

REPUBLIC OF TÜRKİYE
LOKMAN HEKİM UNIVERSITY GUIDELINES ON THE
EXEMPTION AND ADJUSTMENT

(Adopted at the meeting of Lokman Hekim University's Senate on 3 November 2020.)

PART ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) The purpose of this Guidelines is to determine the principles for exemption and semester/year adjustment for the courses of the students (enrolled in Lokman Hekim University), which have been provided by, and achieved, by any Higher Education Institution including Lokman Hekim University.

Scope

ARTICLE 2- (1) This Guidelines includes the exemption from courses, which have been received and achieved previously, as well as adjustment of students who are enrolled in Lokman Hekim University, who wish to continue education through lateral transfers or vertical transfers, who were dismissed while they were students at any Higher Education Institution before, who are qualified to re-enroll in Lokman Hekim University when they are graduated, who do a part of their education in another domestic/foreign higher education institution within the scope of exchange programs, who have the special student status, who take courses from another domestic/foreign higher education institution as part of summer school, and who have a similar condition and wish to continue education, and also the courses subject to an exemption exam.

Basis

ARTICLE 3- (1) This Guidelines is based on the Higher Education Law No. 2547, Lokman Hekim University Regulation on the Associate Degree, Undergraduate Education and Examinations, Faculty of Medicine Education and Examination Regulation, Faculty of Dentistry Education and Examination Regulation, and Postgraduate Education and Examination Regulation.

Definitions

ARTICLE 4- In this Guidelines,

- a) ECTS shall mean the European Credit Transfer System.
- b) Unit shall mean the Faculty, Institute, and Vocational High School.
- c) Unit Administrative Committee shall mean the Faculty Administrative Committee in Faculties, Institute Administrative Committee in Institutes, and Vocational School Administrative Committee in Vocational Schools,
- c) CGPA shall mean the Cumulative Grade Point Average.
- d) GPA shall mean the Grade Point Average.
- e) Adjustment shall mean determining the semester/year that the students, who are qualified to enroll in the University, will continue according to the courses which they have received from, and achieved, any higher education institution, or which they are exempted.
- f) Exemption and Adjustment Commission shall mean a commission that consists of minimum three lecturers identified with the approval of the unit administrative committee upon the recommendation of the Faculty Dean/Institute/Vocational High School Director.
- g) Exemption shall mean the acceptance of equivalence of course/courses in the curriculum based on the ECTS and contents, instead of the courses which have been previously received and achieved.

- h) Curriculum shall mean all of the course instructional plan and details of a program.
- i) Rector shall mean the Rector of Lokman Hekim University.
- i) Senate shall mean the Senate of Lokman Hekim University.
- j) University shall mean Lokman Hekim University.

PART TWO

Application for Exemption

Application for Exemption

ARTICLE 5- (1) Students who are placed in the university by OSYM (Student Selection and Placement Center) or through lateral transfer are required to apply to the Registrar's Office with a petition for exemption and adjustment within five (5) business days following the date of their enrollment in the university. Requests for exemption to be made in the following semester/years or requests for cancellation of exemption and adjustment procedures shall not be processed.

(2) The application shall be made in person or by an official representative. Applications made exceeding the application deadline shall be disregarded.

(3) The contents of the courses that the student has successfully completed and the transcript approved by the higher education institution (sealed, stamped, signed or e-signed) shall be attached to the application. If the said documents are unapproved and/or incomplete, the application shall not be accepted.

(4) Exemption and adjustment shall be evaluated by the Exemption and Adjustment Committee within five (5) business days following the student's application and finalized by the Faculty/Institute/Vocational High School Administrative Committee.

(5) In case of requests for exemption, only such request for exemption from common courses (Turkish Language, Foreign Language, Atatürk's Principles and History of Turkish Revolution, Information Technologies, Occupational Health and Safety) shall be taken into account if five (5) years have passed since the student's graduation date.

(6) A student who continues education in more than one program at the same time may not request an exemption from the courses they have taken from one of the programs they are enrolled in, against the equivalent courses of the other program. (Except Atatürk's Principles and History of Turkish Revolution, Turkish Language, Information Technologies, Occupational Health and Safety courses and courses transferred to double major programs).

(7) Students may apply once for the courses they wish to be exempted from.

PART THREE

General Principles for Exemption and Adjustment

General Principles for Exemption

ARTICLE 6- (1) Exemption applications shall be evaluated by the relevant department/program exemption and adjustment commissions and decided by the relevant Faculty/Institute/Vocational High School Committees.

(2) Regardless of whether the course to be exempted is compulsory or elective, it shall be decided based on the course content, course hours, credits and ECTS values on the condition of being successful, taking into account the equivalence of the department/program.

(3) The name of the course requested to be exempted is not required to be identical to the name of the course to be exempted. In course evaluation, the Faculty/Institute/Vocational High School Committees shall decide on the equivalence of the course content, course hours, and credits.

(4) The exemption shall directly apply to Atatürk's Principles and History of Turkish Revolution, Turkish Language and Information Technologies, Occupational Health and Safety courses regardless of the course credits.

(5) Until the exemption request is resolved by the Faculty/Institute/Vocational High School Committees, students shall continue to attend the course(s) for which they have requested exemption. The course(s) exempted by the decision of the Administrative Committee shall be deleted by the Student Affairs Coordinator of the Education Department.

(6) The content of the course to be exempted shall match the content of the substitute course. Content match shall not apply to elective courses.

(7) If a different course grade (such as pass, successful, good, exempted) is defined as a passing grade in the previous transcript than the grade conversion system in our regulations, students are required to provide an official document showing the numerical grade of the course taken from the previous school. If this document is not provided, the student shall be given a CC grade for the course in question.

(8) If the grade of the course for which exemption is requested is taken based on a system different from the grading system of the university, the evaluation shall be made based on the YOK grade equivalence table.

(9) The grades of the exempted course or courses are not included in the GPA, but are included in the CGPA.

(10) If the success grade of a course is indicated in letters in the transcript of the student from the university where they studied before:

a) The course grade must be at least 2.00 out of 4.00 and/or 60 out of 100, the letter grade coefficient, which is evaluated as the equivalent of at least "CC" letter grade; courses with a grade below that shall not be exempted. Equivalent grades shall be determined based on the passing grades specified in the regulations of the Faculties of Medicine and Dentistry.

b) If the student's transcript contains only one hundredth grade, the letter grade equivalent in the grade conversion system in the Regulation on the Associate Degree and Undergraduate Education Examination, or the grade determined by taking into account the Lokman Hekim University hundredth conversion table shall be written on the exemption form.

c) If there is only 4-point grade, the letter grade corresponding to the 4-point grade in the grade conversion system in the Regulation on the Associate Degree and Undergraduate Education Examination, or the grade determined by taking into account the one hundredth conversion table of Lokman Hekim University shall be written on the exemption form.

d) If there is only a letter grade and it is the same as the letter grade system used in Lokman Hekim University, this letter grade shall be written on the exemption form. As for the grade, the lowest grade in the grade conversion scale in the Regulation on the Associate Degree and Undergraduate Education Examination shall be taken as a basis.

e) If the letter grade is not the same as the letter grade system used in our university and there is a hundred grades along with it, the procedure in (a) shall apply; and if there is a 4-point grade with it, the procedure in (c) shall apply.

f) If the student has a conditional pass grade such as DC, where they were considered successful before, the grade shall be recorded as 60 "CC" on the transcript.

(11) For courses repeated more than once, the most recent passing grade shall be used for exemption.

(12) Two courses taken from another higher education institution may be counted as a substitute for a course at the university and the student may be exempted from that course. For content match, the scope of those two courses shall be checked. The letter grade of the exempted course shall be given by the average of the coefficients corresponding to the letter grades of the courses taken.

(13) A course taken from another university may be counted as a substitute for two courses at the university and the student may be exempted from those courses. The same letter grade shall be given for both exempted courses.

(14) If a course taken from another university is included in the curriculum in two semesters, the ECTS value of the course in the program taken shall be checked. If the ECTS value is low, the student shall be exempted only from the first semester of this course.

(15) In case of exemption regarding the internship course, the content of the internship, the duration of the internship, and whether the program is compatible with the internship content shall be checked. A certified copy of the internship document shall be requested from the student.

(16) No exemption shall be granted for the graduation project.

(17) In case of board exemption/equivalence in the departments where the board system is used:

a) The courses taken from the programs in which the board system is used shall be matched with each board, the relevant courses shall be included in the scope of the board and the letter grade given shall be recorded in the transcript.

b) Regarding the problems encountered in the conversion of grades in the board system, a decision shall be made in accordance with the requirements in this regulation.

c) If the course system is used in the previous university of the student, the average of the relevant courses shall be taken, taking into account the content of the courses taken, and the board grade shall be determined.

d) After determining the courses that the student is exempt from, compulsory and elective courses shall be uploaded to the system by the student's advisor to complete the minimum ECTS credits required for that semester/year.

(18) In Institutes,

a) Exemption grade shall be given to students who are transferred from outside the University for the non-credit courses they have taken before and not included in the average. An (S) grade shall not be given to students who are transferred via lateral transfer and need to repeat any course. An (S) grade shall not be included in the calculations of the general success grade.

b) In order for a student to be successful in a course, they must receive at least (CC) in the master's program and (CB) in the doctoral program as a semester grade.

c) In case of adjustment to graduate programs, conditional passing grades shall be considered as fail grades and shall be repeated.

d) An exemption from courses shall be determined by the decision of the relevant Institute Department and the approval of the Institute Administrative Committee.

(19) The courses taken by the student in the double major/minor program may not be exempted from the student's major. If the student is disenrolled from the double major/minor program, the courses taken in the double major/minor program may be counted as elective courses in the major program.

(20) The exempted course/courses shall be indicated on the student's transcript with the course name, code, ECTS credits, university credits and letter grades counted towards their place in the university.

(21) Objections to the exemption/ adjustment results shall be made with a petition to the Student Affairs Coordinator of the Education Department no later than five (5) business days, after the exemption/ adjustment is finalized and entered in the student's grading system. Objections shall be resolved by the Administrative Committee of the relevant unit.

(22) The common courses in the major and double major/minor curricula shall be exempted by the Administrative Committee of the relevant unit and shall be exempted from the double major/minor program. It shall not be included in the GPA, but included in the CGPA.

Principles for Vertical Transfer

ARTICLE 7- (1) Regarding the vertical transfer, the “Regulation on the Attendance of Graduates of Vocational High Schools and Open Education Associate Degree Programs in the Undergraduate Study” shall apply to students who are qualified to start undergraduate education with the vertical transfer exam.

Principles for Exemption from Courses of Our University Students from Other Institutions

ARTICLE 8- (1) While enrolled in one of the programs of Lokman Hekim University, the courses to be taken by the students who take courses in private/guest student status in the programs of another university and who are studying in the summer school must be accepted by the decision of the relevant Faculty/Institute/Vocational High School Administrative Committee before starting education in these institutions. It shall meet the course hours and minimum 75% of the course contents.

(2) The courses to be taken by students who take courses with national/international exchange programs do not have to match exactly in name and content with the courses they are obliged to take in the relevant semester/year in their unit. The course substitution shall be determined according to ECTS credits, regardless of the number of courses. Each course taken by the students studying at universities with the exchange program during this period shall be considered equivalent to a course deemed appropriate in terms of content at Lokman Hekim University. Courses that are not identical may be considered equivalent to different courses in different departments. Changes to a previously held equivalent course may only be made by the decision of the relevant boards.

(3) Failed courses taken at universities abroad shall be taken again at our University if the course content is exactly the same. If the failed course is not available at Lokman Hekim University or if it is not identical, a new course to be determined by the relevant Department Head shall be taken instead. Taking into account the ECTS credits and content, more than one course taken abroad may be counted as a single course at Lokman Hekim University. In case the students studying at universities abroad, more than one board course taken at these universities are equivalent to a single course at Lokman Hekim University, the cumulative grade point average shall be taken into account.

Principles for Adjustment

ARTICLE 9- (1) If the total of course hours, credits and ECTS credits of the exempted courses, semester/year course hours, credits and ECTS credits shown in the curriculum is more than 75% of the credit load, the student shall be adjusted to the next semester/year. The semester/year adjustment of the student who has been adjusted to the semester/year may not be changed in the following education periods. Compulsory courses that are not taken/exempted shall be taken first.

(2) Adjustment of students enrolled with lateral transfer between institutions shall be made to the relevant semester/year of the class they transfer to.

(3) Students may take courses from previous semesters/years after the course adjustments are made for internal transfers. The time spent in the previous program shall counted as the education period.

PART IV

Issuance of Exemption and Adjustment Form

Issuance of Exemption and Adjustment Form

ARTICLE 10- (1) Common forms (Annex-1) to be determined by the Student Affairs Coordinator, Department of Education of Lokman Hekim University shall be used in all units.

(2) The exemption form includes the class and semester the student is adjusted to and the code, name, course hour, credit, ECTS credit and letter success grade of the previous course, and the code of the exempted course, name, course hour, credit, ECTS credit and letter success grade.

(3) Exemption and adjustment shall be submitted to the Faculty/Vocational High School/ Institute Administrative Committee after they are finalized by the relevant department transfer and exemption commission. After the decision of the Administrative Committee, the results shall be announced to the students through the student information system.

PART V

Situations for which there are no provisions, Enforcement and Execution

Situations for which there are no provisions

ARTICLE 11- (1) In case of situations for which there are no provisions in this Guidelines, the provisions of Higher Education Law No.2547, Lokman Hekim Üniversitesi Regulation on the Associate and Undergraduate Education, Postgraduate Education and Examination Regulation, and the other applicable legislation.

Enforcement

ARTICLE 12- (1) This Guidelines shall enter into force on the date of adoption by the University's Senate.

Execution

ARTICLE 13- (1) This Guidelines shall be executed by the Lokman Hekim University's Rector.

ANNEX 1
EXEMPTION AND ADJUSTMENT FORM

STUDENT'S DETAILS			
Full Name			
Stud. No:			
GRADUATED UNIVERSITY		DEPARTMENT/PROGRAM ADMITTED	
Name of Uni.:		Name of Department Admitted:	
Name of Fac./VHS:		Class Admitted:	
Program Name:		Semester Admitted:	
		Year of Applicable Curriculum:	

EXEMPTED COURSES OF THE STUDENT												
COURSES FROM PROGRAM AT THE GRADUATED UNIVERSITY:						EXEMPTED COURSE:						
Code	Name	Credit	ECTS	Letter Grade	Numeric al Grade	Code	Name	Credit	ECTS	Letter Grade	Numeric al Grade	Compulsor y /Selective