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DIRECTIVE FOR THE TRANSFER OF INTERNATIONAL STUDENTS  
TO ASSOCIATE, GRADUATE AND POST-GRADUATE PROGRAMS

PART ONE  
Aim, Scope, Ground and Concepts

**AIM AND SCOPE**

**ARTICLE 1** - (1) The aim of this Directive is to regulate the procedures and principles about the inter-institutional credit transfer and acceptance of international students who will make intra-institutional, inter-institutional transfers and who will transfer from foreign higher education institutions which are recognized by the Higher Education Council of Turkey.

**GROUND**

**ARTICLE 2** - This Directive was prepared on grounds of the below listed documents;

- (1) Sub clause (e) of the first paragraph of article 7 of the Higher Education Law no 2547
- (2) Regulations about; Making a Transfer, Double Major and Minor among Associate and Undergraduate Programs; and Inter-Institutional Credit Transfers in Higher Education Institutions published in the official gazette dated April 24, 2010 and no 27561,
- (3) Postgraduate Education, Training and Examination Regulations published in the official gazette dated July 1, 1996 and no 22683,
- (4) Rules on the Acceptance of Students from Abroad prepared in accordance with the article 14/f of Law no 6287 published in the official gazette dated April 11, 2012 and no 28261.

**CONCEPTS**

**ARTICLE 3** - (1) The concepts below stand for the following:

- a) **Diploma Program**: Each of the Associate, Undergraduate and Postgraduate diploma programs,
- b) **Equivalent Diploma Program**: Diploma programs with different names; or the content of which are determined by relevant administrative councils to be the same at least 80%,
- c) **Grade Point Average**: The grade point average of all courses according to their credits taken until the term the student wants to transfer, excluding any preparatory classes.
- d) **Adaptive Program**: The program consisting of the courses and applications to be taken and held exempt in order to adapt to the curriculum of the diploma program to which transfer will be made,
- e) **Quota**: The number decided upon in advance and published,
- f) **Inter-Institutional Transfer**: Transfer of a student to another diploma programme of the same level enrolled within the same higher education institution.
- g) **Same level**: Each of the associate or undergraduate diploma programs,
- h) **Inter-Institutional Transfer**: Transfer from domestic or foreign higher education institutions recognized by the Higher Education Council to Ondokuz Mayıs University Associate, Undergraduate and Postgraduate diploma programs,
- i) **Central Exam**: Examinations recommended to be used in the acceptance of international students and approved by the Higher Education Council,

- j) OMU-YÖS Exam:** International Students Entrance Exam held by Ondokuz Mayıs University,
- k) Senate:** Ondokuz Mayıs University Senate,
- l) Base Point:** The entrance grade of the student with the minimum grade placed with the result of OMU-YÖS held by Ondokuz Mayıs University in order to place students to associate and undergraduate programs; or international student selection exams held by other universities which are deemed as equivalent to this exam,
- m) International Student:** Foreign candidates and students who continue associate, undergraduate and postgraduate education abroad,
- n) University:** Ondokuz Mayıs University,
- o) Administrative Board:** Graduate school administrative boards in the graduate schools, faculty administrative boards in the faculties, school administrative boards in the schools, conservatory administrative boards in the conservatories, vocational school administrative boards in the vocational schools.

## **PART TWO**

### **General Principles on Transfers in Associate, Undergraduate and Postgraduate Degrees**

#### **GENERAL PRINCIPLES**

**ARTICLE 4 –** (1) Intra-institutional, inter-institutional transfers and such transfers among foreign higher education institutions' diploma programs recognized by the Higher Education Council can be made in the scope of the quota and terms published in advance by gaining the approval of the Higher Education Council.

(2) International students should not have received any disciplinary punishment in the higher education institution where they received their previous education.

(3) Applications are made within the scope of the Academic Calendar determined by the university and published in advance.

(4) That the international student is granted leave of absence does not constitute an impediment from benefitting from the transfer right.

(5) Transfers are possible from distance education programs in domestic and foreign institutions to distance education diploma programs of the University.

(6) Transfers are possible from formal or evening diploma programs to distance education diploma programs.

(7) In the transfer applications from domestic or abroad higher education institutions recognized by the Higher Education Council to the University, if the program applied has formal and evening education programs, selection for only one of the programs is possible.

(8) The registrations of associate, undergraduate and postgraduate international students arriving outside of university with transfers are made according to the relevant provisions of the University Education and Examination Regulations and Postgraduate Education Regulations.

(9) In the adaptation of international students whose transfer applications are approved, the courses to be taken and held exempt will be decided with the suggestion of the department adaptation commission and the decision of the relevant administrative board. Changes in the determined courses will be made until the excused course registration date.

(10) International students arriving with a transfer are subject to the tuition fees applied in the year of the transfer and are obliged to pay the tuition fee determined by the university.

(11) International students, who gained the right to transfer to departments where the education language is Turkish, must prove with document that they have Turkish Language Proficiency in accordance with the acceptance terms of international students. If they don't possess such language proficiency they can receive training at OMU-Turkish Language Teaching and Research Center. This period is not considered within the education period.

(12) International students, who will transfer to one of our university's departments or programs where education language is completely or partly a foreign language, have to submit their foreign language documents. Otherwise, it is obligatory to score at least 70 in the foreign language proficiency exam held by our university or certify that they have scored at least 70 in ÜDS, KPDS or YDS or an equivalent score from internationally recognized exam.

(13) The transfer quota to equivalent diploma programs is determined by the suggestion of the relevant administrative board and decision of the Senate, not exceeding 50% of the international students quota predicted by the University.

(14) For the same program, 30% of the quota published can be for the citizens of the same country. If there are no applications from citizens of other countries, this clause will not be applied.

(15) In intra-institutional transfers to diploma programs which accept students with special talent exams, besides other conditions, it is obligatory that students certify that they were placed in the program with the special talent exam.

(16) International students coming from abroad are obliged to have financial opportunities sufficient to pursue their higher education in our country. The university does not undertake to provide financial support to the International student.

(17) It is obligatory that the international students to be accepted with a transfer pay the tuition fee in each academic year in accordance with the decision of the Administrative Board.

### **Transfer to Associate Degree Diploma Programs**

**ARTICLE 5 – (1)** It is not possible to transfer to the preparatory class; first or last semester of an associate degree diploma program. It is possible to apply for a transfer to the remaining semesters. International students should meet the following conditions: **(Amended: Senate date and decision number 31.03.2016/78);**

- a) For intra-institutional transfers, the grade point average should be at least 2.00 from a 4.00 scale for the semesters completed in the program the student was enrolled in.
- b) Students must apply to distance education programs with no quota limit until the end of the shift of the last day of the first week of September.

(2) In Intra-Institutional Program Transfers;

- a) It is obligatory to score at least 40 points in any score type of the OMU-YÖS or YÖS exams of other universities accepted by our University,
- b) The central placement score of OMU-YÖS or other exams accepted by the university, which are valid for the diploma program to be transferred to, has to be equal to the diploma program the student wishes to transfer into.

(3) Domestic Inter-Institutional Transfers can be made among equivalent diploma programs of the same level of other higher education institutions. International students should meet the following conditions:

- a) A score of at least 40 points in any score type of the OMU-YÖS or YÖS exams of other universities accepted by our University,
- b) The central placement score of OMU-YÖS or other exams accepted by the university, which are valid for the diploma program to be transferred to, has to be equal to the diploma program the student wishes to transfer.
- c) The placement score of a student in the year the student was placed to a diploma program has to be equal to or higher than the base point of the diploma program the student wants to transfer to.

(4) Transfers from higher education institutions abroad,

In applications from equivalent diploma programs of higher education institutions abroad recognized by the Higher Education Council;

- a) In applications from programs of higher education institutions abroad, it is obligatory that the higher education institution the student is enrolled at abroad and the educational program be recognized by the Higher Education Council as a license authoritative institution; and the equivalency of the program (the student is registered at) to the undergraduate program the student applies at our University must be accepted by the relevant department.
- b) Minimum international/national exam scores and exams which are accepted as equals to these exams and their scores to be used in the evaluation of applications to transfer to higher education programs in Turkey of international students who began higher education abroad is listed in Article 7. In order to apply for a transfer, the candidates should have at least equal to or higher scores than the minimum scores published.

(5) Application and Evaluation;

- a) Transfer applications can only be submitted within the published time period.
- b) Pre-evaluations of applications are carried out by the commissions set forth by the relevant department administrative boards, and transfer procedures are finalized with the decision of the relevant administrative board.
- c) In the evaluation of applications, placements are carried out according to the grade point average.
- d) Main and reserve candidates are determined according to the quota published. The registration applications of reserve candidates are processed instead of the main candidates who do not apply for registration within the time period specified in the academic calendar.
- e) The list of entitled candidates as a result of the evaluation of applications is sent to the respective departments' adaptation commission for the adaptation of courses.

### **Transfer to Undergraduate Diploma Programs**

**ARTICLE 6-** (1) Transfer is not possible to the preparatory class; first and last years of the undergraduate diploma programs. **(Amended: Senate date and decision number 31.03.2016/78)**

- a) For intra-institutional program transfers, the grade point average should be at least 2.50 from a 4.00 scale for the semesters completed in the program the student is enrolled to.

(2) In Intra-Institutional Program Transfers

- a) It is obligatory to score at least 50 points in any score type of the OMU-YÖS or YÖS exams of other universities accepted by our University,
- b) The central placement score of OMU-YÖS or other exams accepted by the university, which are valid for the diploma program to be transferred to, has to be equal to the diploma program the student wishes to transfer.
- c) The placement score of a student in the year the student was placed to a diploma program has to be equal to or higher than the base point of the diploma program the student wants to transfer to.

(3) Domestic Inter-Institutional Transfers can be made among equivalent diploma programs of the same level of other higher education institutions. International students should meet the following conditions:

- a) To score at least 50 points in any score type of the OMU-YÖS or YÖS exams of other universities accepted by our University,
- b) The central placement score of OMU-YÖS or other exams accepted by the university, which are valid for the diploma program to be transferred to, has to be equal to the diploma program the student wishes to transfer.
- c) The placement score of a student in the year the student was placed to a diploma program has to be equal to or higher than the base point of the diploma program the student wants to transfer to.

(4) Transfers from higher education institutions abroad,

In applications from equivalent diploma programs of higher education institutions abroad recognized by the Higher Education Council;

- a) In applications from programs of higher education institutions abroad, it is obligatory that the higher education institution the student is enrolled at abroad and the educational program be recognized by the Higher Education Council as a license authoritative institution; and the equivalency of the program (the student is registered at) to the undergraduate program the student applies at our University must be accepted by the relevant department.
- b) Minimum international/national exam scores and exams which are accepted as equals to these exams and their scores to be used in the evaluation of applications to transfer to higher education programs in Turkey of international students who began higher education abroad is listed in Article 7. In order to apply for a transfer, the candidates should have at least equal to or higher scores than the minimum scores published.

(5) Application and Evaluation;

- a) Transfer applications can only be made within the published time period.
- b) Pre-evaluations of applications are carried out by the commissions set forth by the relevant department administrative boards, and transfer procedures are finalized with the decision of the relevant administrative board.
- c) OMU-YÖS scores or scores from other exams deemed equal to OMU-YÖS and General Weighted Point Averages over 100 points are taken into consideration for the department the candidate will apply to, and the assessment score of the candidate is

calculated according to the following formula (In intra-institutional applications, "Institution Grade Conversion Table" is used while acquiring scores over 100):

Assessment Score= OMU-YÖS or equivalent score of the candidate X 60 + GWPA of the candidate 100 X 40 (Appendix-Senate date and decision number 21.08.2014/244)

- d) In applications from outside the institution, in the conversion of the final grade in the four point grading system to the hundred point grading system, the equivalents prepared by the student's previous higher education institution is used, if that is not available, the conversion tables determined by the Higher Education Executive Board is used. **(Appendix-Senate date and decision number 21.08.2014/244)**
- e) The list of entitled candidates as a result of the evaluation of applications is sent to the respective department's adaptation commission for the adaptation of courses.

**ARTICLE 7-** Exams equivalent to OMU-YÖS and their scores,

- a) Minimum 1000 or 1100 points in SAT I exam according to the department to apply
- b) c) A Level in "General Certificate Education (GCE) Examination" for at least 3 subjects, one of which must be related with the program applied for, and at least C level for average score of all the subjects
- c) A minimum score of 24 for Math, Science Reasoning and Composite points in the ACT exam.
- d) A minimum of 90 points in average for all lessons in the Scientific Stream of the "Tawjihi" exams held in Jordan and Palestine.
- e) A minimum of 70 points for diploma grade for the Scientific Stream of the "Baccalaureat Libanais" exams held in Lebanon
- f) Holding an international "Baccalaureat Libanais" diploma with a minimum average score of 28 and 32
- g) Candidates who have won gold, silver or bronze medal in international scientific competitions recognized by TÜBİTAK (The Scientific and Technological Research Council of Turkey)
- h) A maximum score of 4 points in the ABİTÜR exam
- i) Scoring at least 490 points over 750 in the score type of the programme applied in the university entrance exam conducted in the People's Republic of China (Gaokao)
- j) A minimum score of 190 points over 240 for the quantitative and equally weighted departments; minimum 175 points for other departments in the Al-Shahada-Al Thanawiya (Baccalaureate) exam held in Syria
- k) A minimum score of 195 points for the departments in Faculties of Engineering and Science or a minimum of 185 points for the other departments in the Al-Shahada-Al Thanawiya (Baccalaureate) exam held in Libya
- l) High school diploma grade (Diplome Debirestan) average of minimum 12/20 and Pişdeneşgahi graduation score of minimum 12/20 in Iran
- m) A minimum score of 40% or more of the total points in the University Entrance Exam of Greece
- n) A minimum score of 40% or more of the total points in the University Entrance Exam of Macedonia
- o) A minimum score of 40% or more of the total points in the University Entrance Exam of Kosovo
- p) Holding a French Baccalaureat diploma with a minimum diploma grade of 12 points
- q) A minimum of 60 points in the Ujian Akhir National Examination held in Indonesia

- r) Candidates who have scored a minimum of 40 points in the TCS exam (Turkic Republics and Turkish and Cognate Communities Exam)
- s) A minimum score of 40 for associate degree and 50 for undergraduate degree from YÖS exams of other universities in Turkey which accept the OMU-YÖS exam.

### **Transfer to Postgraduate Diploma Programs**

**ARTICLE 8 – (1)** Transfer is possible from another graduate school department with the relevant graduate school or among domestic postgraduate programs and post graduates abroad recognized by the Higher Education Council which provide equivalent training.

(2) In intra-institutional, domestic transfers and transfers among postgraduate programs abroad recognized by the Higher Education Council, the higher education has to be equivalent to the diploma program the international student wants to transfer.

(3) Transfer is not possible in the first semester and thesis writing phase of the postgraduate programs

(4) The international student who wants to apply for a transfer to the postgraduate programs has to meet the following conditions:

- a) The student should have completed successfully at least one semester with a department of a different graduate school in the relevant university or advanced technology institute or another higher education institutes' postgraduate program.
- b) The student should have met the international student acceptance terms to the postgraduate programs of the university.
- c) The grade point average should be at least 70 for postgraduate degrees with or without thesis, 80 for doctorate degrees and proficiency in art.

(5) The international student entitled to transfer to departments where the education language is Turkish should submit a diploma or a certificate equivalent to a diploma from Ondokuz Mayıs University Turkish Language Teaching and Research Center (OMU-TURKISH) or from other Higher Education Institutions' Turkish Language Teaching Centers certifying that they have scored at least "C1" or "70" points over 100 points. Candidates who can't meet this condition are granted leave of absence for one year. This period is not considered within the educational period.

- a) In case international students applying for postgraduate programs certify that they completed their graduate degree in a university which teaches in Turkish; and the ones applying for doctorate programs that they did the same in either their undergraduate or master's degree training;
- b) They are held **exempt** from the Turkish language exam if they apply for postgraduate programs where it is accepted to provide training in a foreign language.

(6) International students, who will apply for a transfer to programs where it is accepted to provide training wholly or partly in a foreign language, have to certify that they scored at least 65 points in YDS in the language they will receive training or an equivalent score from an international foreign language exam accepted to be equivalent to YDS by the Higher Education Council.

(7) The relevant departments notify the directorate at the end of each semester about the quota for international students that they can accept the upcoming year. The quota is discussed upon in the graduate school board and submitted to the Rectorate. It is published with the decision of the Senate.

(8) Applications are done to the relevant graduate school directorates within the time period published in the announcement and with the required documents.

(9) The state of the candidates are assessed and listed by the relevant department taking into consideration the final grade of the courses taken in the undergraduate, master's or doctorate degree and the number of postgraduate credits taken. This list is published after it is approved by the graduate school board.

(10) The courses the students will take or be held exempt while adapting are determined with the suggestion of the department adaptation commission and decision of the graduate school administrative board.

### **PART THREE**

#### **Various and Final Provisions**

#### **Validity**

**ARTICLE 9** – This Directive is valid as of the date it is accepted by the University Senate.

#### **Implementation**

**ARTICLE 10** – The provisions of this Directive is implemented by the Ondokuz Mayıs University Rector.

| <b>Date and Issue of the Senate Decision Where This Directive is Accepted;</b> |              |
|--------------------------------------------------------------------------------|--------------|
| <b>Date</b>                                                                    | <b>Issue</b> |
| January 8, 2015                                                                | 2015/5       |
| <b>Date and Issue of the Amended Senate Decision</b>                           |              |
| <b>Date</b>                                                                    | <b>Issue</b> |
| March 31, 2016                                                                 | 2016/78      |