



Decision No: 2018/07

Decision Date: 11.06.2018

CYPRUS AYDIN UNIVERSITY DIRECTIVE ON HORIZONTAL AND VERTICAL TRANSFER

In accordance with the relevant articles of the YÖDAK (Higher Education Institutions Establishment, Duties, Supervision and Accreditation) Law and the Cyprus Aydın University Establishment and Operating Statute, the Rectorate of Cyprus Aydın University hereby issues the following directive.

CHAPTER I

GENERAL PROVISIONS

This Directive shall be referred to as the “**Cyprus Aydın University Directive on Horizontal and Vertical Transfer.**”

Purpose

ARTICLE 1. The purpose of this Directive is to regulate the principles concerning student admission to Cyprus Aydın University through horizontal and vertical transfer.

Scope

ARTICLE 2. This Directive covers the provisions concerning quotas, application requirements, the application and evaluation process, and credit transfer for domestic and international horizontal and vertical transfers to the diploma programs of Cyprus Aydın University.

Legal Basis

ARTICLE 3. This Directive has been prepared on the basis of the Regulation on the Principles of Transfer, Double Major, Minor Programs and Inter-Institutional Credit Transfer between Associate and Undergraduate Level Programs in Higher Education Institutions issued by the Council of Higher Education (YÖK); the Regulation Amending the Regulation on the Principles of Transfer, Double Major, Minor Programs and Inter-Institutional Credit Transfer



between Associate and Undergraduate Level Programs in Higher Education Institutions (Additional Article 1); and the relevant articles of the TRNC Higher Education Law.

Definitions

ARTICLE 4. In this Directive, the following terms shall have the meanings set out below:

1. **Dean:** The Dean of a Faculty of Cyprus Aydın University,
2. **Vertical transfer:** The continuation of study in an undergraduate program, in accordance with the principles set out in this Regulation, by students who have graduated from the associate degree programs of a higher education institution,
3. **Diploma program:** Higher education programs through which students who satisfy the qualifications specified by faculties, schools, and vocational schools are awarded an associate or undergraduate diploma,
4. **Equivalent diploma program:** Diploma programs whose names are identical or whose contents have been determined by the relevant executive boards to be at least eighty percent the same,
5. **Cumulative grade point average:** The weighted grade point average—calculated according to the credits—of all courses taken by the student, excluding the preparatory class, up to the semester in which the transfer is requested,
6. **Relevant Faculty Council:** In the faculties of Cyprus Aydın University, the faculty council; in the schools, the school council; in the vocational schools, the vocational school council,
7. **English Proficiency Examination:** The examination administered by the School of Foreign Languages of Cyprus Aydın University, prior to the beginning of each academic year, in order to determine the English language proficiency of students enrolled in programs in which the medium of instruction is English and in which the preparatory class is compulsory,
8. **Relevant Executive Board:** In the faculties of Cyprus Aydın University, the faculty executive board; in the schools, the school executive board; in the vocational schools, the vocational school executive board,



9. **Quota:** The previously determined and announced number of students to be admitted,
10. **Inter-institutional horizontal transfer:** A transfer from a university at the same level to Cyprus Aydın University,
11. **Intra-institutional horizontal transfer:** The transfer of a student to other diploma programs at the same level within the higher education institution in which the student is enrolled,
12. **Director:** The director of a school or vocational school of Cyprus Aydın University,
13. **Board of Trustees:** The Board of Trustees of Cyprus Aydın University,
14. **Transcript:** The document on which the names, credits, and grades of all courses taken during the period of study are recorded collectively,
15. **Registrar's Office:** The Registrar's Office of Cyprus Aydın University,
16. **Score type:** The type of score used by ÖSYM in placing students into a higher education program,
17. **Rector:** The Rector of Cyprus Aydın University,
18. **Senate:** The Senate of Cyprus Aydın University,
19. **Minimum placement score:** The entrance score of the student with the lowest score placed by the Student Selection and Placement Centre (ÖSYM) through the centralized examination into a diploma program of a higher education institution,
20. **Third country:** Countries other than the Republic of Turkey and the Turkish Republic of Northern Cyprus,
21. **University:** Cyprus Aydın University,
22. **School of Foreign Languages:** The School of Foreign Languages of Cyprus Aydın University,
23. **Horizontal transfer:** The right of a student enrolled in a higher education institution to continue his or her studies in other diploma programs at the same level, in accordance with the principles set out in this Regulation.

CHAPTER II



GENERAL PRINCIPLES

Quota

ARTICLE 5.

1. Inter-institutional and intra-institutional transfers between diploma programs may only be carried out within the framework of the quotas and transfer requirements previously announced.
2. For students who are citizens of the Republic of Turkey, the horizontal transfer quota for the relevant year may not exceed 10% of the student quota stipulated in the ÖSYM Guide for the diploma program concerned. In cases where the number of applications exceeds the quota, the horizontal transfer of candidates is accepted by ranking applicants in descending order of ÖSYS score, up to the announced quota.
3. No quota restriction shall apply to horizontal transfers into diploma programs for which ÖSYM does not apply a placement quota.

Transfers

ARTICLE 6.

1. Horizontal transfer cannot be made to the preparatory class of associate and undergraduate diploma programs; to the first or final semester of associate degree programs; or to the first two or final two semesters of undergraduate diploma programs.
2. Students who are citizens of the Republic of Turkey may apply for horizontal transfer provided that their centralized placement score in the year of their initial enrollment is equal to or higher than the minimum placement score of the diploma program of the receiving university in the year that program was entered.
3. In order to transfer from open or distance education programs to formal education programs, the student's cumulative grade point average in the program in which he or she is currently enrolled must be 80 or above out of 100, or the student's centralized placement score in the year of initial enrollment must be equal to or higher than the minimum placement score of the relevant diploma program of the receiving university in the same year.



4. Horizontal transfer may only be made between higher education institutions offering equivalent education programs, at the beginning of each semester and before classes commence.
5. Horizontal transfer may be made only once.
6. Students transferring horizontally to the University may transfer only the credits of the courses in which they have been successful. This provision shall also apply to horizontal transfers from foreign higher education institutions to higher education institutions in the TRNC.
7. For horizontal transfer to faculties in which instruction is conducted entirely in a foreign language, it is mandatory for the applicant to be successful in the foreign language proficiency examination administered by the University, or to document at the time of application a score at the level of proficiency determined by the University from a foreign language examination of recognized national or international validity.
8. Having a registered leave of absence does not constitute an obstacle to benefiting from the right of horizontal transfer.

Application and Evaluation

ARTICLE 7.

1. Applications for horizontal transfer between diploma programs shall be made only within the announced period.
2. At the time of application, the student must be registered with student status at a higher education institution and must not have had his or her affiliation with the university terminated for any reason.
3. The criteria to be used in evaluating horizontal transfer applications and the minimum conditions required for horizontal transfer shall be determined by the Senate.
4. The preliminary evaluation of applications shall be carried out, within the framework of the principles determined by the Senate, by commissions established by the relevant



executive boards. Applications shall be evaluated according to the criteria established by the University Senate, taking into account the candidates' cumulative grade point average, the centralized placement score for transfer between programs of different

score types, and, where applicable, performance in the common courses of the program to which the applicant wishes to transfer; transfers shall then be granted within the limits of the allocated quota.

CHAPTER III

SUBSTANTIVE PROVISIONS

B. Intra-Institutional Horizontal Transfer between Programs

ARTICLE 8.

1. Students who, with the exception of the English Preparatory School, have completed at least one semester of study at the University may transfer horizontally from a diploma program of the University to equivalent diploma programs located within the same unit, or within another faculty, school, or vocational school of the University.
2. The determination of the semesters during which intra-institutional horizontal transfer quotas are to be set (starting from the second semester and up to and including the fifth semester), and the diploma programs for which such quotas are to be established, shall be decided by the relevant executive boards on a per-program basis, distributed across semesters in such a way as not to exceed fifteen percent annually of the student quota stipulated in the ÖSYM Guide.
3. Intra-institutional quotas for programs may be determined separately for diploma programs within the same faculty, school, or vocational school, and for diploma programs within other faculties, schools, or vocational schools.
4. Intra-institutional horizontal transfer quotas shall be announced on the University's website at least 15 days before the deadline for the receipt of applications.
5. In order for students who are citizens of the Republic of Turkey to apply for horizontal transfer between diploma programs of the University admitting students at the same



level but with different centralized placement score types, the student's centralized placement score in the score type valid for the diploma program to which transfer is sought, as obtained in the year in which he or she took the centralized examination, must not be lower than the lowest minimum placement score of equivalent diploma programs at other universities.

6. The authority to determine the principles governing the continuation of scholarships for students enrolled in a scholarship program who carry out a horizontal transfer shall rest with the University Senate.
7. The application of a student applying for horizontal transfer between Faculties / Schools / Vocational Schools shall be forwarded, together with an evaluation report prepared by the executive board of the unit in which the student is currently enrolled, to the executive board of the Faculty / School / Vocational School to which the student has applied. The application shall be evaluated and concluded by that executive board.
8. Applications for horizontal transfer between diploma programs offered by the same Faculty / School / Vocational School shall be evaluated and concluded by the executive board of that unit.

B. Inter-Institutional Horizontal Transfer

ARTICLE 9.

1. A student who has completed at least one semester of an associate degree program or at least two semesters of an undergraduate program at any university or an equivalent Higher Education Institution may apply for horizontal transfer to Cyprus Aydın University.
2. Inter-institutional horizontal transfer shall be conducted between equivalent diploma programs of higher education institutions at the same level.
3. The inter-institutional horizontal transfer quotas of programs shall be determined by the executive boards of the relevant units, within the framework of the applicable YÖK and YÖDAK regulations, and submitted to the Rectorate.



4. In diploma programs leading to an associate degree, the horizontal transfer quotas, together with the application and evaluation schedule, shall be announced in January for the second semester and in July for the third semester.
5. In undergraduate diploma programs offering four-year education, the horizontal transfer quotas and the application and evaluation schedule for the second and third years shall be announced in July.
6. For students who are citizens of the Republic of Turkey to carry out an inter-institutional horizontal transfer, their centralized placement scores in the year of their initial enrollment must be equal to or higher than the minimum placement score of the program to which they wish to transfer in the year that program was entered.
7. (Amendment: pursuant to Senate Decision No. 07 dated 26.07.2024) For inter-institutional horizontal transfer, the student's cumulative grade point average for the semesters completed in the program in which he or she is enrolled must be at least 2.30 out of 4 or 60 out of 100.
8. Candidates who do not satisfy the achievement requirement set out in paragraph seven, but whose centralized placement score is equal to or higher than the minimum placement score of the diploma program to which they wish to transfer, may submit an application for horizontal transfer.
9. For applications from foreign universities, the foreign higher education institution at which the student has studied, and the program in which the education was provided, must be recognized by the University as equivalent to an institution authorized to award associate or undergraduate diplomas.
10. Students applying for horizontal transfer may transfer from an associate degree program to an undergraduate program, or from an undergraduate program to an associate degree program, provided that their centralized placement score in the year of initial enrollment satisfies the centralized placement score requirement of the program to which they wish to transfer.

Evaluation



ARTICLE 10.

1. The applications of students whose horizontal transfers from other higher education institutions are accepted shall be evaluated by the relevant executive boards, within the framework of the principles determined by the University Senate, taking into account the candidates' cumulative grade point average, the centralized placement score for transfer between programs of different score types, and, where applicable, performance in the common courses of the program to which the applicant wishes to transfer; transfers shall then be granted within the limits of the allocated quota.
2. For transfer from foreign higher education institutions to domestic higher education institutions, the inter-institutional horizontal transfer achievement requirements set out in Article 9, paragraph 7 of this Regulation shall likewise apply.
3. The evaluation results of candidates applying for horizontal transfer to each diploma program shall be announced on the University's website. Successful candidates shall be notified of the decision concerning them in writing.
4. The previously taken courses in which transferring students have been successful in their former diploma program shall be subjected to recognition; the grades previously obtained in these courses shall be entered on the transcript and included in the calculation of the grade point average.

Vertical Transfer from Outside the University

ARTICLE 11. Students who have graduated from the associate degree programs of a higher education institution may be admitted to undergraduate programs by decision of the relevant faculty/school council. For students who are citizens of the Republic of Turkey to carry out a vertical transfer, they must have been placed in a program at Cyprus Aydın University on the basis of the results of the Centralized Vertical Transfer Examination administered by ÖSYM.

Exemptions of Students Admitted through Horizontal and Vertical Transfer

ARTICLE 12.

1. Students admitted through horizontal or vertical transfer may apply, no later than during the first week following the commencement of instruction, to the chairperson of the



department or program to which they are affiliated, by submitting a petition specifying the courses for which they wish to receive exemption, together with an official transcript indicating the contents, ECTS credits, and grades of the courses previously taken at other higher education institutions.

2. The exemptions to be granted to students admitted through horizontal or vertical transfer shall be determined upon the opinion of the relevant faculty member and decided by the relevant executive board, and shall be reported to the Registrar's Office.

3. Exemption requests must be submitted no later than 10 days following the end of the late registration period. Such applications shall be finalized within 15 days of the close of the application period.

CHAPTER IV

Miscellaneous Provisions

Entry into Force

ARTICLE 13. This Directive shall enter into force on the date on which it is adopted by the Senate of Cyprus Aydın University and approved by the Board of Trustees.

Execution

ARTICLE 14. The provisions of this Regulation shall be executed by the Rector of Cyprus Aydın University.