

REGULATION ON COURSE EXEMPTION and EQUIVALENCY PROCEDURES

CHAPTER ONE

Aim, Scope, Basis and Definitions

1. Aim and Scope

- (1) The purpose of this regulation is to determine the course exemption principles for students who have been admitted to Arkin University of Creative Arts and Design and have studied in higher education institutions locally or abroad at undergraduate or graduate level and have successfully passed the courses they have enrolled in throughout their education.
- (2) This regulation applies to students as indicated below:
 - (a) Students who are registered at a different programme at ARUCAD and are transferring internally.
 - (b) Students who are transferring from other universities to ARUCAD through transfers
 - (c) Students who have obtained associate or undergraduate degrees from our university, or any other university, and have started their university education in ARUCAD.
 - (d) Students who have studied, but have not completed their associate or undergraduate degrees within another university before enrolling at ARUCAD.
 - (e) Students who have completed a part of their education within another domestic/overseas higher education institution within the scope of exchange programmes.
 - (f) Students who have taken courses within domestic/overseas higher education institutions within the scope of either summer school, or with a special student status.

2. Basis

This regulation is titled as the Arkin University of Creative Arts and Design Course Exemption Regulation and Equivalency Procedures and is put into effect by the University's Senate.

3. Definitions

In this Regulation:

- a) **Academic Calendar** refers to the schedule that indicates the dates of important events such as the start and end dates of the semesters within an academic year along with registration and exam dates.
- b) **ECTS Credits** refers to the credit indicating the workload required by students for each course within an academic year that is calculated within the European Credit Transfer System.
- c) **Department** refers to every department affiliated to the faculties and vocational schools of Arkin University of Creative Arts and Design.

- d) **Exchange Programme** refers to an exchange programme conducted between domestic or overseas higher education institutions and Arkin University of Creative Arts and Design within the framework of mutual agreements.
- e) **Dean's Office/Dean** refers to the Dean's Office and Deans of faculties affiliated to Arkin University of Creative Arts and Design.
- f) **GPA** refers to the Grade Point Average of a single semester.
- g) **CGPA** refers to the Cumulative Grade Point Average.
- h) **Preparatory Course** refers to a preparatory course within the Arkin University of Creative Arts and Design English Preparatory School.
- i) **The Relevant Board** refers to the Faculty Board amongst faculties and the Vocational School Board amongst vocational schools affiliated to Arkin University of Creative Arts and Design.
- j) **The Relevant Board of Director** refers to the Faculty Board of Directors within faculties and the Vocational School Board of Directors within vocational schools affiliated to Arkin University of Creative Arts and Design.
- k) **Director** refers to the Directors of Research Centres and Institutes affiliated to Arkin University of Creative Arts and Design.
- l) **Student** refers to the students of Arkin University of Creative Arts and Design.
- m) **Student Affairs** refers to the student affairs unit affiliated to the relevant dean or director in which all procedures in relation to the faculty or vocational school programme within which the student is registered are carried out.
- n) **ÖSYM** refers to the Student Selection and Placement Centre.
- o) **Rector** refers to the Rector of Arkin University of Creative Arts and Design.
- p) **Senate** refers to the Senate of Arkin University of Creative Arts and Design.
- q) **University (ARUCAD)** refers to Arkin University of Creative Arts and Design.
- r) **YÖDAK (YÖDAK)** refers to the Higher Education Planning, Inspection, Accreditation and Coordination Board.
- s) **YÖK** refers to The Council of Higher Education.

CHAPTER TWO

General Principles

4. Transfers

- (1) For students from the Turkish Republic, transfers are applied in accordance with the following framework:
 - (a) In the transfers to be made based on the GPA, the student's grade point average must be 60 out of 100 (2.29 out of 4). For the preparatory courses of associate and undergraduate diploma programmes, transfers cannot be accomplished within the first and last semesters of associate degree programmes, and within the first and last two semesters of

undergraduate degree programmes. Transfers can only be executed into the 3rd and 5th semesters and no transfers can be completed between the fall and spring semesters

- (b) In transfers where Additional Clause 1 will be taken as a basis, provided that the student's central placement points of the year they registered in is equal to or higher than the base point of the diploma programme they wish to transfer to, the student can apply for transfer with the inclusion of preparatory classes. Within the scope of this clause the maximum education period of these students will be calculated by subtracting the amount of time spent in the previous programme out of the maximum duration of the programme the student transferred to.
- (2) For TRNC and international students, provided that the Faculty/School boards deems it appropriate, in order for the student accepted to the University to graduate from ARUCAD, they are required to have completed the final two semesters of the programme within ARUCAD.
- (3) Students in evening classes are only permitted to do a transfer to other evening classes. However, if the student is within the top ten percent of their class in terms of success in their evening diploma programme, they can do a transfer to formal education when entering the next year of their course provided that the programme quota allows it.
- (4) Students can do a transfer from one open university or distance learning programme to another. In order for students to be able to transfer from open university or distance learning programmes to formal education programmes, the students' grade point average within their course must be 3.15/4.00 or higher or their central placement point from the year of their registration must be equal to or higher than the base point of the ARUCAD programme they wish to transfer to.
- (5) Students are able to undertake a transfer from formal education or evening classes to open university or distance learning degree programmes.

5. Documents needed for Application

The following documents are required for applications:

- (a) A signed and stamped transcript.
- (b) An approved copy from the related unit of the course description from the university the student was previously enrolled in, (if an approved course description cannot be obtained, Faculties/Vocational Schools can evaluate the course descriptions found on the university websites.)
- (c) Application form.

6. Application and Evaluation Process

- (1) Applications are received by the Registrar's Office.
- (2) The Registrar's Office sends the application to the related Dean's Office/Vocational School Director. The Evaluation is done by the Faculty/ School. If necessary, the views of other units can also be evaluated. Exemption and Equivalency commissions can also be established within the scope of the Faculties and Vocational Schools.
- (3) Students can apply for course exemption until the last day of the late registrations indicated on the academic calendar. After this deadline, students may be given additional time by the Faculty Board or Vocational School Board if a valid excuse is provided.

(4) In the exemption process, a lesson/lessons are evaluated according to the following articles:

- (a) Until the exemption request is resolved by the relevant Faculty/School Boards, students continue to attend the course/courses for which they have requested exemption.
- (b) In order for the credits of the exempted courses' credits to be counted and for the student to be able to graduate from ARUCAD, the student needs to be successful in accordance with the Regulation on Associate and Undergraduate Education and must complete their education within the durations stated in clauses (1) and (2) of Article 4 of this Regulation.
- (c) In order for a compulsory or elective course to be counted as exempt, the credits must be at least the same as those within the ARUCAD curriculum. Credit equality is determined by the Faculty/School Board. Provided that a student is unable to present local credits, the evaluation can be done over ECTS credits and the ECTS credits must be at least equal to the lesson the exemption is requested for within the ARUCAD curriculum.
- (d) Regardless of whether the course the exemption is requested for is a compulsory or an elective course, content of course description must be at least 75% similar in nature.
- (e) Students must have at least a C grade or above for the lesson/lessons they request to be exempted from. In order to be exempt from conditionally passed courses (with a C-, D+, D grade) the total grade point average of the exempted course must be minimum 1.50 until the 5th semester (including the 5th semester) and for the 6th semester and after it must be 1.80.
- (f) If the credit of the course received in another institution is less than that of the course offered in ARUCAD, one course exemption can be given in accordance with the credit and course contents in place of multiple courses taken from other institutions.
- (g) If the credit of the course received in another institution is more than that of the course offered in ARUCAD, more than one course from ARUCAD can be counted as exempt in accordance with the course content and credits.
- (h) Transfer students who have graduated from a programme in another higher educational institution, or have not completed their education and want to have an exemption of courses they successfully completed will have their letter grade which they received from the previous institution written on their transcripts. If multiple courses are being used for the exemption of one course the *grade point average* of the lessons are determined. The grades to be written in the transcript will be determined by the Faculty/School Board and the Registrar's Office will be notified.
- (i) If a choice needs to be made for courses that the student will be exempted from, the Faculty/School boards have the priority in making that choice.
- (j) With the transference of the four-point grades or hundreds system, tables determined by the board of the Higher Education Council will be used.

7. Processing the Exemptions

- (1) The grades of exempted lessons of Turkish Republic citizens and third country citizens from the TRNC or Turkish Republic universities or students that are TRNC citizens are applied as stated in clause 4 (h) of article 6 and they are considered in calculating Grade Point Averages (CGPA).

- (2) The applications for exemptions of *third country citizens not from the TRNC or Turkish universities* or TRNC citizens are evaluated differently to the above. The letter grade of these students who are successful is written as EX (Exemption). The credits of the lessons they are exempt from are included within their graduation credits.
- (3) The grades of exempted lessons of students who transfer between departments within this university are processed as letter grades on their transcripts and they are included in the calculation of the grade point average.

CHAPTER THREE **Miscellaneous Provisions**

8. Non-provisional Circumstances in the Regulation

In situations without provisions in the Regulation, other legal provisions and the decisions of the Board of Directors, YÖK, YÖDAK, the Senate, the University Administrative Board and other boards are taken into consideration.

9. Enforcement

This regulation came into force in the 2020/2021 Academic Year.

10. Executive Power

The provisions of this Regulation are executed by the Rector of Arkn University of Creative Arts and Design.