

HAKKARI UNIVERSITY
**COURSE EXEMPTION AND ADJUSTMENT APPLICATION
PRINCIPLES**

Obj.

ARTICLE 1-(1) Exemption procedures and semester/year of courses previously taken by students who have just enrolled at Hakkari University from any Higher Education Institution to determine the principles of the exemption and the principles related to the courses to be held.

Scope

ARTICLE 2 - (1) As for the implementation of this application cover those;

- a) Enrolled in the university by horizontal or vertical transfer,
- b) Who wants to continue their education by taking advantage of the amnesty law,
- c) Previously, when students or graduates in any Higher Education Institution, they are entitled to re-enroll at Hakkari University,
- ç) the procedures related to the courses to be taken by the students who are in the same situation as the above and who will continue their studies, exemption and adjustment from the courses they have previously taken and succeeded in, and the courses to be taken exemption exams.

Basis

ARTICLE 3-(1) These principles were prepared on the basis of Hakkari University Associate and Undergraduate Education and Examination Regulation published in the Official Gazette dated 29.08.2014 and numbered 29103 and other legislation provisions related to the subject.

Definitions

Article 4- (1) As used in this implementation principles, items refers to following items;

- a) **Unit:** Faculty, College or Vocational School,
- b) **Adjustment Process:** The process of determining the semester/year in which students enrolled in Hakkari University will continue according to the courses they have previously taken from any Higher Education Institution, including Hakkari University, and which are considered exempt,
- c) **Commision:** The working group consisting of at least three people who examined the exemption and adjustment requests created by the relevant dean's office/directorate and/or conducted the exemption exam,
- ç) **Exemption:** Acceptance of the equivalence of the courses/courses in the curriculum according to credit and content compliance, instead of previously taken and accomplished courses/ courses,
- d) **University** It refers to Hakkari University.

Application principles and duration ARTICLE 5-

- (1) Students who have just enrolled in the university must apply to the unit regarding a petition stating the courses they have previously taken and the courses they have achieved from the formal higher education institutions they have taken and have achieved as exempt, and the approved documents covering the course contents with a transcript document attached.
- (2) Students must state in their application petitions which courses/courses they want to be exempt from in exchange for the courses/courses they have already taken and have achieved.
- (3) Students can request exemption from equivalent courses/courses in exchange for multiple courses they have already taken and achieved.
- (4) Course exemption applications must be made within 15 days from the date the student first enrolls in the university. Exemption requests to be made in the following semesters/years are not accepted.
- (5) Applications for the courses to be taken for the exemption exam are made during the university registration procedures and/or on the date determined by the relevant unit.

Exemption principles

ARTICLE 6- (1) The exemption request is reviewed by the commission and a report is issued. This report is evaluated and decided by the relevant board of directors and the students' impressions are made in the relevant semester/year.

(2) Students continue the courses/courses in which they request an exemption until the exemption request is decided by the relevant board of directors.

(3) Students who are deemed eligible by the relevant board of directors;

a) The courses of students who previously studied in other higher education institutions with a letter grade cc and above or numerical equivalent of 60 or above are considered exempt if they are suitable in terms of credit and content and are processed as MF in the transcript document. Courses whose grades are appreciated by MF are included in the program's total graduation credit and are not included in the student's Weighted Gpa (AGNO).

b) For students who previously studied at Hakkari University, the grades of the courses whose exemptions were accepted by the relevant boards are included in the average.

(4) Atatürk Principles and History of Revolution, which are given as common compulsory courses, credit and total course time are taken into account in the exemption procedures of Turkish Language and Foreign Language courses.

(5) Courses that are successful by taking from the formal (face-to-face) education departments/programs of open education programs can be exempted if they are compatible with credit and content.

(6) Students who have the right to start their undergraduate education with the Vertical Transfer Exam,

a) By the relevant unit board of directors, the courses they should take from the program they have vertically transitioned to are determined by granting exemptions to those who are considered equivalent to the courses they have taken during their associate degree education and taking into account their credits.

b) In programs with compulsory preparatory classes, students must pass the exemption or proficiency exam in order to start the undergraduate program or succeed by continuing to the compulsory preparatory class. During the compulsory preparatory class, students are subject to the university's education and examination regulations.

c) Those who fail the compulsory preparatory class of programs whose teaching language is at least 30% or which are completely foreign languages can be placed in higher education programs that provide Turkish education within the framework of the provisions of the Regulation on The Principles to Be Observed in Foreign Language Teaching and Foreign Language Teaching in Higher Education Institutions if they request it.

ç) Students who make vertical transitions continue their education according to the provisions of Article 44 of the Law No. 2547.

(7) Students who are successful in the foreign language preparatory class exemption exam in departments/programs with compulsory foreign language preparatory classes or who successfully complete the foreign language preparatory class are also exempt from the common compulsory foreign language courses in the curriculum.

(8) Objections to the results of the exemption/adjustment procedures are made to the relevant Dean/Directorate within five working days at the latest from the date the transactions are finalized and notified to the student.

Principles of adjustment

ARTICLE 7-(1) In the adjustment to be made, the number of semesters in which the student is exempted is calculated by collecting the credits of the courses and taking into account that there will be an average of 17 credit courses per semester. The student's impression is made in the following semester.

(2) The student who is trained first of all continues his/her education by enrolling in courses where he/she is not exempt from the lower semesters.

Cases where there is no provision

ARTICLE 8-(1) In cases where there are no provisions in these principles of application, unit boards are authorized to make decisions provided that they do not violate the provisions of the relevant legislation.

Effective

ARTICLE 9-(1) These principles of practice come into force from the 2011-2012 academic year.

Execution

ARTICLE 10-(1) The Rector of Hakkari University carries out the provisions of these principles of practice.