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**TED UNIVERSITY**  
**UNDERGRADUATE TRANSFER GUIDELINES**

**SECTION ONE**

**Aim, Scope, Basis and Definitions**

**Aim**

**ARTICLE 1** – (1) The aim of these guidelines is to regulate the principles of transfer to TED University undergraduate programs.

**Scope**

**ARTICLE 2** – (1) These guidelines cover the provisions regarding the principles of transfer to TED University at the undergraduate level from the programs of higher education institutions whose equivalence is recognized by the Council of Higher Education.


**Basis**

**ARTICLE 3** – (1) These guidelines have been based on the *Regulations of Transfer between Associate Degree and Undergraduate Degree Programs in Higher Education Institutions, Double Major, Minor Degree and Inter-Institutional Credit Transfer* published in the *Official Gazette* dated 24/04/2010, issue no. 27561.

**Definitions**

**ARTICLE 4** – (1) Definition of the terms used in this document;

- a) EPE: TED University English Language School (ELS) English Proficiency Exam,
- b) Relevant administrative board: TED University faculty administrative boards,
- c) Rector: The Rector of TED University
- ç) Senate: The Senate of TED University,
- d) University/TEDU: TED University
- e) CoHE: Council of Higher Education,

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- f) Regulation: *The Regulations of Transfer between Associate Degree and Undergraduate Degree Programs in Higher Education Institutions, Double Major, Minor Degree and Inter-Institutional Credit Transfer.*

## SECTION TWO

### English Proficiency, Quotas, Application Conditions

#### English Proficiency

**ARTICLE 5** – (1) Students applying from outside TEDU are required to certify their English proficiency.

(2) Applicants are required to take TEDU-EPE or present a valid exam result from national and international exams recommended by the ELS and accepted as equivalent by the Senate.

(3) Applicants from a Turkish-medium or partially foreign language medium institution, applying with a Central Placement Score (within the scope of the Additional Article 1 of the related regulation), who are first-year students or attending the preparatory class but cannot certify their English proficiency can be admitted to the Basic English Preparatory Class.

(4) Applicants who have been successful in the proficiency exam of the related higher education institution, and who are registered to the University for the first time with transfer from a 100% English-medium program of a higher education institution can directly start the undergraduate program.


#### Quotas

**ARTICLE 6** – (1) Transfer quotas are determined and announced within the framework of the relevant regulation.

#### General conditions for all quotas

**ARTICLE 7** – (1) General application conditions for all quotas are listed below.

- a) The applicant is required to be a student (registered or on leave) in an equivalent program at the time of application.

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- b) For the programs which sought success ranking for university placement, the student is required to meet the success ranking condition determined by the CoHE for the relevant program in the year of enrolment in the University.
- c) The student is required to fulfill other application requirements of the relevant program, if any, (e.g. *interview, product file, etc.*)

### **Application conditions for inter-institutional transfer quota**

**ARTICLE 8** – (1) Applicants to apply within this scope must meet the following conditions.

- a) The student must have completed at least two semesters in the program (except for the English Preparatory Class).
- b) The student's GPA must be at least 2.29/4.00 (minimum 60 over 100).


### **Application conditions for in-house quota**

**ARTICLE 9** – (1) The student must have completed at least one semester in the program (except for the English Preparatory Class) and be at the beginning of the fifth semester at the latest.

(2) As of the year the student had entered the university with ÖSYS, the central placement score received in the score type valid for the target diploma program should not be less than the lowest base score of the diploma programs of other universities in the country equivalent to the target diploma program.

(3) For Turkish students with IB (International Baccalaureate) Diploma (intra-institutional) transfer application and program admission requirements are stated below.

- a) Within this scope, students who want to apply for intra-institutional transfer must have an International Baccalaureate (IB) diploma with a minimum diploma grade of 29. The new IB diploma grade of students who retake IB exams after graduating from high school is taken into consideration.
- b) Transfer can only be possible between programs with the same score type. For Engineering, Architecture and Teaching programs, the success ranking requirement in the central placement score type must be met.

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- c) Undergraduate students enrolled at TED University with an IB diploma may pre-apply to transfer to another department where their ÖSYS scores are not sufficient to be placed provided that they meet the necessary application requirements
- ç) At the end of the first semester, the pre-application of students who have received a passing grade (DD) in all the courses they have taken in the program they have pre-applied and whose GPA is 2.80 and above are accepted. These students enroll in the courses of the department they want to pass in the following semester. There is no success requirement for the courses taken in the second semester.
- d) Students' applications for intra-institutional transfer are finalized at the end of the second semester upon decision of the Administrative Board of the relevant Faculty that the student wants to transfer to and adjustment procedures are carried out.

#### **Application requirements for transfer with central placement score**


**ARTICLE 10** – (1) English preparatory class students can apply within the maximum period of the English Preparatory program, and undergraduate students can apply within the maximum period of undergraduate study.

(2) The student's central placement score in the year of enrollment in the higher education institution must be equal to or higher than the general quota base score of the same year for the target program.

#### **Application conditions for transfer from higher education institutions abroad**

**ARTICLE 11** – (1) Applicants to apply within this scope must meet the following conditions.

- a) The student must have completed at least two semesters in the program (except for the English Preparatory Class).
- b) The student's GPA must be at least 60 over 100 (minimum 2.29/4.00), or,
- c) The ÖSYS central placement score of the student in the year of registration in the university is equal to / higher than the base score of the program to which the student wants to transfer or,

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ç) In the year the student started his/her higher education, the university he/she is enrolled in must be placed in the percentile in the world rankings determined by the ranking institutions accepted by the Council of Higher Education for the relevant year,

d) The student must be registered (student status) in an equivalent Higher Education Institution at the time of application,

e) The program in which the student is registered is equivalent to the program they want to transfer to,

f) The University where the student is studying is recognized by the Council of Higher Education,

### **Information on ÖSYS scores**

**ARTICLE 12** – (1) Applicants who have been placed in their current program via ÖSYS score must apply with the ÖSYS document of the year they were placed in the university.

(2) The ÖSYS score type of the target program is taken into consideration. In the evaluation, the student's score of the type that is valid for the target program is taken into consideration among the ÖSYS score types that the student received in the year of entrance to the university.

### **Summer School**

**ARTICLE 13** – (1) Courses taken at the Summer School, which continues on the application deadline, and their grades are to be evaluated before the course registration and upon application, provided that the student is accepted to the program.


### **Documents required for application**

**ARTICLE 14** – (1) The documents required for the application are announced on the relevant pages of the official website of the University.

(2) Applications with missing documents will not be processed.

### **Application dates and venue**

**ARTICLE 15** – (1) Application dates are announced on the relevant internet addresses by the Council of Higher Education and the university within the scope of the relevant regulation.

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(2) Applications are made as specified in the relevant internet address, with all documents completed.

(3) Late applications will not be processed.

### SECTION THREE

#### Evaluation and Adjustment Procedures

##### **Preliminary assessment**

**ARTICLE 16** – (1) Application is evaluated.

(2) Applications that do not meet the application requirements or with missing documents will not be processed, not be forwarded to the relevant academic units and their documents will not be returned.

##### **Evaluation, decision and adjustment procedures**

**ARTICLE 17** – (1) Applications are to be evaluated by the Transfer Committee, whose members are selected by the dean of the relevant faculty.

(2) Evaluation results are presented to the relevant board by the commission.

(3) Decisions regarding admission/rejection and adjustment to the program are taken by the relevant board.


(4) Evaluations are based on the applicants' university entrance exam score, GPA and program compatibility. The ratios of these criteria are determined by the relevant boards.

(5) Admission procedures are based on the evaluation score, starting from the most successful applicant, within the specified quota.

(6) In case the sufficient number of applicants meet the success requirement, substitute applicants are to be determined equal to the number of the relevant quota. If no application is made by the applicants within the specified time, substitutes are called in order.

(7) For TEDU in-house transfers, the courses taken by the students in their previous programs are included in the grade point averages of the students in their new programs (excluding the courses deemed out of the program) and in their transcripts.

(8) For the courses counted towards the program, the adjustment form is to be filled and appended to the decision of the relevant board.

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(9) Courses that students took in English at previous higher education institutions (excluding Turkish Language, Atatürk's Principles and History of Turkish Revolution, Computer Literacy courses) can be counted towards the program.

(10) Whether the courses taken by the students whose transfer applications are accepted from universities other than TEDU will be counted or not will be determined in line with the recommendation of the department chair and by the decision of the relevant board. The credits and grades of the accepted courses are included in the GPA calculations.

(11) Turkish Language, Atatürk's Principles and History of Turkish Revolution courses taken without credit and successfully completed can be counted as CC.

(12) Except for in-house transfer, courses taken at the previous higher education institution with a letter grade of CC or higher can be counted towards the program. Exceptionally, a DD grade from a course that is a prerequisite for another can also be accepted.

### **Maximum Period**

**ARTICLE 18** – (1) The maximum period of study for the students who transfer to a program different from the program they are studying is calculated by subtracting the class in which they are accepted from the maximum period of the program.

(2) The scholarship duration of students who transfer to our University from another higher education institution and who are admitted to the program with a scholarship is calculated by subtracting the class in which the student is admitted from the maximum scholarship period.

## **SECTION FOUR**


### **Miscellaneous and Final Provisions**

#### **Announcement of results**

**ARTICLE 19** – (1) The list of original and substitute applicants whose applications for transfer are accepted will be published on the TEDU website.

#### **Tuition fee payment**

**ARTICLE 20** – (1) Students who change institution/department via transfer pay their tuition fees in accordance with the principles determined by the University Senate, just like current TEDU students.

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### **Scholarship procedures**

**ARTICLE 21** – (1) Scholarship procedures for students who change institution/ department via transfer are carried out within the scope of the *TED University Scholarship Regulations for Undergraduate Study* and the relevant Senate decisions.

### **Cases where there is no provision**

**ARTICLE 22** – (1) In cases where there is no provision in these guidelines, the Regulations on the Principles of Transfer between Associate Degree and Undergraduate Degree Programs in Higher Education Institutions, Double Major, Minor and Inter-Institutional Credit Transfer, TED University regulations and Senate decisions are to be applied.

### **Enforcement**

**ARTICLE 23** – (1) These guidelines are effective as of 06.05.2021 as they were accepted by the University Senate.

### **Execution**

**ARTICLE 24** – (1) These regulations are to be executed by the Rector.

### **SENATE MEETINGS THAT REGULATIONS OR AMENDMENTS ARE ACCEPTED**

<b>DATE</b>	<b>DECREE NO.</b>	<b>EXPLANATION</b>
06.05.2021	2021-12	Undergraduate Transfer Guidelines
23.09.2021	2021-20	Revisions in Article 9, Paragraphs 3 and 4.
27.01.2022	2022-04	Revision in Article 8, Paragraph 1, Item (b)
02.06.2022	2022-11	Revision in Article 11, Paragraph 1.
05.01.2023	2023-01	Revision in Article 8-1/c and Article 9/4 Article 11/1-c and d
16.02.2023	2023-07	Revision in Article 9-3 and Article 18/1
26.06.2024	2024-15	Revision in Article 18_2

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