

NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY
DIRECTIVE on EXEMPTION AND ADAPTATION
PROCEDURES

Purpose

ARTICLE 1 - The purpose of this Directive is to determine the exemption and adjustment principles for the courses that new enrollment students have taken from any Higher Education Institution, including Nevşehir Hacı Bektaş Veli University and succeeded.

Scope

ARTICLE 2 - This directive covers associate and undergraduate students enrolled at Nevşehir Hacı Bektaş Veli University.

Rest

ARTICLE 3 - This directive has been prepared based on the provisions of the Nevşehir Hacı Bektaş Veli University Associate and Undergraduate Education Regulation.

Definitions

ARTICLE 4

a) Relevant Unit: Faculty Dean's Office, School Directorate, Vocational School Directorate affiliated to Nevşehir Hacı Bektaş Veli University ,

b) Adaptation: The process of determining the semester / year that the students who are entitled to enroll at the university will continue according to the courses they have taken from any higher education institution and have been exempted,

c) Credit: European Credit Transfer System Credit (ECTS),

ç) Exemption: The acceptance of the equivalence of previously taken and passed courses / courses according to the credit and content compatibility of the course / courses in the curriculum,

d) ÖSYM: Presidency of Assessment, Selection and Placement Center ,

e) YÖK: Presidency of the Council of Higher Education ,

f) Board of Directors: Refers to the Faculty / School / Conservatory / Vocational School Administrative Board.

Application

ARTICLE 5- (1) Students who are placed or transferred to the university by OSYM must apply to the relevant department for exemption within 10 working days from the start date of registration. Preparatory students, on the other hand, must make an orientation application to the relevant unit within 10 working days after the announcement of their qualification results. The exemption requests they will make in the next semester / years or the requests for the cancellation of the exemption / adjustment procedures are not accepted.

(2) **The** application must be made in person. Applications made after the application deadline are not accepted .

(3) Application to the petition, higher by institutions approved to be for the students on the course to be successful before taking the course content is essential, and the addition of the transcript. If the documents in question are photocopy, fax, unauthorized and / or missing, the application will not be processed. Over document the reality of online check can be for required information where approval documents is not required.

Issues Related to Exemption and Adaptation

ARTICLE 6- (1) Departments examine / have the student's exemption and adjustment applications examined within 5 working days from the deadline of the applications (Departments can establish an "Exemption and Adjustment Commission" if necessary) and carry out this process as "Department Board Decision" , makes its decision for all successful and exempted courses at once and submits it to the School / Faculty Executive Board .

(2) Course content compliance / proficiency must be above 75% . It is essential to provide the event Courses with missing credits up to 20% are also considered equivalent.

(3) If there is no ECTS Credit , the course time is considered.

(4) For the courses that are repeated more than once , the last grade obtained is essential for exemption .

(5) **In** order to be exempted from the courses taught in a foreign language, the previous course must also be taken in this foreign language. Exemptions may be made for courses taught in Turkish for the courses achieved in a foreign language.

(6) The grades of the courses for which students are granted exemption by the relevant unit (by conversion if necessary) are shown in the transcript and are taken into account in the overall weighted grade average. In cases where grade conversion cannot be made, an ST grade is given. This grade is not included in the weighted grade average .

(7) Total Credits of the courses exempted from ,

a) 70% of the graduation credit of the program enrolled for the programs of the same level ,

b) 70% of the graduation credit of the registered program for those who have transferred from undergraduate programs to associate degree programs ,

c) For those who have transferred from associate degree programs to undergraduate programs, they cannot exceed 50% of the graduation credit of the registered program. These rates are not taken into consideration for those who make a horizontal transfer according to Additional Article-1. If the credits of the courses for which exemption is requested are more than half of the total course credits, in line with the student's request; If the student does not have such a request, the courses to be exempted are determined, starting with the highest grade the student has received.

(8) Even though the credit requirement is met , the relevant unit boards of directors have the authority not to accept the exemption requests for the courses taken from open education and distance education programs .

(9) **The** exemption procedures of the students who have taken the courses and have shown sufficient success are made regardless of whether the courses of Turkish Language, Atatürk's Principles and History of Revolution , Foreign Language and Occupational Health and Safety , the contents of which do not change according to universities , are credited or not .

(10) **In case of** exemption requests, if more than one course is considered as equivalent to one course, an adjustment is made by taking the weighted grade average according to the credits of these courses . One lesson of content than over the course co counting value of the case, before the successful course of the Loan; exemption request on the current courses where credit is lower than the sum of spouses worth all of the lessons, the lessons learned from the successful course approved by the relevant departments exemption commission in case of low credit until exemption is made.

(11) Exemption request, the relevant unit management committee by decision you connect up students are obliged to attend the classes as requested exemption. After the exemption decision is entered in the student information system, the student must add-drop within 5 working days .

(12) Exemptions and adjusting the results for objections, the exemption of the process of finalization of the date from no later than 5 business days of the relevant unit within done.

(13) **(Change: SK-29/08 / 2019-19-115) Exemptions** of students who have previously studied at Nevşehir Hacı Bektaş Veli University and are re-placed in the same department / program, but not older than 5 years, from the courses they have passed, are given to the Student Affairs Office. done on request .

Determination of the Class to Be Adapted

ARTICLE 7- (1) If the total credit of the exempted courses is more than 70% of the credit load of the relevant class, the student is made to be adapted to the next class. First of all, courses in lower grades should be taken.

(2) The adjustments of the students who transfer between institutions with their GPA are made to the relevant semester / year of the class they transferred. Students who transfer between the regular education and evening education of the same program are assigned to their class with their grades. The provisions of paragraph 1 are applied for determining the class to be adapted in all other registration types.

Education in Other Institutions

ARTICLE 8 - (1) Students who are enrolled in Nevşehir Hacı Bektaş Veli University's programs and take courses as a special student in the programs of another higher education institution whose equivalence has been accepted by YÖK and / or those who study abroad with international exchange programs are accepted by converting the grades received from the other higher education institution .

(2) The courses students will take from other higher education institutions must be accepted by the decision of the relevant unit board of directors before starting education in these institutions.

Practice on Unedited Subjects

Article 9 - In matters not included in this directive / application principles, the Higher Education Law dated 4/11/1981 and numbered 2547, the Regulation on the Principles of Transition between Associate and Undergraduate Programs in Higher Education Institutions, Double Major, Minor and Credit Transfer Between Institutions and Nevşehir Hacı Bektaş Veli The decisions of the University Senate are applied, provided that they do not violate the provisions of the University Associate Degree and Undergraduate Education and Examination Regulations and the relevant legislation.

Force

ARTICLE 10- (1) The provisions of this directive enter into force from the date of acceptance by the University Senate.

Executive

ARTICLE 11 - (1) This directive is executed by the Rector of Nevşehir Hacı Bektaş Veli University.