

DIRECTIVE ON RECOGNITION OF PREVIOUSLY ACQUIRED QUALIFICATIONS, EXEMPTION AND ADJUSTMENT PROCEDURES

(Approved by Senate Decision No. 2024/19 dated 23.07.2024 and Board of Trustees Decision No. 2024/15 dated 29.07.2024)

Objective

ARTICLE 1- (1) The purpose of this Directive is to determine the principles to be followed for the recognition of students' pre-acquired qualifications, exemption or adjustment of courses deemed appropriate.

Scope

ARTICLE 2 - (1) (1) This directive applies to students enrolled at Doğuş University;

- a) Recognition of the qualifications gained in the courses that the students who have enrolled for the first time with the exams conducted by ÖSYM or the Special Talent Exam are successful in a higher education institution they were previously enrolled in, through evaluation,
- b) Recognition of the qualifications of students enrolled through transfer or vertical transfer in the courses they were successful in their previous institutions through assessment,
- c) Recognition of the qualifications gained in the courses they have succeeded in academic exchange programs,
- ç) Recognition of certificates obtained from accredited-recognized certification bodies,
- d) It covers the principles regarding the recognition of workplace experiences through portfolio preparation and exemption exams.

Basis

ARTICLE 3- (1) This directive is in accordance with Article 18 and paragraph b of Article 44 of the Higher Education Law No. 2547, the Regulation on the Principles of Transferring Between Associate Degree and Undergraduate Programs, Double Major, Minor and Inter-Institutional Credit Transfer in Higher Education Institutions

Article 11, Paragraph 10, Article 25, Paragraph 4 and the provisions of Doğuş University Associate and Undergraduate Education and Examination Regulations.

Definitions

ARTICLE 4 - (1) In this Directive;

- a) ECTS: European Credit Transfer System,
- b) DÜİYES: Doğuş University English Proficiency Exam,
- c) Faculty Faculties affiliated to the university,
- ç) Preparatory Class: Doğuş University English Preparatory Class,
- d) Vocational School: Vocational School affiliated to the University f) Exemption and Adjustment Commission: The commission consisting of at least 3 faculty members from the Faculty / School / Vocational School, one of whom is the head of the relevant department / program,
- e) Rector: Rector of Doğuş University,
- f) Senate: Doğuş University Senate,
- g) Transcript: A document showing all grades and marks for the courses taken by the student at the University,
- h) National Credit: Course credit,

i) University Dogus University,

i) YÖK Correspondence Table: The Higher Education Council's Table of Correspondence of Grades in the 4 system in the 100 system,

j) College: College affiliated to the university n) YÖK The Council of Higher Education.

Application and Application Principles

ARTICLE 5- (1) Course exemption application and application principles:

a. In case the course(s) to be exempted/introduced is repeated more than once, the most recent grade is taken as the basis.

b. In order for the courses to be adjusted, at least 1 (one) success grade is required from the relevant course in the 4 point system. For numerical grades other than the 4 point system, the YÖK equivalency table is consulted.

c. In case of exemption from a single course by combining more than one course, the highest grade of the combined courses is accepted as the success grade.

ç. The year of the student who is adjusted to the next higher class with the evaluation of the qualifications gained in the courses taken and achieved in a higher education institution previously enrolled in, is deducted from the maximum education period.

d. Exemption cannot be requested from fully applied courses such as seminar, laboratory, thesis, graduation study/project, directed study, design project.

e. Exemption approvals of internship practices are decided with the approval of the Internship Commission of the relevant Dean's Office / School / Vocational School Directorate.

f. Exemption and adjustment procedures are not performed for courses taken from universities abroad whose equivalence is not recognized by YÖK.

g. Students can submit their requests for the exemption of the courses they have previously taken and succeeded in with a petition to the relevant Faculty Dean's Office / School / Vocational School Directorate during their education period.

ğ. The application must be made in person. Students must attach their course syllabi and transcript approved by the higher education institution where they have previously studied (sealed, stamped and signed) to the application petition. Photocopy, fax, unapproved or incomplete documents will not be processed. Students are not required to bring approved course syllabi for YÖK compulsory courses specified in Higher Education Law 5-I. Exemption requests for Atatürk's Principles and History of Revolution, Turkish Language and Foreign Language courses, which are among the common compulsory courses, can be made by the relevant unit if the students have shown sufficient success regardless of whether they have credit, course content and time limit.

h. Within 3 working days at the latest following the end of the applications, the Adjustment Commission realizes the adjustment process, taking into account the course content and achievements. In cases where ECTS value is not specified / not available, it is sufficient that the national credit of the course is equal or higher. In order for the student to complete 240 ECTS credits in undergraduate and 120 ECTS credits in associate degree for graduation, with the approval of the Adjustment Commission, the student can take the course / courses as much as the missing ECTS credits from the student's own department / program, if not in his / her department / program, from a different department / program of the same Faculty / School / Vocational School, if not in the same Faculty / School / Vocational School department / program, from the department / program of another Faculty / School / Vocational School. The adjustment document (Appendix -1) of the student whose adjustment process is completed is approved by the Adjustment Commission and forwarded to the Directorate of Student Affairs with the decision of the Board of Directors by the Faculty Deanships / School / Vocational School Directorates.

i. If students who have previously studied at two or more higher education institutions want to be exempted from the courses that were successful in the previous higher education institution and exempted by the higher education institution where they last studied, the course content, achievements and ECTS credits of the relevant courses in the higher education institution where the assessment of the relevant courses is based. The exemption process made by another higher education institution without examining these content and achievements and ECTS credit harmonization is not taken into consideration.

i. Students who apply to enroll with external transfer are processed in accordance with the documents uploaded to the online system during their application. No action is taken on documents that are not entered into the system within the deadline.

j. Students who apply to Doğuş University through external transfer must upload their current transcripts, including all grade additions and corrections made by the higher education institution from which they transferred, to the system during their application. In case the course(s) to be exempted/adjusted are taken at more than one Higher Education Institution, the transcript of the Higher Education Institution from which they came by transfer is taken into consideration. The adjustment document (Appendix -1) of the student whose adjustment process is completed is approved by the Adjustment Commission and forwarded to the Directorate of Student Affairs with the decision of the Board of Directors by the Faculty Deanships / School / Vocational School Directorates.

k. Students who are enrolled in our university through vertical transfer and students who enroll in other universities through vertical transfer and transfer to our university are primarily adjusted to the courses they have succeeded in the associate degree diploma program, competency complementary and scientific preparation courses.

l. For students who have previously studied in another program at the same level of the University and/or who transfer within the institution, the transfer of credits with grades is shown with the name, code, ECTS credits of the course to which the course is adapted and is included in the grade point average calculation. The total ECTS information on the student's Doğuş University transcript is calculated based on the ECTS credit value of the adapted courses. The equivalence of the relevant course is determined on the basis of ECTS and content compatibility, and the ECTS credit of the course must be equal to or higher than the ECTS credit value of the course in the curriculum of the transferred program. More than one course can be combined into a single course.

m. The objection period for the exemption / adjustment results is as of the processing of the courses in the automation system.

5 (five) working days. Within the specified period, if the student does not apply for an appeal to the Faculty Dean's Office / School / Vocational School Directorate with a petition, he / she is deemed to have accepted his / her exemption.

n. The equivalence of the course to be granted exemption/adjustment is determined on the basis of ECTS and content compatibility, and the ECTS credit of the course must be equal to or higher than the ECTS credit value of the course in the Doğuş University curriculum. More than one course can be combined into a single course for exemption/intensification. Associate degree and undergraduate courses transferred from the previous higher education institution are shown on the student's transcript with the name, code, ECTS credit of the course adapted in the Doğuş University Curriculum and are included in the grade point average calculation. The total ECTS credits on the student's Doğuş University transcript are calculated based on the ECTS credits of the exempted/introduced courses

o. Courses that are shown as "Satisfactory / Successful / Pass / Exempt" according to the grade system of the previous higher education institution are accepted as successful as a result of the examination of the Faculty / School / Vocational School Exemption and Adjustment Commissions. In such courses, the grade "Exempt" (M) is recorded on the student's transcript in the diploma program in which the student is enrolled. Exempted courses are included in the graduation ECTS credits and are not included in the grade point average calculation. Courses for which exemption is granted (recorded with the letter grade "M" in the transcript) cannot be taken again and exemption cannot be requested again.

ö. Special cases not defined above are regulated by the decision of the University Senate upon the proposal of the Faculty / School / Vocational School Administrative Board.

Period

Transactions

Article 6 -

a) Among the students who have enrolled in our University with Additional Article 1, those who are placed in an equivalent program are adjusted to the upper semester of the semester they have completed in the higher education institution they have previously studied. Those who are placed in a different program are transferred to the semester specified according to the ECTS they are exempted from.

b) Students enrolled with inter-institutional / inter-program transfer, those who are placed in the same level equivalent program are adjusted to the upper semester of the semester they have completed in the higher education institution they previously studied.

c) Adjustment semesters according to ECTS;

0 to 44	2nd semester
between 45-74	3rd semester
between 75-104	4th semester
between 105-134	5th semester
135-164	6th semester
165 to 180	Semester 7

ç) The total ECTS credits of the exempted courses cannot exceed 75% of the total ECTS credit load required for graduation in the curriculum of the relevant program. If the total ECTS credits of the exempted courses exceed 75%,

The courses to be exempted are determined starting from the highest grade the student has received.

d) In the calculation of the normal education period and the maximum education period, the semester of adjustment is taken as basis.

Preparatory Class and Foreign Language Exemption Principles

ARTICLE 7- (1) The provisions of Doğuş University English Preparatory Class Education and Training Regulations apply to the Preparatory Class and Foreign Language exemption procedures.

Education in Other Higher Education Institutions

ARTICLE 8- (1) In case of exchange programs and taking courses as a special student, exemption procedures are applied according to the Exchange Program, Special and Guest Student Directive.

Recognition of Certificates from Accredited-Recognized Certification Bodies

ARTICLE 9 (a) Acquisitions related to Certificates from Accredited-Recognized Certificate Institutions, provided that they overlap with the program outcomes, are evaluated by the relevant Faculty / School / Vocational School Administrative Board.

(b) Associate degree students with European Computer Driving Licence, Basic Level Certificate and undergraduate students with European Computer Driving Licence, Advanced Level Certificate are exempted from the compatible courses in their course plans if they apply with their approved certificates within the application period.

(c) Students who are enrolled in the program whose medium of instruction is Turkish, A2 level equivalent, YDS, YÖKDİL or the score of international language exams in the equivalency table accepted by ÖSYM

The student is exempted from the compulsory foreign language courses in the program in which he/she is enrolled, provided that he/she submits the original document to the Student Affairs Directorate during the registration process. If the student who is enrolled in a program taught in a foreign language meets the conditions specified in Article 6 of the "English Preparatory Class Education and Training Regulation", he / she is exempted from the foreign language preparatory class and is directly enrolled in the undergraduate program.

For the equivalence of international language exam scores, the Foreign Language Exam Equivalency Tables announced by ÖSYM are used. The request for exemption from the compulsory preparatory class is applied at the beginning of the semester following the application. Students enrolled in the program of the university whose medium of instruction is Turkish may fulfill the foreign language requirement for double major and/or minor in programs whose medium of instruction is a foreign language by obtaining the relevant scores from YDS, YÖKDİL or international equivalent exams at the stage of double major and/or minor application.

Recognition of Workplace Experiences through Portfolio Preparation and Exemption Exams

ARTICLE 10- (a) Practical achievements obtained in workplaces with a corporate structure and achievements obtained through in-service trainings in workplaces may be used for the application if documented.

(b) The student must document that he / she is registered with the Social Security Institution in the relevant workplace during the acquisitions and must submit the activities in which he / she has acquired the knowledge and skills he / she has gained in his / her application with documents approved by the highest authority of the workplace.

(c) Following the application, the student is asked to prepare a portfolio with a predetermined scope and is given two weeks to evaluate the exemption from the courses in which the outcomes are met. Such achievements are evaluated with an interview determined by the relevant Department Head, conducted with the participation of three faculty members from the field, or if not available, with the participation of a lecturer, and recorded in the minutes.

(ç) Each 25 hours of in-service trainings received is counted as 1 ECTS; each 50 hours of competencies gained through practical studies is counted as 1 ECTS. The exemption credit earned in this way cannot exceed 10 ECTS. An additional 10 ECTS exemption can be earned for courses such as workplace practice / internship and is included in the graduation ECTS credit and is not included in the grade point average calculation.

Recognition of qualifications acquired by special interest through exemption exams

Article 11 - (a) The Senate decides from which of the courses in the scientific preparation and competency complementary category exemption exams will be opened.

(b) Exams may be conducted in written or electronic form, or other assessment methods may be used depending on the nature of the course. For some predefined courses, only students who have prepared successful portfolios can be admitted to the exam.

(c) The examinations are conducted by the Evaluation Commission consisting of the members of the Commission for Recognition of Previously Acquired Qualifications and at least three faculty members to be appointed by the Rector in the relevant field. **Unorganized Subjects**

ARTICLE 13- (1) The relevant provisions of the Higher Education Law No. 2547 and the relevant provisions of the Doğuş University Associate and Undergraduate Education and Examination Regulations shall apply to matters not covered in this Directive.

Repeal

ARTICLE 14- (1) The "Doğuş University Exemption and Adjustment Procedures Directive", which was approved at the meeting of the Doğuş University Senate dated 23.08.2021 and numbered 2021/25 and approved by the Board of Trustees letter dated 23.08.2021 and numbered 2021/27, has been abrogated as of the date of approval of this Directive

Execution

ARTICLE 15- (1) This Directive is executed by the Rector of Dođuş University.