

# DOĞUŞ UNIVERSITY

## DIRECTIVE OF PROCEDURES OF EXEMPTION AND ADJUSTMENT

(Accepted at the University Senate meeting held on 02/12/2010 no, 2010/22 and approved on 21/01/2011 no, 2011/01 by the board of trustees )

### **Aim**

**Article1-** The aim of this directive is to regulate the principles regarding the exemption exams at Doğuş University and the exemption of the students from courses they have previously successfully completed at Higher Education Institutions accredited by YÖK.

### **Scope**

**Article 2-** This directive covers students who are enrolled in Associate/Undergraduate Degree programs and students of English Preparatory Program at Doğuş University.

### **Basis**

**Article 3-** This directive has been prepared on the basis of Doğuş University Associate/Undergraduate Education, Teaching and Examination Regulations and provisions.

### **Application**

#### **Article 4-**

a) After enrolling in Doğuş University, students requesting an exemption are required to apply to the Faculty or Vocational School of Higher Education with a letter of application, no later than one week before the registration renewal week. The students who have enrolled according to additional placement results can only apply within the first week that they start education.

b) Applications may be done personally or by post. Late applications or postal delays will not be accepted.

c) Students should clearly state the courses they have previously achieved, and the courses for which they request an exemption in their letter of application.

d) It is required to attach the course contents which are approved by the previous higher education institute (sealed, stamped and signed) and academic transcript to the letter of application. All original documents should be submitted; photocopies and faxes will not be admitted. Students are not required to submit the course contents for Turkish Language, Principles of Ataturk and Revolution History Courses.

### **The Terms Regarding Exemption and Adjustment**

**Article 5-** The student's demand for an exemption from taking the necessary courses or for any courses that were previously taken and succeeded and the all courses for which they demand for an exemption request are researched and assessed within the framework of the following rules and presented by the Board of Exemption and Adjustment of Faculty and Vocational School to be discussed by the board of the Dean of the Faculty / Directorate of Vocational School.

a) Only courses successfully completed within the last seven academic years are eligible for exemption. This period is reduced to three academic years for foreign language courses. The semester in which the course is achieved is taken into consideration for the students studying at Turkish programs.

b) Under the circumstance that a student having studied at two different universities, Requests to be exempted from a course which they had already been exempted from by a previous university, the periods stated in article (a) are taken into consideration, and applied to the date of the course completed – not the date of the exemption. The exemption procedures carried out by another university is not assessed without examining the contents and credit cordance. This rule does not apply for Turkish Language, Principles of Ataturk and Revolution History Courses.

c) It is required to achieve the course at least with an average grade to be awarded an exemption this rule does not apply for students who transfer between programs within Doğuş University. The average grade stands for 2 over a scale of 4, 50 over a scale of 100, usually C over a letter scale however letter scales may vary from university to university.

d) If the credits of the previously completed course are equivalent or not less than the credits of the course – for which the exemption is requested – the contents of the two courses are compared to ensure sufficient similarity, regardless of whether the course is elective or compulsory.

e) Students requesting an exemption for Turkish Language, Principles of Ataturk and Revolution History Courses completed successfully, are normally awarded an exemption. These courses aren't evaluated in terms of credit equivalence, because they may be awarded with or without credits depending on the university.

f) If a course has been completed more than once, the grade of the course most recently completed is taken.

g) If the total credits of the courses exempted from are more than 50% of credits in a average displayed on the schedule, the student is enrolled in the following year and takes the remaining courses – not exempted from – in the following year.

h) The hours of the course exempted from cannot exceed half of the total hours in the program. If it is over half of the total hours, the courses students request to be exempt from are considered, starting from the highest grade achieved. In addition to this, students who laterally transfer are subject to “Doğuş University Lateral Transfer Directive” in terms of the hours of the course exempted from

i) The courses exempted are included in the graduation credit and they are not added to grade point averages. For this lessons, transfer (T) grade is given. However, for the students who had studied at Doğuş University before or the students who had transferred between the programmes within the university, grades are considered valid and they are considered in calculation of success grades.

j) Any objections to decisions by the Exemption and Equivalency Commission must be submitted to the relevant Faculties/Vocational Higher Education Institution no later than 15 days from the date when the decision is announced.

## **Prep Class Exemption Principles**

### **Article 6-**

a) To be exempt from Preparatory Department, the students who have enrolled the programs in English at Dogus University have to take English Placement Exam (DUIYES I) and English Proficiency Exam (DUIYES II) that are announced on the academic calendar. To take the exams students must apply to Student's Affairs Office with a petition no later than one week before the exam date .

b) Students passing the exam start their associate and undergraduate programs. Those who fail will attend prep classes.

c) Students having previously passed the DUIYES but subsequently cancelled their registration are accepted again at Doğus University after retaking the ÖSYM exam, and they are exempt from DUIYES. DUIYES results are valid for 3 years. For the students who have studied in an English Program the date they left is taken into consideration.

d) The students who have the document of one of the national or international foreign language exams' determined score that is accepted by the University Senate directly starts associate and undergraduate programs . To do this, students are required to hand in their mentioned documents to the Foreign Languages Department no later than one week before the registration renewal week and they need to demand for exemption.

## **Foreign Language Exemption Principles for the Students at Turkish Programs**

### **Article 7-**

a) Students studying at Turkish Programs are required to take a Foreign Language Exemption Exam announced that year, in order to be exempted from foreign language courses. They are required to apply with a letter of application to the Student Affairs Office no later than one week before the exam date.

b) The final grade for students granted an exemption under clause (a) above, is awarded as G on their transcript. The credits of the course are counted in graduation credits but not in grade point average.

c) As long as exempt students apply in add-drop week, they are entitled to take courses having as many credits as the course they are exempted from the following semester.

## **The Principles Regarding Vertical Transfer**

For the students enrolled according to the result of the Vertical Transfer Exam, the exemption procedures are not applied for the courses they have taken in their previous Higher Education Institution. They are subject to "Dogus University Vertical Transfer Directive" provisions, and it is compulsory for these students to take the courses within the context of "Undergraduate Preparation Program" approved by the Doğuş University Senate. The courses that have been taken within this framework are considered in calculation of scores and they are shown in students' transcripts.

## **Education in Other Institutions**

### **Article 9-**

a)Credit Adjustment of the students who have enrolled in one of the programs of Dogus University and have taken courses at different programs of Higher Education Institutions accredited by YÖK as a private student or have taken courses at summer school is made by considering their scores. In those related courses, the students who do not show average success is considered unsuccessful according to 5-c article.

b)Credit adjustments are made and transfer (T) score is given for the courses that are taken and succeeded by the students of Dogus University who study at one of the international exchange programs and the ones who study abroad. Classes in which students fail as a result of attendance are given IA.

c)Student's sum of credits that are obtained by being a private student or attending a summer school can not be higher than the 1/3 of the total credits of the program that he is registered.

## **Procedures of Exemption and Adjustment**

**Article 10-** Procedures of Exemption and Adjustment are carried out by the council of Exemption and Adjustment of relevant faculty or vocational school. The report that the council prepares is presented to the Dean of the Faculty / Directorate of Vocational School to be discussed.Board of trustees informs the students about the decision.

## **Application on Unadjusted Subjects**

**Article 11-**Higher Education Law no. 2547 and Dođuş University Associate/Undergraduate Education-Teaching and Examination Regulations and provisions are applied for the subjects not mentioned in this directive.

## **Repeals**

**Article 12-** Dogus University Directive of Procedures of Exemption and Adjustment that was accepted at Dogus University Senate meeting held on 12/06/2009 no, 2009/11 and approved on 04/09/2009 no, 2009/11 by the board of trustees was repealed as of the date of this directive was signed.

## **Enactment**

**Article13-** This directive was put into force by the approval of the Board of Trustees.

## **Enforcement**

**Article 14-** This directive is imposed by the Rector of Dođuş University.