

**REPUBLIC OF TÜRKİYE**  
**LOKMAN HEKİM UNIVERSITY**  
**GUIDELINES ON THE LATERAL TRANSFER**  
(Adopted at the meeting of Senate of the Lokman Hekim University on 19 March 2019)

**PART ONE**  
**Purpose, Scope, Basis and Definitions**

**Purpose and Scope**

**Article 1 –** (1) This Guideline regulates the rules and procedures for lateral transfers to Lokman Hekim University equivalent programs of students who are studying in other higher educational institutions as well as Lokman Hekim University students' lateral transfers with associate degree and undergraduate level to different diploma programs.

**Basis**

**Article 2 –** (1) This Guideline is based on Article 7 (e) of Higher Education Law no. 2547; Regulation on Rules and Procedures for Lateral Transfers Between Associate Degree and Undergraduate Programs; Double Major; Minor and Loan Transfer between the Institutions which is published by Official Gazette dated 24/04/2010 no. 27561 and Lokman Hekim University Regulation on Associate Degree; Undergraduate Education and Training published by Official Gazette dated 8/12/2018 no. 30613 and Lokman Hekim University Medical Faculty Education Regulation.

**Definitions**

**Article 3 –** (1) The following terms shall have the following meanings in this guideline;

- a) University shall mean Lokman Hekim University,
- b) Diploma program shall mean the higher education programs which associate degree or undergraduate diploma is issued or students who are qualified from the relevant departments of faculty and vocational high school
- c) Level shall mean each of the associate degree and undergraduate programs,
- ç) Equivalent diploma program shall mean the diploma program contents which are determined to be 80% similar by the relevant administrative committee,
- d) Type of points shall mean the points which are used to calculate and place the students to higher education programs within the assessment, selection and placement system,
- e) Grade point average (GPA) shall mean excluding the preparatory class, the student's grade point average for all the courses until the term he/she has decided to make lateral transfer,
- f) Adjustment program shall mean the program consisting of additional course and practices in order to harmonize the students to diploma program curriculum which lateral transfer is made
- g) Quota shall mean the student number for admission which is identified and announced
- ğ) Internal lateral transfer shall mean the lateral transfer of a student within the same university and same level of diploma programs,
- h) Inter-institution lateral transfer shall mean lateral transfer to an equivalent diploma program within the university from other domestic or international high education institutes,

- i) Transcript of records shall mean the document which includes all the attended courses, names, tuition fee loans and final grades collectively,
- i) Base point shall mean the admission point of the student with the lowest point placed by Student Selection and Placement Center (ÖSYM) after a central examination,
- j) Special student shall mean the students who are allowed to monitor a program or courses with specific conditions (no diploma or title is granted to these students)
- k) Higher Education student database (YÖKSİS) shall mean the central database where all the information about students studying in all universities for associate degree or undergraduate programs which are kept by the Council of Higher Education,
- l) Relevant administrative committee shall mean the faculty, university or vocational high school boards where application is made for lateral transfer

## **PART TWO**

### **General Principles**

#### **Lateral transfers**

**Article 4–** (1) Lateral transfer may not be made to the first semester and last semester of associate degree diploma program; first semester and last semester to undergraduate diploma programs and to the first and last class/semester of the Medical faculty.

(2) Applicants who are not enrolled to a university at present shall not be accepted

(3) Suspending a study shall not prevent the student to benefit from the right of lateral transfer

(4) In lateral transfers to diploma programs of the university where students are accepted with aptitude test and among other conditions it is also expected to achieve this test as a requirement for the program applied..

(5) In relation to evening education, lateral transfer can be made only to evening education diploma programs. However, students who are successful and rank in the first 10% in one of the diploma programs of evening education and graduate to upper grade may have a right to lateral transfer to daytime education diploma programs depending on the quota.

(6) Lateral transfer can be made to one of the diploma programs in open or distance training to the other. In order to transfer from these diploma programs to formal education, the student's current program GPA (grade point average) should be 80 over 100 or equivalent or higher of base point of the diploma program of that university determined for that year.

#### **Evaluation**

**Article 5–** (1) Applications are evaluated by a commission established by the relevant board.

(2) Grading of the applications shall be made as follows; university area placement point (A) base point of the program applied (B), GPA and (C) full point used in quiz assessment (D) is considered and formulated as:  $0,5 \times (A/B \times 100) + 0,5 \times (C/D \times 100)$

In case such points are equal the GPA of student is considered. Foreign students who are enrolled through admission quota in Turkish universities and grading among the students which has been placed to higher education programs before 2010 shall only be based on the student's GPA.

(3) Grading the student applications by area placement point is made by considering the quiz success points conducted by ÖSYM in the relevant point type.

(4) In lateral transfers where students are accepted with aptitude test, instead of quiz points conducted by ÖSYM, the aptitude test done by the university is considered.

### **Notification of results and adjustment program**

**Article 6–** (1) Evaluation results for students who apply for lateral transfer is announced in the university's web site.

(2) In case there is sufficient number of students who meet the transfer requirements, substitute candidate equal to quota number is announced. The substitutes are informed respectively in case any of the original candidates fail to apply.

(3) The relevant commissions which accept the lateral transfer of the student shall consider the courses in previous periods and the program which has been transferred and determine for which adjustment program is to be applied for class/period and courses.

(4) Those who completed English preparatory class among candidates who apply for lateral transfer shall be deemed to be exempted from English courses in case they pass Lokman Hekim University exemption quiz successfully.

(5) The information relating new position of the students who are transferred under this guideline shall be recorded in High education students' database (YÖKSİS) by Education Coordinator within 15 days of the enrollment, transfer and adjustment is completed.

## **PART THREE**

### **Internal Lateral Transfer**

#### **Quota and announcement**

**Article 7–** (1) Lateral transfer can be made to another faculty, high school or vocational high school for the same level diploma programs which are included within the same university.

(2) For the internal lateral transfer quota, the relevant board shall determine for the transfer conditions and quota provided that such quota does not exceed 15% of the general student quota which is stipulated by ÖSYM guidelines in each diploma program every year.

(3) University's internal lateral transfer quota, the base points of the last four years concerning the relevant diploma programs and such transfer requirements is announced in the web site of the university 15 days prior to the application deadline.

(4) Lateral transfer application can be made to more than one diploma programs.

#### **Transfer requirements**

**Article 8–** (1) In order to apply for lateral transfer within the university among the diploma programs which are in the same level but is accepted with different central placement point type, the student's central placement point which is valid in case is equivalent to the diploma program he/she wants to transfer as of the central quiz year; his/her point shall not be lower than the base point which is determined for diploma programs of other domestic universities.

(2) The student should have taken all the classes included to his/her own program before the period of lateral transfer request and his/her GPA; according to the university's grade system shall be at least 3,0 for associate degree programs and min 3,5 for undergraduate programs calculated over 4,0. GPA is not required from ttudents who graduate ranking first in class.

(3) Requirements for lateral transfer of the students who continue to study in one of the foundation universities with scholarship quota shall be determined by University Senates..

## **PART FOUR**

### **Inter-institutional lateral transfer**

#### **Quota announcement**

**Article 9–** (1) Lateral transfer from other domestic higher education institutes to the university with equivalent and same level diploma programs is made under quotas announced by Higher Education Council.

(2) Lateral transfer quotas; application and evaluation calendar is announced in Higher Education Council website.

#### **Transfer requirements**

**Article 10–** (1) The student's GPA concerning the completed classes of his/her own program during the enrollment term previously is required to be min 60 over 100.

(2) The student's university's grade conversion tables if any; or the grade conversion tables of Higher Education Council is used according to 4 point or 100 point grading system which the student's final grade can be interconverted.

## **PART FIVE**

### **Lateral transfer from international High Education Institutions to the University**

#### **Quota announcement**

**Article 11–** (1) For lateral transfers from international high education institutions to the university, the quota is determined by University Senate and is announced in Higher Education Council website along with the application requirements.

#### **Transfer requirements**

**Article 12–** (1) The high school which the student studies abroad should be recognized by Higher Education Council for whether such high school and its program is authorized to grant an associate and undergraduate diploma. The university should accept that the associate and undergraduate diploma program which the student enrolled is equivalent to its own program.

- (2) a) Success ranking which is determined for the programs included in the relevant year provided in ÖSYS guidelines is required.
- b) For programs which success ranking is not required, the student's placement point valid for the point type diploma program where he/she wants to transfer as of the central quiz date should be equivalent to the lowest base point or higher of other diploma programs of domestic universities.
- c) Those who have equivalent exam points which is determined by Higher Education Council should meet the (a) and (b) paragraph criteria.
- (3) As of the educational period of 2017-2018, excluding the preparatory class, students who have started to study in top 500 ranked universities in the world (according to QS and Times) and has completed successfully at least 2 classes (for 5 years of education period shall be 3 and 4 classes and for 6 years of education period 3,4,5 classes) may apply for lateral transfer and for associate degree programs they may apply at the third semester (second class).
- (4) The above requirements do not apply to students who are Turkish citizens and have started high school after they completed their secondary education abroad as well as foreign students.
- (5) For lateral transfer from high schools abroad to the University, GPA of the student who completed his/her own program prior to the transfer should be at least 60 over 100 .
- (6) Students who have the admissible base point in order to transfer to the relevant class of the diploma program may directly apply for lateral transfer without requiring success from all the classes he/she attended abroad. Applications of students who apply for lateral transfer in this manner shall be evaluated excluding the international quota scope of the university.
- (7) Turkish citizens who apply from a high school abroad shall be required to submit passport copy covering the years studied abroad.
- (8) The foreign students' quota where the student is the national of that country which is determined by Higher Education Council shall not be subject to any limitations provided in Article 11 herein.
- (9) Foreign national students from other universities who are accepted to our university may be considered under lateral transfer and included in the adjustment program. However such students must meet the requirements provided in Guideline on "Admission for Associate Degree and Undergraduate Program Concerning Foreign Students".

## **PART SIX**

### **Special Conditions**

**Article 13–** (1) Those who are continuously employed in public institutions and are assigned to other locations, such persons as well as their dependents may be transferred without seeking quota, provided that (excluding the last class or last two semester) their point is higher than base point as of the placement date of the diploma program following one month by the beginning of semester or the year the diploma program being attended

(2) In case the student who wants lateral transfer from a high school abroad and his/her father or mother is a public servant and they want to come back to Turkey due to expiry of their commission or repatriate as a worker, excluding foreign language class, he/she should have continued to a class at least one year and completed all the necessary exams successfully to be qualified for lateral transfer. Students who apply in this manner shall be considered out of the quota scope for abroad.

(3) University application of children of foreign diplomats who is an official serving in Türkiye shall be evaluated by the board without requiring quota. In case the application is accepted the necessary course transfer is made and adjustment program is prepared accordingly.

## **PART SEVEN**

### **Miscellaneous and final provisions**

**Article 14–** (1) Lateral transfers of international common diploma programs from the other domestic higher education institutes to the University’s diploma program shall be executed according to the provisions of this guideline.

#### **Situations for which there are no provisions**

**Article 15 –** (1) The provisions of other applicable legislation, and the decisions of YOK, Senate, University’s administrative committee shall apply to situations for which there are no provisions

#### **Execution**

**Article 16 –** The provisions of this guideline shall be executed by the Rector.