

**REPUBLIC OF TURKEY ISTANBUL BEYKENT UNIVERSITY DIRECTIVE ON THE  
RECOGNITION OF PRIOR LEARNING, CREDIT TRANSFER AND ARTICULATION  
PROCEDURES**

(Senate Decision No. 2021/28 of 10/12/2021)

**Purpose**

**ARTICLE 1-** (1) This directive aims to set forth the principles that must be followed for the recognition of students' prior learning, granting them exemption from courses deemed appropriate, or the transfer of their credits.

**Scope**

**ARTICLE 2- (1)** This directive sets forth the principles applicable to the following cases for students enrolled at Istanbul Beykent University: Recognition, through evaluation, of the competencies acquired in courses successfully completed at a previously enrolled higher education institution by students who have enrolled for the first time at Istanbul Beykent University through the exams administered by ÖSYM (Centre for Assessment, Selection and Placement) and the Special Talent Exam.

a)

b) Recognition, through evaluation, of competencies acquired in courses successfully completed at prior institutions by students who have enrolled at the University through change of major or vertical transfer.

c) Recognition of competencies acquired in courses successfully completed during academic exchange programmes. ç) recognition of certifications obtained from accredited/recognised certification bodies.

d) Recognition of workplace experiences through the preparation of a portfolio and exemption examinations.

**Basis**

**ARTICLE 3 25-** (1) This directive has been prepared based on Article 18 and paragraph (b) of Article 44 of the Higher Education Law No. 2547, paragraph 4 of Article 25 of the Regulation on Principles for Transfer Between Associate and Undergraduate Programmes in Higher Education Institutions, paragraph 10 of Article 11 of the same regulation, and Article 25 of the Istanbul Beykent University Associate and Undergraduate Education Regulation.

**Definitions**

**MADDE 4- (1)** Definitions for some of the terms used in this directive:

a) ECTS: European Credit Transfer System

b) Head of Department: Head of the department/programme in which the student is enrolled.

c) Faculty/School Administrative Board: The Administrative Board of the relevant Faculty/School in which the student is enrolled.

d) Articulation Committee: The committee consisting of three faculty members from the relevant faculty/school, one of whom is the head of the relevant department/programme.

e) Articulation Office: The auxiliary unit within the Information Technology Department responsible for the transfer of articulation procedures to the information system.

f) Registrar's Office: The Registrar's Office of Istanbul Beykent University,

g) Rector: Istanbul Beykent University Rector.

h) Senate: Istanbul Beykent University Senate.

i) Transcript: A document that displays all grades and marks obtained by the student in courses taken at the University.

j) National Credit: The credit value of a course.

k) University: Istanbul Beykent University.

**General Provisions**

**ARTICLE 5-** (1) All recognition processes outlined in this directive require an application.

(2) Applications for articulation and exemption procedures are only accepted from candidates who have been granted the status of students at Istanbul Beykent University.

(3) Students who have enrolled for the first time at Istanbul Beykent University for the first time through exams administered by ÖSYM (Centre for Assessment, Selection and Placement) and special talent exams, as well as those applying for an external change of major, must submit their applications regarding the competencies acquired from the courses they have successfully completed at their previous higher education institution in writing to the Registrar's Office during the enrolment process. The documents submitted by the student regarding the articulation process are delivered to the Articulation Office by the Registrar's Office with a report.

(4) The Articulation Office enters the name of the higher education institution that issued the original transcript documenting the student's prior learning outcomes, along with the faculty, school, vocational

school, department, programme name, original titles of completed courses, course codes, national credits, ECTS credits, and grades (converted to the Istanbul Beykent University grading system if necessary) into the relevant interface of the Student Information System and forwards this information to the head of department/programme in which the student is enrolled.

(5) The Head of Department convenes the Articulation Committee in accordance with the information received from the Articulation Office. The Articulation Committee shall carry out the articulation process within a maximum of two days, taking into account the course contents and learning outcomes. It is required that the ECTS credits of the course for which exemption is sought are equal to or greater than the corresponding course. If this requirement is not met, having equal or higher national credits for the course will be sufficient. As a result, the student will not be able to complete 240 ECTS credits for graduation at the undergraduate level or 120 ECTS credits at the associate degree level. Therefore, the student will take the courses required to make up for the lacking ECTS credits from among the specialisation and/or core courses of different departments within the same faculty, subject to the approval of the Articulation Committee. This procedure is included in the student's articulation transcript. If no courses are available within the same faculty, courses from another faculty may also be included. With the articulation process carried out in the Student Information System, the courses transferred from the student's previous higher education institution are displayed with their original codes, names, ECTS credits, and grades converted to the Istanbul Beykent University grading system. The courses that the student will not take and the courses that they will take in the curriculum of the programme to which they have transferred are shown separately. The "Articulation Transcript" of the student whose articulation process has been completed is approved and generated by the relevant Head of Department in the Student Information System. Students applying to Istanbul Beykent University through external change of major must submit their updated transcripts, which include any additional grades or corrections made by the previous higher education institution, to the Registrar's Office within the time frame specified in the Academic Calendar. The updated transcripts must be submitted along with the original transcript provided by the previous institution during the application process. The articulation procedures for these students are carried out based on their updated transcripts. The articulation process approved by the head of the department/programme in which the student is enrolled is completed by the decision of the relevant Faculty/School Administrative Board. The student cannot register for courses in the department/programme they have enrolled in until the decision of the relevant faculty/institute/school management board has been made and the "TRANSFER ARTICULATION TRANSCRIPT" has been issued.

(6) For a student newly enrolled at Istanbul Beykent University through ÖSYM examinations, the application period is five working days following the official registration date of the academic year. Late applications and postal delays will not be accepted. Applications will not be processed if they contain photocopies, faxes, unverified documents, or incomplete documentation.

(7) In cases of recognition of prior learning, a graded credit transfer will be applied for the courses completed at the previous higher education institution. The associate and undergraduate courses transferred from the previous higher education institution will be recorded on the student's transcript with their original titles, codes, and ECTS credits, along with the grades (converted to the Istanbul Beykent University grading system if necessary). These courses will also be included in the calculation of the overall grade point average.

(8) Requests for exemption from seminars, laboratory courses, theses, graduation projects, and design project courses through the recognition of prior learning will not be accepted. The principles for exemption from other courses are regulated by the Senate.

(9) If students who have previously studied at two or more higher education institutions and request to be exempt from courses they completed at their previous institution(s), which have been exempted by their most recent institution; such requests shall be considered based on the course content, learning outcomes, and ECTS credits from the institution that conducted the assessment and evaluation procedures for those courses. Exemptions granted by another higher education institution without examining the content, learning outcomes and ECTS credit equivalency shall not be considered for evaluation. This provision does not apply to the compulsory *Turkish Language*, *Principles of Atatürk and History of Turkish Revolution*, and *Foreign Language* courses, delivered under Article 5, Paragraph (1) of Higher Education Law No. 2547, and whose content does not vary between universities.

(10) For students who have previously studied in another programme at the same level within Istanbul Beykent University and have transferred through internal change of major, credit transfer with grades is conducted if they have successfully completed courses with the same course codes in their previous programme's curriculum. In such cases, the grade and ECTS credits for these courses are transferred to the student's transcript.

(11) The articulated year, in which a student is placed in a higher class through articulation and evaluation of competencies acquired from previously completed courses at a prior higher education

institution, is deducted from the maximum period of study.

(12) The validity of internships completed at previous institutions by students through change of major or vertical transfer is reviewed and determined by the relevant articulation committees, considering the internship places and durations listed in the appendix of the Istanbul Beykent University Applied Education Directive.

(13) Students who transition vertically to a bachelor's degree programme after graduating from an associate degree programme, as well as those who transfer from an associate degree programme to a bachelor's programme based on their ÖSYM exam scores, will have the courses they successfully completed in their associate degree programme articulated only to the Compulsory Proficiency Courses of the bachelor's degree programme in which they are enrolled.

(14) For competencies previously acquired that are credited as Compulsory Proficiency Courses, there are no requirements regarding the level of the institution where the competencies were obtained, and no criteria concerning the level of the course, certificate, performance, etc.

(15) Categorical articulation is made for Compulsory Proficiency Courses (excluding *Turkish Language, Principles of Atatürk and History of Turkish Revolution*, and *Foreign Language* courses). To be exempted from the Compulsory Proficiency Courses, courses must be transcribed from the student's transcript, starting with those with the highest grades. Competencies acquired within the scope of Compulsory Proficiency Courses cannot be articulated to faculty courses or vocational group courses.

(16) No exemptions are granted for simultaneous learning outcomes of students registered at our university.

(17) Special cases not defined above are regulated by the University Senate decision upon the recommendation of the Faculty/School Board.

(18) The period for appealing against the results of exemption/articulation is five working days following the announcement.

Recognition of Competencies Acquired from Courses Completed in Academic Exchange Programs

**ARTICLE 6-** (1) Credit transfer with grades will be implemented for students who have taken courses through academic exchange programmes from national and international universities. In the articulation process, the courses taken by the student during the academic exchange programme are transferred as originally named and coded, with their credits and grades (converted to the Istanbul Beykent University grading system if necessary), instead of being matched with equivalent courses in the student's own programme, upon the relevant board decision. The courses successfully completed by the student as part of the exchange programme, which are matched with equivalent courses and approved by the relevant board decision, are recorded in the student system following the relevant board decision. Recognition of Certificates Obtained from Accredited/Recognised Certification Bodies

**ARTICLE 7-** (1) The Faculty/School Administrative Board shall determine which certificates' competencies are eligible for recognition, provided these competencies align with the programme's learning outcomes.

(2) Associate degree students holding a European Computer Driving Licence (ECDL) Basic Level Certificate and bachelor's degree students holding an ECDL Advanced Level Certificate will be exempted from equivalent courses in their curriculum, provided they submit an approved certificate within the application period.

(3) Students who are enrolled in a programme whose medium of instruction is Turkish will be exempt from the compulsory foreign language courses in their programme, provided that they submit the original copy of YDS/ YÖKDİL (foreign language tests administered by ÖSYM) results which must be equivalent to A2 level for associate degree programmes and B1 level for undergraduate programmes, or the original copy of an international language exam score listed in the equivalency table recognised by ÖSYM to the Registrar's Office during the registration process. A student who enrolls in a programme offering education entirely or partially in a foreign language will be exempt from the foreign language preparatory class and will be directly admitted to the undergraduate/associate degree programme if they meet the requirements specified in Article 6 of the "Regulation on Foreign Language Preparatory Programme Education-Training and Examination." The equivalencies of international language exam scores such as TOEFL are determined using the "Equivalency Tables for Foreign Language Examinations" published by ÖSYM.

(4) After registering in programmes which offer Turkish-medium instruction, students who can provide documentation of scores obtained from YDS, YÖKDİL, or other internationally recognised equivalent examinations may request an exemption only from the compulsory foreign language courses specified in Article 5, paragraph 11 of this directive, provided they meet the requirements outlined in paragraph 4 of Article 5. Similarly, students who have registered in programmes where instruction is delivered fully or partially in a foreign language may request an exemption from the compulsory preparatory class if they provide documentation of scores obtained from YDS, YÖKDİL, or other internationally recognised equivalent examinations, as specified in Article 8, paragraph 3 of this directive.

Requests for exemption from the compulsory preparatory class will be processed at the beginning of the academic term following the application. Students enrolled in programmes offering Turkish-medium instruction may fulfil the foreign language requirement for double major and/or minor programmes by obtaining the relevant scores from YDS, YÖKDİL, or internationally equivalent exams as specified in Article 8, paragraph 3 of this directive during the application process for double major and/or minor programmes.

#### **Recognition of Work Experience through Portfolio Preparation and Exemption Exams**

**ARTICLE 8-** (1) Practical competencies acquired in corporate workplaces, along with skills acquired through in-service training, may be submitted for evaluation if documented.

(2) Students must provide evidence of their registration with the Social Security Institution during their time at the workplace and present documentation of the knowledge and skills obtained, approved by the highest authority at the workplace.

Following the application, in order for the evaluation of exemption from the courses corresponding to the acquired competencies to take place, students are required to prepare a portfolio with a predefined scope within two weeks. The evaluation of such competencies is conducted by three faculty members, or if necessary, three lecturers, from the relevant department or programme, through an interview that is documented in a report.

(3) Each 25 hours of in-service training is equivalent to 1 ECTS credit, while every 50 hours of competencies acquired through practical work counts as 1 ECTS credit. The total ECTS credits obtained through such exemptions cannot exceed 10 ECTS.

(4) Students enrolled in master's and doctoral programmes may apply for exemption from relevant courses if they have published an article in a journal indexed by SCI or SSCI with no more than two co-authors after starting the programme.

(5) Students who have worked in a workplace for at least the duration of the required internship, provided that it is related to their field of study, may apply to the Registrar's Office during the internship period with the necessary documents. Upon approval from the articulation committees and the relevant faculty/school administrative board decision, they will be exempted from their compulsory internships and will be considered successful. Their internship grade will be recorded as "G" in the student information system.

#### **Effective Date**

**ARTICLE 9-** (1) This directive shall come into effect after being approved by the Senate.

#### **Implementation**

**ARTICLE 10-** (1) This directive shall be executed by the Rector of Istanbul Beykent University.