is made by the commissions established by the relevant administrative boards within the framework of the principles determined by the senate. Applications are evaluated according to the criteria determined by the university senate, taking into account the candidates' grade point average, central placement score for transfer to programs of different score types, and if any, the success in the common courses of the program they want to pass, and the transition is provided according to the quota allocated.

(4) Horizontal transfer placement to the diploma program is made upon the decision of the relevant administrative board of higher education institutions.

(5) Being suspended from enrollment does not constitute an obstacle to benefit from the right to transfer.

(6) (**Amended: RG-21/12/2019-30985**) The conversion tables determined by the Administrative Board of Higher Education are used to convert the grades obtained according to the quadratic or faceted system.

#### **Announcement of results and adjustment program**

**ARTICLE 8** - (1) The evaluation results of the candidates applying for transfer to each diploma program are announced on the website of the relevant higher education institution. Those who are entitled to transfer are notified in writing of the decision about them.

(2) In case there are not enough candidates who meet the success requirement, the number of substitute candidates will be announced as many as the number of quotas. In case there is no application from the main candidates within the specified period, the substitutes are called in order.

(3) The relevant commissions take into account the courses taken by the student in the previous semesters and the courses of the program to which the student has transferred, determine the semester or class to which the student will be adjusted according to the principles determined by the senate, and determine an adjustment program consisting of additional courses that the student should take, if any, and the courses that should be exempted.

(4) The new status of students who transfer within the scope of this Regulation is entered into the higher education student database (YÖKSİS) by the Student Affairs Department within 15 days at the latest after the registration process is completed and the transition and adjustment procedures are finalized (**Additional sentences: RG-21/12/2019- 30985**). The transfer procedures of students who have been accepted and enrolled in the relevant year / semester but who give up their right to transfer before the start of the academic year are canceled. These students are not accepted as transfer students and return to the higher education institution where they applied for transfer. These students can transfer to another higher education institution in the year/semester in which they canceled their transfer registration. Students in this situation are also entered into the higher education student database (YÖKSİS) according to the provisions of this article.

### **PART THREE**

#### **Intra-institutional Transfer Between Programs**

##### **Intra-institutional transfer quotas and base score requirement**

**ARTICLE 9** - (1) A faculty, school, conservatory or vocational school can transfer to diploma programs at an equivalent level within its own structure or within the structure of other faculties, schools, conservatories or vocational schools within the same university within the quotas determined by the relevant administrative board.

(2) (**Amended:RG-18/3/2016-29657**) The determination of intra-institutional horizontal transfer quotas for which periods and diploma programs will be set is decided by the relevant administrative board by dividing the quotas for each academic year, starting from the second semester and including up to the fifth semester, in a manner that does not exceed fifteen percent of the annual student quota envisaged in the ÖSYM Guide for each year announced. The authority to determine the principles regarding the continuation of scholarships when students who are studying within the scholarship quota in a private university's program transfer horizontally belongs to the university senates. In determining the intra-institutional transfer quotas for institutions that have a transition from joint programs to diploma programs, the quotas determined by the senate for these diploma programs are taken into account.

(3) (**Amended: RG-21/12/2019-30985**) Intra-institutional horizontal transfer quotas, along with any additional requirements foreseen by the senate for internal horizontal transfers, are announced on the institution's website at least 15 days before the last application date, taking into account the minimum base scores of the relevant diploma program for the last four years and the lowest base score of diploma programs in other universities within the country. In the case of internal horizontal transfers of students placed through the ÖSYM exam, only the ÖSYM exam results are taken into consideration, and no other national or international diploma grades or exam results are considered for placement.

(4) Intra-institutional quotas of programs can be determined separately for diploma programs within the same faculty, school, conservatory or vocational school and for diploma programs within other faculties, schools, conservatories or vocational schools.

(5) In order to be able to apply for a transfer between diploma programs that accept students at the same level (**Repealed phrase: RG- 12/4/2019-30743**)(...) within the University, it is required that the student's central placement score in the score type valid for the diploma program he / she wants to transfer as of the year in which he / she took the central exam is not less than the lowest base score of the diploma programs of other universities in the country equivalent to the diploma program he / she wants to transfer.

(6) For intra-institutional transfers to diploma programs that take students with an aptitude exam, it is required to be successful in the aptitude exam in addition to other conditions.

##### **Transition from joint program to diploma programs**

**ARTICLE 10** - (1) In order for the students who are placed in the joint program to transfer to the diploma program, the quotas are determined by the senate one week before the registration period at the latest, so that the quota of each diploma program is not less than thirty.

(2) Each student who successfully completes the joint program is given as many preferences as the number of diploma programs in the joint program in order to transfer to the diploma program.

(3) In higher education institutions that apply a common program before the diploma program, students who successfully complete this program can be placed in the diploma programs stipulated in the ÖSYM Guides for the common program in which they are placed with the central exam or aptitude exam, based on their GPA in the common program or based on the placement score obtained by adding the candidates' central placement score and GPA. If the placement scores of the candidates are equal, the one with the higher central placement score is given priority. Which of these criteria will be applied is determined by the university senate.

(4) The time spent outside the foreign language preparatory class prior to the selection of the diploma program is included in the duration of study.

(5) The transfer of candidates who are placed in a joint program with a score type to diploma programs that accept students with different score types within the same higher education institution is made according to the

provisions of this Regulation on intra-institutional transfer.

## SECTION FOUR

### Horizontal Transfer Between Institutions

#### Inter-institutional transfer

**ARTICLE 11** - (1) Inter-institutional transfer is made between equivalent diploma programs of higher education institutions at the same level and within the quotas published by the Council of Higher Education.

(2) For inter-institutional transfer, the student must have a GPA of at least 60 out of 100 for the semesters he / she has completed in the program he / she is enrolled in.

(3) Candidates who cannot meet the success requirement in the second paragraph, but whose central placement score is equal to or higher than the base score of the diploma program they want to transfer to can apply for transfer. **(Repealed last sentence: RG-21/9/2013-28772) (...)**

(4) The determined transfer quotas of higher education institutions and the application and evaluation calendar are announced on the website of the Council of Higher Education.

(5) In diploma programs offering associate degree, the quotas for transfer and the application and evaluation calendar are announced in January for the second semester and in July for the third semester.

(6) In diploma programs offering bachelor's degree; for the second and third grades in four-year programs, for the second, third and fourth grades in five-year programs, and for the second, third, fourth and fifth grades in six-year programs, the quotas for transfer and the application and evaluation calendar are announced in July.

(7) For the second, third, fourth and fifth grades, the Higher Education Council determines two inter-institutional transfer quotas for diploma programs with a general quota of 50 and less than 50, three quotas for programs between 51 and 100, and four quotas for diploma programs with 101 and above. However, the relevant administrative boards of faculties, schools or vocational schools may determine additional quotas in a way that does not exceed the difference between the number of students who have been dismissed or left the program and the number of students who have been transferred in this semester until the semester in which the quota of the diploma program to be transferred is determined. If additional quotas are determined, these quotas are notified to the Council of Higher Education by the end of working hours on the thirtieth day of June at the latest. For associate degree programs, additional transfer quotas to be opened in the second semester are determined by the relevant administrative board and notified to the Council of Higher Education by the end of working hours on the thirty-first day of December at the latest.

(8) In order to transfer to higher education institutions that provide education entirely or partially in a foreign language, it is essential to be successful in the foreign language proficiency exam to be held by the relevant higher education institution or **(Additional phrase: RG-21/12/2019- 30985)** to document a score at the success level determined by the relevant higher education institution from nationally or internationally recognized foreign language exams recognized by the Council of Higher Education during the application.

(9) Students who want to transfer to open or distance education programs that do not have a quota limit apply to the relevant higher education institution until the end of working hours on the last day of the first week of September.

(10) **(Amended: RG-18/3/2016-29657)** The courses that the students who come by transfer have taken and succeeded in the previous diploma program are adjusted, and the grades previously obtained for these courses are recorded on the transcript and added to the grade point average.

#### Evaluation

**ARTICLE 12-** (1) Inter-institutional transfer evaluation results are announced on the website of the relevant higher education institution with the names of all candidates with valid applications, ranked according to the scores based on the evaluation.

(2) The preliminary evaluation of the applications is made by the commissions established by the relevant administrative boards within the framework of the principles determined by the university senate. The applications are evaluated according to the criteria determined by the university senate, taking into account the overall grade point average of the candidates and their success in the common courses of the program they want to pass, if any, and the transition is provided according to the quota allocated.

(3) If there is a candidate with sufficient qualifications, the same number of original and substitute candidates are determined. The applications of the substitutes are taken instead of the original candidates who do not apply within the period specified in the calendar. The adjustment programs of the students who are entitled to transfer are made in a way to ensure that these students start the new academic semester on the same date as the other students.

#### Transfer from other higher education institutions

**ARTICLE 13** - (1) **(Amended phrase: RG-21/12/2019-30985)** Students who continue their education at associate and undergraduate level in higher education institutions affiliated to the Ministry of National Defense and the Ministry of Interior can transfer to other higher education institutions within the framework of the provisions regulated by their special laws and in accordance with the relevant provisions of this Regulation.

(2) Those who are dismissed from these institutions due to the acts listed in Article 9 of the Higher Education Institutions Student Discipline Regulation published in the Official Gazette dated 18/8/2012 and numbered 28388, due to failure or indiscipline cannot apply for transfer to other higher education institutions.

(3) Students who are dismissed from higher education institutions within the scope of the first paragraph for a reason not covered by the second paragraph may apply for transfer to other higher education institutions within two years from the

date of dismissal. These applications are evaluated according to the provisions of inter-institutional transfer.

(4) (Ek:RG-16/8/2011-28027) (Mülga:RG-21/12/2019-30985)

**Transfer from foreign higher education institutions to domestic ones**

**ARTICLE 14** - (1) University senates may determine quotas for transfer from higher education institutions abroad. If a quota is determined, the quotas of higher education institutions abroad, which are determined not to exceed half of the inter-institutional transfer quota for each program, and the application requirements determined by the university senate are notified to the Council of Higher Education together with the inter-institutional transfer quotas until the end of working hours on the thirtieth day of June at the latest. On the website of the Council of Higher Education, all higher education institutions' foreign student quotas, application requirements and evaluation calendar are announced.

(2) For transfer from higher education institutions in foreign countries to higher education institutions in Türkiye, the student's inter-institutional transfer success criteria determined in the second paragraph of Article 11 of this Regulation (Amended phrase: RG-10/6/2020-31151) are required.

(3) In transfer from higher education institutions abroad, students who have the base score in the admission of students to the relevant class of the diploma program in the higher education institution to which the student wants to transfer can apply for transfer without the requirement of success in all courses they have studied abroad. The transfer application of the students who apply in this way is subject to the principles determined by the university senate. Within the framework of the framework, it is evaluated outside the scope of the international transfer quota.

(4) For applications made from universities abroad, it is required that the higher education institution where the student is studying abroad and the program in which the education is carried out is recognized by the Council of Higher Education as an institution authorized to award associate degree or undergraduate diploma and that the equivalence of the diploma program in which the student is enrolled to the associate degree or undergraduate diploma program to which he / she applies for transfer is accepted by the relevant university.

(5) The minimum scores in the Student Selection and Placement Exams conducted by the Student Selection and Placement Center and the exams and scores accepted as equivalent to them, which will be used in the evaluation of the transfer applications of students who started higher education abroad to higher education programs in Türkiye, are announced by the Council of Higher Education together with the transfer quotas determined by the universities. Candidates must have at least the announced scores or higher in order to apply for transfer.

(6) (Addition: RG-18/3/2016-29657) In transfer from higher education institutions abroad, the number of students who can transfer to each class of a program from the same higher education institution abroad cannot exceed 15 percent of the foreign quota of the relevant class of that program. In the calculation of 15 percent, numbers below 1 are added to 1. If the part after the comma is less than 5, it is completed to the lower integer, and if it is 5 and above, it is completed to the next higher integer.

(7) (Additional: RG-21/12/2019-30985) The Council of Higher Education may determine additional requirements other than the provisions of this Regulation regarding the transfer from higher education institutions established abroad, including the Turkish Republic of Northern Cyprus, to the programs of higher education institutions in Türkiye that require success ranking. (Additional phrase: RG-9/4/2021-31449) In order to transfer from a higher education institution abroad to a program in our country that requires success ranking, the following criteria are required:

a) (Additional: RG-9/4/2021-31449) In the year the student starts higher education, the university in which the student is enrolled must be among the top four hundred in the world rankings determined by the ranking institutions taken as basis by the Council of Higher Education and meet the semester/class and achievement requirements of this Regulation,

b) (Additional: RG-9/4/2021-31449) In case of enrollment in a university outside the first quartile;

1) Those who have completed their secondary education in Türkiye must have taken the central placement exam in any case and have met the success ranking requirement in the relevant score type of the program for which success ranking is required as of the registration year,

2) Those who have completed at least the last two years of their elementary education abroad must have successfully completed at least four semesters of the diploma program they have enrolled in, excluding the preparatory class,

**International students**

**ARTICLE 15** - (1) The quota of international students with the nationality of that country from foreign countries determined by the Council of Higher Education is not subject to the limitation specified in the first paragraph of Article 14 of this Regulation.

**SECTION FIVE**

**Double Major, Minor, and Inter-Institutional Credit Transfer**

**Double major program**

**ARTICLE 16** - (1) (Amended: RG-9/6/2017- 30091) A double major program can be opened between associate degree programs and other associate degree programs, between undergraduate programs and other undergraduate programs or associate degree programs carried out in the same higher education institution with the approval of the senate upon the proposal of the relevant departments and faculty / school boards. (Additional sentence: RG-21/12/2019-30985)(1) The student who wants to double major in programs that require success ranking must have met the success ranking requirement determined by the Council of Higher Education for the relevant program in the year of enrollment, in addition to the other requirements specified in this Regulation.

(2) **(Amended: RG-9/6/2017- 30091)** Students are admitted to the second major diploma program with the approval of the faculty / school administrative board upon the proposal of the relevant department where that program is carried out.

(3) Students cannot enroll in more than one second major diploma program at the same time. However, it is possible to enroll in a second major diploma and a minor program at the same time.

(4) Students in the second major diploma program can transfer to the second major diploma program when they meet the conditions in accordance with the provisions of internal transfer in the major diploma program.

(5) In the admission of students to the double major diploma program that accepts students with an aptitude exam, it is required to be successful in the aptitude exam.

(6) **(Addition: RG-16/8/2011-28027)** The courses and credits that the student must take in the double major program are determined with the approval of the senate upon the proposal of the relevant departments and faculty boards, taking into account the Higher Education Field Qualifications determined by the Council of Higher Education. The relevant double major undergraduate program must be organized in a way to ensure that the student has learning outcomes defined according to the knowledge, skills, and competencies that the student must acquire at the end of the program.

#### **Application period**

**ARTICLE 17 - (1) (Amended: RG-9/6/2017- 30091)** Students can apply to the second major diploma program at the beginning of the third semester at the earliest in the major undergraduate diploma program and at the beginning of the fifth semester at the latest in four-year programs, at the beginning of the seventh semester in five-year programs, at the beginning of the ninth semester in six-year programs, at the beginning of the second semester at the earliest and at the beginning of the third semester at the latest in the major associate degree program.

(2) **(Amended: RG-2/5/2014-28988)** Students whose GPA in the major diploma program at the time of application is at least 70 out of 100 and who are in the top 20% of the relevant class of the major diploma program in terms of success ranking can apply to the second major diploma program. In addition, higher education institutions may determine quotas in accordance with the following conditions, and students may apply within the scope of these conditions:

a) The quota of students who will double major is determined by the university senates, provided that the overall grade point average in the major diploma program is at least 70 out of 100, and the success ranking in the relevant class of the major diploma program is not less than 20%.

b) Except for law, medicine and health programs and engineering programs, the quotas of the programs to be double majored are determined by the university senates, not less than 20% of the quota of the programs.

c) Students whose grade point average in the major diploma program is at least 70 out of 100, but who are not in the top 20% of the relevant class of the major diploma program in terms of success ranking, and who have a score not less than the base score of the program to be double majored in the relevant year can also apply to the double major program.

(3) In order to apply to the double major diploma program, the student must successfully complete all the courses taken in the major diploma program until the semester when they apply for the program.

(4) In order for the student to graduate from the double major program, the GPA must be at least 70 out of 100. During the entire double major program, the student's GPA may drop to 65 out of 100 for one time only. The student whose GPA falls below 70 out of 100 **(Amended phrase: RG- 21/12/2019-30985)**<sup>(2)</sup> for the second time is dismissed from the second major diploma program.

(5) The graduation diploma can only be given to a student who continues his/her second major undergraduate program if he/she graduates from the first major diploma program.

(6) The courses taken by the student enrolled in the double major second diploma program and accepted as equivalent in the major program are shown in the grade table.

(7) **(Amended:RG-18/3/2016-29657)** For students who have the right to graduate from the major diploma program but cannot complete the second major diploma program, the education period is the maximum period specified in paragraph (c) of Article 44 of Law No. 2547 starting from the academic year in which they enroll in the second major diploma program.

(8) Students who do not take courses from the double major program for two consecutive semesters are dismissed from the second major diploma program.

(9) **(Amended: RG-2/5/2014-28988)** The evaluation of the courses taken in the second major program by students who are dismissed from the double major program is determined by the senate. The courses that the student is successful in the second major program that are not accepted in the major program are included in the transcript and diploma supplement without being included in the GPA.

(10) **(Repealed: RG-2/5/2014-28988)**

#### **Minor program**

**ARTICLE 18 - (1)** Higher education institutions can organize minor programs by determining the principles and application requirements with the proposal of the relevant administrative boards and the approval of the senates.

(2) Only a certificate of achievement (minor certificate) is issued to those who complete minor programs in the field in which they receive education. These documents do not replace a diploma.

(3) The quotas of the minor programs are determined by the administrative board that decides to open the relevant program.

(4) Applications are evaluated by the relevant administrative board of that program.

### **Application period**

**ARTICLE 19** - (1) A student may apply to the minor program at the beginning of the third semester of the major undergraduate program at the earliest and the sixth semester at the latest.

(2) Students who have successfully completed all credit courses in the undergraduate program until the semester they apply for the minor program can apply.

(3) At the time of application, the student's GPA in the major program must be at least 65 out of 100.

### **Loans**

**ARTICLE 20-** (1) The student whose application to the minor program is accepted must take and pass the courses determined by the senate decision within the scope of the minor program. These courses are decided between the relevant departments and submitted to the approval of the relevant faculty boards and the university senate.

(2) (**Amended: RG-2/5/2014-28988**) In order to continue the minor program, the student's grade point average in the major program must be at least 60 out of 100. The student who fails to meet this requirement is deregistered from the minor program. The courses that the student is successful and are not counted in the major program are included in the transcript and diploma supplement without being included in the GPA.

(3) (**Amended: RG-18/3/2016-29657**) Students who have achieved the right to graduate from the major program but cannot complete the minor program are granted a maximum of two additional semesters with the decision of the relevant administrative boards.

### **Graduation**

**ARTICLE 21** - (1) The student's success in the minor program does not affect his/her graduation from the major program.

(2) A minor student may voluntarily leave the program in any semester of the education process. A student who deregisters from the minor program cannot re-register for the same minor program.

(3) Students who do not take courses from the minor program for two consecutive semesters are dismissed from this program.

(4) The evaluation of the courses taken in the minor program by the students who are dismissed from the minor program is determined by the senate.

(5) With the decision of the Senate, new conditions may be introduced in addition to those specified in this Regulation for minor programs, and the minimum success grades may be increased.

### **Exchange programs and taking courses as a special student**

**ARTICLE 22** - (1) The credits of the courses or practices taken by a student enrolled in a higher education institution in Türkiye or abroad from another higher education institution at the same level within the scope of national and international student exchange programs or as a special student can be counted as a substitute for the obligations in the diploma program he / she is enrolled in with the decision of the relevant administrative board.

(2) The time spent by the student as a special student and in the exchange program is included in the teaching period.

(3) (**Repealed: RG-2/5/2014-28988**)

(4) Special students and students in exchange programs pay the contribution fee to the higher education institution where they are enrolled.

(5) Students who will attend summer schools as private students pay the summer school fee to the higher education institution where they take the course.

(6) In order for students studying in programs whose medium of instruction is Turkish to take courses from programs whose medium of instruction is a foreign language, they must document that their foreign language level is sufficient.

(7) (**Addition: RG-17/4/2021-31457**)(3) The opportunity to be a special student can be used for a maximum of two semesters during a program. This period can be extended upon the student's request and only with the decision of the Council of Higher Education within the framework of the following requirements:

a) The student has been diagnosed with a serious illness that cannot be treated in the province of residence due to his/her education after his/her placement in the higher education institution, or the progression of the existing illness has been documented with a medical board report from a state hospital or a state university hospital.

b) The proposal of the university administrative board that it is not possible for the student to continue his/her education at the higher education institution where he/she is enrolled due to acts such as assault and violence.

(8) (**Addition: RG-17/4/2021-31457**)(3) Turkish citizen students studying in higher education institutions abroad can benefit from the special student opportunity for a maximum of two semesters.

### **Enrolling in multiple programs at the same level in higher education institutions**

**ARTICLE 23** - (1) (**Amended: RG-18/3/2016-29657**) Students cannot be enrolled in more than one program at the same level in higher education institutions providing formal education.

(2) Students enrolled in any formal vocational school program in higher education institutions or graduates of these programs can enroll in open education associate degree programs, provided that they are different from the associate degree program they have studied or graduated from, which is carried out with the open education system and has no quota limitation.

(3) Students enrolled in any formal undergraduate program of higher education institutions or graduates of these programs can enroll in open education undergraduate or associate degree programs, provided that they are different from the undergraduate program they are studying or graduated from, which is carried out with the open education system and has no quota limitation.

(4) Students or graduates of formal vocational school programs who are also enrolled in the open education

associate degree program prefer one of the formal vocational school or open education associate degree program from which they will graduate in vertical transfer to undergraduate programs.

- (5) The military service procedures of male students who will enroll in open education programs together with formal education are carried out according to their status in formal education. The enrollment of such students in open education programs does not provide any rights related to military service. After enrolling in distance education programs, students who cancel their registration from formal education, provided they document their situation, are entitled to benefit from all student services, including military procedures.

## **SECTION SIX Special Cases**

**ARTICLE 24 - (1)** In the event of permanent secondment of those who are assigned to primary and permanent public services in public institutions and organizations, they and their dependent children and spouses can be transferred to each class or semester of the equivalent diploma program, except for the last class or the last two semesters, within one month at the latest as of the beginning of the academic year, without seeking a quota, provided that their central placement scores at the entrance to the diploma program they are enrolled in are higher than the base score of the diploma program at the higher education institution they will attend as of the year they are placed.

- (2) In the case of a student applying for transfer from foreign higher education institutions, if the student's parent, either a civil servant whose service in the government has ended or a worker who has definitively returned to Türkiye, and if the student has completed at least one year of study, excluding foreign language classes, and has successfully passed all end-of-year exams, this is sufficient for the lateral transfer application. The relevant governing bodies of the higher education institution to which the transfer application is made evaluate such students outside the scope of the quota for transfers from abroad.

(3) The applications of the children of foreign diplomats serving in Türkiye to higher education institutions are evaluated by the administrative board of the higher education institution to which they apply, regardless of the quota requirement. If the application is accepted, the necessary adjustment program is prepared for each student.

## **CHAPTER SEVENTH Miscellaneous and Final Provisions**

**ARTICLE 25 - (1)** In order to ensure that students who participate in exchange programs and successfully complete the courses taken at the higher education institution they attend do not lose a semester, a protocol is signed between the two higher education institutions for course adjustment before the exchange.

(2) Students who continue their studies in an international joint diploma program at a higher education institution in Türkiye, who are dismissed from the higher education institution abroad due to academic failure, can transfer to an equivalent diploma program in their own higher education institution or in another higher education institution within the framework of the transition conditions in this Regulation, based on the success grade in the higher education they received in the country.

- (3) Horizontal transfers between international joint diploma programs and other international joint programs conducted within the same university or another university in the same field are carried out according to the provisions of this Regulation. Horizontal transfers from international joint diploma programs to other diploma programs within the country or from a diploma program within the country to international joint diploma programs are made in accordance with the provisions of this Regulation.

(4) **(Repealed:RG-18/3/2016-29657)**

(5) If special students or students participating in the exchange program transfer between institutions, only the courses accepted in the diploma program they are enrolled in can be transferred.

### **Invalidated regulation**

**ARTICLE 26 - (1)** As of the effective date of this Regulation, the Regulation Governing the Principles of Undergraduate and Associate Degree Level Transfer Between Higher Education Institutions published in the Official Gazette dated 21/10/1982 and numbered 17845 has been repealed.

### **Transfer with central placement score**

#### **ADDITIONAL ARTICLE 1 - (Additional:OG-21/9/2013-28772) (Amended:OG-2/5/2014-28988)**

(1) If the student's central placement score in the year of enrollment is equal to or higher than the base score of the diploma program he / she wants to transfer, the student can apply for transfer, including the preparatory class. The application calendar for transfer to the program, the principles regarding the student quota and the procedures and principles regarding the transfer are determined by the Higher Education Executive Board. In accordance with the determined procedures and principles, the applications of the students are evaluated by the relevant boards of higher education institutions and their transfer is accepted. In cases where the application is more than the quota, the transfer of the candidate with the highest OSYS score is accepted starting from the highest candidate and ranked in order of quota.

(2) **(Addition: RG-18/3/2016-29657)** The maximum duration of students who transfer to a program different from the program they are studying within the scope of this article is calculated by subtracting the class they are accepted from the maximum duration of the program.

### **Transfer in special cases**

#### **ADDITIONAL ARTICLE 2 - (Additional: OG-21/9/2013-28772)**

(1) Students studying in countries where education is determined by the Council of Higher Education to be unsustainable due to violent incidents and humanitarian crises may apply for transfer to higher education institutions in Türkiye. The procedures and principles regarding this issue are determined by the Council of Higher Education.

**Solving problems**

**ADDITIONAL ARTICLE 3 - (Additional: OG-2/5/2014-28988)**

(1) The Executive Board of Higher Education is authorized to resolve the problems that may arise in the implementation of the provisions of this Regulation.

**Existing double major and minor programs**

**PROVISIONAL ARTICLE 1 - (1)** In the double major and minor programs started to be implemented before the effective date of this Regulation, the principles determined by the relevant higher education institution at the opening of the program are applied.

**Validity**

**ARTICLE 27 - (1)** The provisions of this Bylaw on inter-institutional transfer shall enter into force on 1/6/2010, and the other provisions shall enter into force on the date of its publication.

**Implementation**

**ARTICLE 28 - (1)** The provisions of this Regulation shall be executed by the President of the Council of Higher Education.

(1) This amendment takes effect as of the spring semester of the 2019-2020 academic year.

(2) This amendment takes effect as of the fall semester of the 2020-2021 academic year.

(3) This amendment takes effect as of the fall semester of the 2021-2022 academic year.

	<b>Official Gazette where the Regulation was published</b>	
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3.	2/5/2014	28988
4.	18/3/2016	29657
5.	9/6/2017	30091
6.	12/4/2019	30743
7.	21/12/2019	30985
	9	
8.	10/6/2020	31151
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