



Senate Decision Date: 26.07.2024

Meeting No: 07

**CYPRUS AYDIN UNIVERSITY
GRADUATE EDUCATION AND RESEARCH
INSTITUTE TRANSFER DIRECTIVE**

SECTION ONE

Purpose, Scope, Legal Basis and Definitions

Purpose

ARTICLE 1 – The purpose of this Directive is to determine the procedures and principles regarding all transfer processes to the graduate programs of Cyprus Aydın University from outside the University and within the University.

Scope

ARTICLE 2 – This Directive covers the provisions regarding all transfers to graduate programs from outside the University and within the University.

Legal Basis

ARTICLE 3 – (1) This Directive has been prepared based on Articles 14 and 44 of the Higher Education Law No. 2547 dated 04/11/1981, Article 32 of the Regulation dated 04/03/2019, and the relevant articles of the Cyprus Aydın University Graduate Education, Training and Examination Regulation.

Definitions

ARTICLE 4 - (1) In this Directive;

- a) **ALES:** Academic Personnel and Graduate Education Entrance Examination,
- b) **YDS:** Foreign Language Examination,
- c) **YÖKDİL:** Higher Education Institutions Foreign Language Examination,
- d) **Institute Administrative Board:** the Administrative Board of the Graduate Education and Research Institute,
- e) **Other Institute:** the institutes affiliated with all universities recognized by YÖK that are not affiliated with Cyprus Aydın University,
- f) **Department Chair:** the Department Chair of the Graduate Education and Research Institute of Cyprus Aydın University,



- g) **Senate:** the Senate of Cyprus Aydın University,
h) **University:** Cyprus Aydın University.

SECTION TWO

General Principles

ARTICLE 5 – A student who has successfully completed at least one semester at the course-taking stage, excluding the scientific preparation stage, in graduate programs within the University or at another university may transfer to the relevant graduate program within the University through transfer, provided that they meet the admission requirements of the same or a different master’s program.

ARTICLE 6 – Transfer quotas are determined by the Senate upon the proposal of the Institute. If the program quota is not filled, transfer applications may be accepted up to the number of the vacant quota.

ARTICLE 7 – In the conversion of success grades obtained according to the 100-point system into the 4-point system, the conversion table specified in Article 52/(5) of the CAU Graduate Education, Training and Examination Regulation is used.

ARTICLE 8 – Having frozen registration, having suspended registration, or being an extended-period student does not constitute an obstacle to benefiting from the right of transfer.

ARTICLE 9 – (1) Applications may be made to transfer from master’s programs to equivalent master’s programs.

(2) Applications may be made to transfer from doctoral programs to doctoral programs, from proficiency in art programs to proficiency in art programs, and from Doctorate/Proficiency in Art programs to thesis/non-thesis master’s programs. However, transfer from thesis or non-thesis master’s programs to doctoral or proficiency in art programs is not permitted.

ARTICLE 10 – The right of transfer between programs within the University may be used only once.

SECTION THREE

Transfers Between Master’s Programs

ARTICLE 11 - (1) In order for a transfer to be made to a master’s program, students must have been admitted to that program in the same year.

(2) Applications for transfer to a master’s program are made on the dates specified in the University’s academic calendar.



Transfer Conditions

ARTICLE 12 - (1) Students who will transfer to a YÖK-approved thesis master's program must have an ALES score or an equivalent exam score announced by YÖK, not less than 55 points as determined by the Senate according to the score type of the program they apply to. An ALES score is not required for programs approved by YÖDAK.

(2) Master's students transferring between thesis programs must have a cumulative grade point average of at least 2.50/4.00 (65/100).

(3) In order to transfer from non-thesis programs to thesis programs, the student must have studied in the non-thesis program for at least one semester and have a cumulative grade point average of at least 2.50. For students from non-thesis programs outside the field transferring to thesis programs, the admission requirements of the thesis program are required.

(4) Upon the recommendation of the advisor, students may take undergraduate courses in addition to master's courses, provided that they have not taken these courses during their undergraduate studies. These courses are indicated on the transcript.

(5) In transfers to thesis programs, ranking is made within the framework of the criteria determined by the relevant institute administrative board.

Adaptation

ARTICLE 13 - (1) From students who are in the course stage or who have not entered the thesis defense stage in master's education programs, a transcript and approved course content are requested. Which of the courses of these students will be exempted and which courses they will take are finalized with the recommendation of the department/art department chair and the decision of the institute administrative board.

(2) Students who graduate from a master's program may, if they enroll in a thesis/non-thesis program of the same or a different program, be exempted from courses up to a maximum of 50% of the ECTS they obtained from the courses taken in the program they previously graduated from, upon the recommendation of the Department Chair and the decision of the Institute Administrative Board (in order to prevent obtaining two diplomas with the same courses).

ARTICLE 14 – (1) The period spent by the student who transfers in their previous program is included in the calculation of the maximum period of study of the program to which they transfer.

SECTION FOUR

Transfers Between Doctoral and Proficiency in Art Programs

ARTICLE 15 - (1) A student enrolled in a Doctoral/Proficiency in Art program within or outside the University who has completed and successfully passed at least one semester may



transfer to the relevant Doctoral/Proficiency in Art program within the University if they meet the admission requirements of the same or a different Doctoral/Proficiency in Art program within the University.

(2) In order for a transfer to be made to a program, there must be students enrolled in that program.

Transfer Conditions

ARTICLE 16- (1) A student who will transfer to a Doctoral/Proficiency in Art program must document that they meet the admission requirements of the program valid in the year they were enrolled.

(2) A student who has completed at least one semester in their current Doctoral/Proficiency in Art program and has not entered the proficiency examination may transfer to University programs.

(3) Students transferring between Doctoral/Proficiency in Art programs must have a cumulative grade point average of at least 3.00/4.00 (80/100).

Adaptation

ARTICLE 17 - (1) From students applying for transfer to Doctoral/Proficiency in Art programs at the course stage, a transcript and approved course content are requested. Which courses of these students will be exempted and which courses they will take are finalized with the recommendation of the department/art department chair and the decision of the Institute Administrative Board.

(2) After course adaptation is completed, the student may be required to retake the courses they have taken in the Doctoral/Proficiency in Art program upon the recommendation of the Department Chair and the decision of the Institute Administrative Board.

SECTION FIVE

Miscellaneous and Final Provisions

ARTICLE 18 – In cases where there is no provision in this Directive, the provisions of the Cyprus Aydın University Graduate Education, Training and Examination Regulation and other relevant legislation shall apply.

Entry into Force

ARTICLE 19 – This Directive enters into force on the date it is approved by the Senate.

Execution

ARTICLE 20 – This Directive is executed by the Rector of Cyprus Aydın University.