



CYPRUS AYDIN UNIVERSITY
DIRECTIVE ON COURSE EXEMPTION AND ADAPTATION PROCEDURES FOR
ASSOCIATE AND BACHELOR'S DEGREE PROGRAMS

CHAPTER ONE
(Purpose, Scope, Legal Basis, Definitions)

Purpose

ARTICLE 1 – (1) The purpose of this directive is to regulate the principles of course exemption and adaptation for associate and bachelor's degree students who have newly enrolled at Cyprus Aydın University, regarding the courses they have previously taken and successfully completed at any higher education institution, including Cyprus Aydın University.

Scope

ARTICLE 2 – This directive covers:

- (1) Students who wish to continue their education by transferring horizontally or vertically, or by benefiting from an amnesty law,
- (2) Students who have previously studied at or graduated from any higher education institution and have gained the right to enroll at our University,
- (3) Students who are enrolled in one of our University's programs and who study, as summer school or special students, in programs of another higher education institution recognized as equivalent by the Council of Higher Education (YÖK), and the procedures related to exemption and adaptation of the courses they have taken and successfully completed at another higher education institution.

Legal Basis

ARTICLE 3 – This directive has been prepared based on Article 14 of the Higher Education Law No. 2547 and the Cyprus Aydın University Associate and Bachelor's Degree Education and Examination Regulations.

Definitions

ARTICLE 4 – (1) In this directive:

- a) **ECTS Credit:** The value of each course according to the European Credit Transfer System,
- b) **Equivalent Course:** A course whose name is the same or whose content is determined to be at least eighty percent similar by the relevant administrative boards,
- c) **Relevant Administrative Board:** The Administrative Board of the Faculty/School/Vocational School of Cyprus Aydın University,
- d) **Adaptation Procedure:** The process of determining the semester/year in which students who have gained the right to enroll at our University will continue their education, based on the courses they have previously taken, successfully completed, and been exempted from at any higher education institution,
- e) **KAÜN Credit:** The weighted national credit value of each course as indicated in the course catalog,
- f) **Commission:** A commission consisting of at least three members, appointed by the relevant Dean's Office/Directorate for a minimum of two (2) years, taking into account departmental/program representation, and responsible for examining exemption and adaptation requests,
- g) **Board:** The Faculty/School/Vocational School Board and the Administrative Board,
- h) **Exemption:** The recognition and granting of equivalence of courses in the curriculum, based on credit/ECTS and content compatibility, in place of courses previously taken and successfully completed,
- i) **Rector:** The Rector of Cyprus Aydın University,
- j) **Senate:** The Senate of Cyprus Aydın University,
- k) **University:** Cyprus Aydın University.

CHAPTER TWO

Application Period and Principles

ARTICLE 5- (1) (Amended pursuant to Senate Decision No. 12 dated 11/12/2024) Students who have newly enrolled in associate and bachelor's degree programs at our University may apply for exemption from courses they have previously taken and successfully completed at higher education institutions within five (5) working days following the date of their final registration. In order for the application to be evaluated, it must be submitted within the period specified in the academic calendar.

(2) (Amended pursuant to Senate Decision No. 12 dated 11/12/2024) Students enrolled in units with a compulsory Foreign Language Preparatory Class may submit their exemption requests within the periods specified in the academic calendar after they advance to the first year.

(3) Applications must be submitted in person or by individuals authorized through a notarized power of attorney, with a formal petition. In their application petitions submitted to the academic unit in which they are enrolled, students must clearly state which courses they request exemption from and which previously completed courses correspond to these requests.

The application must be accompanied by officially approved (sealed, stamped, and signed or electronically signed) course descriptions and transcripts issued by the relevant higher education institution. Applications submitted with photocopies, faxed documents, unapproved documents, or incomplete documentation shall not be processed.

(4) Exemption and adaptation requests cannot be made for courses taken at Open Education Faculties, except for Atatürk's Principles and History of Reforms, Turkish Language, English, Computer, and general university elective courses.

(5) No exemption or adaptation procedures shall be carried out for courses taken at universities abroad whose equivalency is not recognized by the Council of Higher Education (YÖK).

(6) A student who is simultaneously enrolled in more than one program cannot request exemption for courses taken in one program to be counted as equivalent courses in another program (except for Atatürk's Principles and History of Reforms, Turkish Language, Computer courses, and courses transferred within Double Major Programs).

(7) If the course for which exemption is requested has a prerequisite and this requirement has not been fulfilled, no exemption request can be made for that course.

(8) Students may apply for course exemption only once during their education in the program in which they are enrolled.

(9) No exemption request can be made for the graduation project.

(10) Transfer/exemption evaluations of foreign students coming from third-world countries other than those holding citizenship of the Republic of Türkiye shall be carried out based on the procedures and principles specified in this directive.

(11) Students who have studied in Double Major or Minor programs at another university may request course transfer in accordance with the procedures and principles specified in this directive.

CHAPTER THREE

Principles of Exemption and Adaptation, and Principles Related to Vertical Transfer, Intra-Institutional and Inter-Institutional Horizontal Transfer

Principles of Exemption and Adaptation

ARTICLE 6 –(1) The courses requested for exemption are evaluated by the Exemption and Adaptation Commission of the relevant Department/Program and finalized by the relevant Administrative Board.

(2) Until the exemption request is finalized by the relevant Administrative Board, students must continue attending the course(s) for which they have applied for exemption. Courses granted exemption by the decision of the Administrative Board shall be dropped during the add-drop period by determining the courses required to be taken in the relevant department/program at Cyprus Aydın University, students' adaptations are made to the appropriate semester/year.

(4) Courses with conditional passing grades (DC, DD, or their equivalents) may only be granted exemption if the overall grade point average of all exempted courses is 2.00 or above.

(5) According to the evaluation made pursuant to Article 6 (3), the letter grade coefficient corresponding to at least a "CC" grade must be a minimum of 2.00 on a 4.00 scale.

(6) If the success grade of the course requested for exemption is arranged according to a 100-point system, it is converted into a 4-point system using the YÖK grade conversion table, and the highest letter grade corresponding to that grade range in our University's letter grading system is assigned.

(7) The name of the course requested for exemption does not have to be exactly the same as the course it will replace.

(8) Exemption procedures are carried out for Atatürk's Principles and History of Reforms and Turkish Language courses regardless of their credit values.

(9) **(Amended pursuant to Senate Decision No. 12 dated 11/12/2024)** More than one course taken at another higher education institution may be counted in place of a single course at the University, and the student may be granted exemption from that course. In this case, each of the courses counted toward exemption must separately meet the conditions set out in Article 6 (3) and Article 6 (5), and the letter grade of the exempted course is determined based on the average of the coefficients corresponding to the letter grades of the courses taken. If one course is considered equivalent to more than one course, the letter grade of the relevant course is entered into the system as the grades of the equivalent courses. For ECTS or KAÜN credit compatibility, priority is given to the total ECTS credits of the courses; if ECTS information is not available in the transcript, the total KAÜN credits are taken into account. The ECTS credits of exempted courses are included in the total ECTS required for graduation.

(10) Students who have graduated from a formal higher education institution and enroll at our University in an equivalent program offering the same degree or a higher degree (associate or bachelor's) may be granted exemption from all courses that can be considered equivalent to those they have taken. However, such students are required to complete at least two semesters of full-time study in the program they are enrolled in.

(11) For courses that have been repeated more than once, the most recent passing grade shall be taken as the basis for exemption.

(12) Courses previously taken in different languages may be counted in place of the course for which exemption is requested, in line with the principles stated above.

(13) The course(s) granted exemption are indicated in the student's transcript with the course name, code, ECTS credit, KAÜN credit, letter grade, and the transfer term.

(14) For students studying at Cyprus Aydın University, the grades of courses whose exemptions are approved by the relevant boards are converted according to the KAÜN grading table, recorded as letter grades, and included in the CGPA calculation.

Exemption and Adaptation Principles Regarding Vertical Transfer

ARTICLE 7 - (1) For students enrolled through the Vertical Transfer Examination (DGS), the provisions of the Regulation on the Continuation of Undergraduate Education of Graduates of Vocational Schools and Open Education Associate Degree Programs shall apply.

(2) The language proficiency of students who are entitled to enroll in associate or undergraduate programs delivered in a foreign language at the University, as well as their exemptions from English courses, shall be determined in accordance with the relevant directive of the School of Foreign Languages.

(3) **(Amended pursuant to Senate Decision No. 12 dated 11/12/2024)** Exemption procedures for the courses previously taken by the student at the higher education institution they attended shall be carried out in accordance with this directive. The courses granted exemption shall be specified in the Exemption and Adaptation Commission report and in the decision of the Board of Directors, in accordance with the form provided in Annex-1. If the total ECTS credits of the exempted courses are equal to or exceed 70% of the ECTS workload specified in the curriculum of the relevant semester/year, the student shall be adapted to the subsequent semester/year. (The adaptation shall be carried out by taking into account the total ECTS credits of the courses from which the student is exempted; each 30 ECTS shall be considered as one semester. If the remaining ECTS credits exceeding multiples of 30 ECTS are 20 or more, the student shall be adapted to the next semester.)

(4) The courses taken in the associate degree program by students placed in undergraduate programs through vertical transfer, for which exemption and adaptation have been granted within the undergraduate program, shall be recorded in the transcript with their equivalent letter grades as applied at our University and shall be included in the Cumulative Grade Point Average (CGPA).

Exemption and Adaptation Principles Regarding Internal and Inter-Institutional Horizontal Transfer

ARTICLE 8 - (1) For students enrolled through internal and inter-institutional horizontal transfer, the provisions of the Regulation on Transfers Between Associate and Undergraduate Programs in Higher Education Institutions, Double Major and Minor Programs, and Inter-Institutional Credit Transfer shall apply.

(2) **(Amended pursuant to Senate Decision No. 12 dated 11/12/2024)** Exemption procedures for the courses previously taken by the student at the university they attended shall be carried out in accordance with this directive, and the student's adaptation to the program shall be determined by taking into account the total ECTS credits of the exempted courses. This shall be specified in the Exemption and Adaptation Commission report and in the decision of the Board of Directors, in accordance with the forms provided in Annex-2 (A) and Annex-2 (B). If the total ECTS credits of the exempted courses are equal to or exceed 70% of the ECTS workload specified in the curriculum of the relevant semester/year, the student shall be adapted to the subsequent semester/year. (The adaptation shall be carried out by taking into account the total ECTS credits of the courses from which the student is exempted; each 30 ECTS shall be considered as one semester. If the remaining ECTS credits exceeding multiples of 30 ECTS are 20 or more, the student shall be adapted to the next semester.)

(3) The courses taken in the associate or undergraduate program by students placed in associate or undergraduate programs through internal and inter-institutional horizontal transfer, for which exemption and adaptation have been granted, shall be recorded in the transcript with their equivalent letter grades as applied at our University and shall be included in the Cumulative Grade Point Average (CGPA).

CHAPTER FOUR **Finalization of Exemption and Adaptation Procedures**

ARTICLE 9 - (1) In the exemption and adaptation final report prepared by the relevant department/program exemption and adaptation commission and approved by the relevant Board of Directors, the name, credit/ECTS value, and grade of the course(s) previously taken by the student, as well as the code, name, credit/ECTS value, and grade of the course(s) from which the student is exempted, and, if applicable, the year to which the student has been adapted, shall be specified.

(2) The decision of the Board of Directors regarding exemptions shall be announced to students by the relevant Department/Program Chair. A copy of the announced decision and the evaluation form shall be submitted to the Registrar's Office by the academic unit.

(3) Objections to the results of exemption/adaptation procedures shall be submitted in writing to the relevant Program/Department Chair within one (1) week at the latest following the finalization of the exemption/adaptation process and the entry of the results into the student grading system. Objections shall be evaluated and resolved by the Board of Directors of the relevant unit. Late applications and requests for processing shall not be accepted.

CHAPTER FIVE **Cases Not Provided For, Entry into Force, and Execution**

ARTICLE 10 - (1) In matters not covered by this directive, the provisions of the Higher Education Law No. 2547, the Cyprus Aydın University Associate and Undergraduate Education and Examination Regulations, and Senate decisions shall apply.

Entry into Force

ARTICLE 11 - (1) This directive shall enter into force as of the date of its approval by the Senate of Cyprus Aydın University.

Execution

ARTICLE 12 - (1) The provisions of this directive shall be executed by the Rector of Cyprus Aydın University.

APPENDIX - 2 (A)

INTER-INSTITUTIONAL HORIZONTAL TRANSFER

EXEMPTION AND ADAPTATION FORM

STUDENT INFORMATION

Student Name Surname

Student ID

INFORMATION REGARDING THE UNIVERSITY TRANSFERRED FROM

INFORMATION REGARDING THE ADMITTED DEPARTMENT/PROGRAM

University Name

Admitted Department/Program Name

Institute/Faculty/Vocational School Name

Admitted Class

Department/Program Name

Admitted Semester

LYS Score and Year *(To be filled by students transferring based on central placement score)*

LYS Base Score and Year of Admitted Department/Program *(To be filled by students transferring based on central placement score)*

Overall GPA *(To be filled by students transferring based on overall GPA)*

Applicable Catalog Year

APPENDIX - 3

EXEMPTION FORM FOR COURSES TAKEN FROM A PREVIOUSLY ATTENDED UNIVERSITY

STUDENT INFORMATION

Name Surname		Student No	
Department/Program Name			

INFORMATIONS ABOUT THE PREVIOUS UNIVERSITY

University Name	
Institute/Faculty/Vocational School Name	
Department/Program Name	
Date	

TRANSFER COURSES

PREVIOUS UNIVERSITY COURSE:

TRANSFER COURSE:

No	Code	Course Name	Credit	ECTS	Grade	Code	Course Name	Credit	ECTS	Grade	Type Z/S
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											

Processed By

Person	Title	Date	Signature
	Department Head		
	Student Affairs		