

# SELÇUK UNIVERSITY TRANSFER DIRECTIVE BETWEEN GRADUATE PROGRAMS

## CHAPTER ONE

### Purpose, Scope, Basis and Definitions

#### Purpose

**ARTICLE 1** – (1) The purpose of this Directive; To determine the procedures and principles regarding horizontal transfer to graduate programs within Selçuk University, transfers between thesis and non-thesis master's and doctoral programs.

#### Scope

**ARTICLE 2** – (1) This Directive; It covers the provisions regarding horizontal transfer to graduate programs within Selçuk University, transfers between thesis and non-thesis master's programs, and the granting of a non-thesis master's degree diploma to students whose thesis is rejected in the doctoral or master's defense exam.

#### Basis

**ARTICLE 3** – (1) This Directive has been prepared based on Articles 14 and 44 of the Higher Education Law No. 2547 dated 4/11/1981, Article 17 of the Postgraduate Education and Training Regulation and Selçuk University Postgraduate Education Regulation.

#### Definitions

**ARTICLE 4** – (1) In this Directive; a) ALES: Academic Personnel and Graduate Education Entrance Exam or other exams whose equivalence is accepted by the Interuniversity Board, b) Institute Board of Directors: The board of directors of the Institutes affiliated with Selçuk University, c) Senate: Selçuk University Senate, c) University: Selçuk University.

## CHAPTER TWO

### Transfer from a Graduate Program in Another Higher Education Institution

#### Transition Conditions

**ARTICLE 5** – (1) A student who has taken courses for at least one semester in a graduate program in another higher education institution and has been successful in all the courses taken up to that time, submits the necessary documents at the beginning of the semester, during the course registration and renewal period. If the student applies to the relevant institute with a petition until the end, he/she may be accepted to a graduate program at the University through horizontal transfer by the decision of the institute's board of directors, after obtaining the written opinion of the institute's department/science board.

(2) The student applying for a horizontal transfer is required to meet the graduate student admission conditions required during the period in which he or she gained the right to study.

(3) Those who have less than one semester remaining in the normal thesis submission period for a master's degree with a thesis and two semesters for a doctorate degree cannot request a horizontal transfer.

(4) A student who has completed at least one semester in a graduate program of a Higher Education Institution abroad, the equivalence of which is recognized by the Higher Education Institution, can apply for horizontal transfer to a graduate program.

(5) It is possible to transfer from a thesis master's program to a thesis master's evening program within another higher education institution or university. The transfer student pays the required evening education program fee according to the course and semester adjustment.

(6) In cases where there are not enough registered students in the thesis master's evening education programs, a transfer can be made from the thesis master's evening programs to the thesis master's programs by the decision of the institute board of directors. In other cases, it is not possible to transfer from evening master's programs with thesis to master's programs with thesis.

(7) A student who wants to transfer from a paid thesis master's program at another higher education institution to a program at Selçuk University is registered to the program to which he/she applied, if the evening thesis master's program is open.

### **Adaptation**

**ARTICLE 6** – (1) Students who have received their bachelor's and/or master's degree in a field other than the thesis master's or doctoral program to which they transferred can be applied to a scientific preparation program with the decision of the relevant institute's department of science / art branch board. The time spent in scientific preparation is not included in the normal education and training period.

(2) Which courses the student will take in the program to which he/she has been accepted and from what stage he/she will continue the graduate program are determined by the institute's board of directors, taking the opinion of the institute's department of science/art branch.

(3) New courses can be given to a student whose horizontal transfer is accepted, even if he has completed his course obligations at the institution he comes to.

(4) The sum of the time given to the student whose lateral transfer is accepted for postgraduate education and the time spent by the student in the previous program cannot exceed the maximum period specified in the University's Postgraduate Education and Training Regulations.

## **CHAPTER THREE Transfers in the Thesis Master's Program and Integrated Doctoral Programs**

### **Transition Conditions**

**ARTICLE 7** – (1) In order to be accepted to the integrated doctoral program through horizontal transfer, thesis master's students registered at the university must apply to the institute at the end of the second semester and meet the following conditions:

- a) The student must have received at least 80 ALES points from the score type of the program he/she applied for,
- b) The undergraduate education graduation weighted grade point average must be at least 3.50,
- c) He must have completed at least 7 courses and 21 credits of course obligation as of the end of the second semester,
- d) Master's degree general The weighted grade point average must be at least 3.50,
- e) The foreign language requirement required for entry to the doctorate must be met.

(2) Integrated doctoral students can transfer to a thesis master's program in the same institute's department of science/art at any stage of their education, if they wish. The student's adaptation to

the thesis master's program is made by the decision of the institute's board of directors, in line with the opinion of the institute's department of science/art branch board.

## **SECTION FOUR**

### **Transition from Non-thesis Master's Programs to Thesis Master's Programs**

#### **Transitions**

**ARTICLE 8** - (1) The student is transferred from the non-thesis master's program in the department in which he is registered, to the same can transfer to a thesis master's program bearing the same name or equivalent.

(2) In order to transfer to a master's program with thesis, students must have been admitted to this program in the relevant year.

(3) Transfer to the thesis master's program can be made provided that the minimum requirements stipulated by the relevant program are met.

(4) The quota for transfer from a non-thesis master's program to a thesis master's program is determined by the recommendation of the institute's main science/art branch board and the decision of the institute's board of directors.

(5) Applications for transfer from non-thesis master's programs to thesis master's programs are made on the dates announced by the Institute.

(6) Students who apply are ranked based on the sum of 50% of their ALES score and 50% of their non-thesis master's GPA.

(7) A student who has graduated from a non-thesis master's program cannot apply for transfer to a thesis master's program.

(8) If there is an evening master's program with thesis in the non-thesis master's program in which the student is registered, quotas may be determined separately for the thesis master's program and the thesis master's evening programs. The tuition fee paid by the transferring student for the evening non-thesis master's program is deducted from the fee determined for the evening master's program with thesis.

#### **Transfer conditions**

**ARTICLE 9** – (1) A student who wants to transfer to the university's thesis master's program must have taken and succeeded all courses in the non-thesis master's program curriculum in which he/she is registered. However, there is no requirement to take and/or succeed in the term project course.

(2) The student must have a GPA of at least 3.00 out of 4.00 in the non-thesis program in which he/she is registered.

(3) The student who will transfer to a master's program with thesis must get at least 55 points from ALES in the score type of the program he/she is applying for.

(4) In order to transfer to master's programs with thesis teaching in a foreign language, it is necessary to pass the foreign language exam held by the School of Foreign Languages or to document the minimum proficiency score determined by the Senate from national or internationally valid foreign language exams.

## **Adjustment**

**ARTICLE 10** – (1) The adaptation of the courses taken by the student who transfers to the thesis master's program in the non-thesis master's program in which he was previously registered is decided by the board of directors of the institute.

(2) ) If the student has taken the term project in the non-thesis master's program and is successful, he/she can be exempt from the seminar and start from the thesis phase. If one has transferred to a master's program with thesis without completing a term project, one can start working on the thesis after completing the seminar course.

(3) The periods spent in the non-thesis master's program are included in the study period in the thesis master's program.

(4) If the student who is adapted to the thesis master's program has not taken a course covering "scientific research techniques and publication ethics" and the compulsory course(s) of the thesis master's program to which he/she is transferred, in the non-thesis master's program, he/she must take this course(s).

## **Tuition fee**

**ARTICLE 11** – (1) Students cannot transfer to the thesis master's program and graduate without paying the full tuition fee for the non-thesis master's program and meeting other requirements.

(2) The student who transfers to a master's program with thesis pays the contribution fee of the relevant master's program if the program exceeds the normal education period.

## **Non-Thesis Master's Program Graduates are Eligible to Enter the Thesis Master's Program**

**ARTICLE 12** - If the student who graduates from the non-thesis master's program is successful in the entrance exam of the thesis master's program in the same institute's department of science / art, he can start from the thesis stage with the recommendation of the institute's department / master of arts and the decision of the institute's board of directors. If the student has not taken a course that includes "scientific research techniques and publication ethics" and the compulsory course(s) of the registered thesis master's program in the non-thesis master's program, he/she must take this course(s).

## **Distance Education**

**ARTICLE 13** – Distance education non-thesis master's programs are carried out within the framework of the relevant legislative provisions and the provisions of this Directive regarding the non-thesis master's program.

## **CHAPTER FIVE**

### **Transition from Thesis Master's Programs to Non-Thesis Master's Programs**

**Transfers ARTICLE 14** – (1) The student can transfer from the thesis program in which he is registered to a non-thesis program bearing the same name or whose equivalence is accepted by the institute board of directors.

(2) In order to transfer to a non-thesis master's program, students must have been admitted to this program in the relevant year.

(3) A student who wants to transfer from a thesis master's program to a non-thesis master's program must apply to the Institute twenty days before the beginning of the semester specified in the non-thesis master's academic calendar.

#### **Transition conditions**

**ARTICLE 15** – (1) In order to transfer to non-thesis master's programs teaching in a foreign language, it is necessary to pass the foreign language exam held by the School of Foreign Languages or to document the minimum proficiency score determined by the Senate from national or internationally valid exams

#### **Adaptation**

**ARTICLE 16** – (1) The courses taken by the student who is transferring to a non-thesis master's program may be counted in place of the courses in the non-thesis master's program with the recommendation of the Institute department board and the decision of the Institute Board of Directors.

(2) After course adaptation, the student may be required to take courses related to the non-thesis master's program by the decision of the Institute Board of Directors.

#### **Duration of study**

**ARTICLE 17** – (1) The time spent by a student who transfers from a thesis master's program to a non-thesis master's program is included in the study period calculation.

(2) The student is given one semester, regardless of the time spent in the previous program.

#### **Tuition fee**

**ARTICLE 18** – (1) The student who transfers to a non-thesis master's program pays two-thirds of the non-thesis master's tuition fee if he transferred at the end of the first semester, and one-third of the non-thesis master's tuition fee if he transferred after completing the course period.

### **CHAPTER SIX**

#### **Giving a Non-Thesis Master's Degree to a Student whose Thesis was Rejected Transitions**

**ARTICLE 19** – (1) A master's or doctoral program student whose thesis was rejected or rejected in the second defense after correction may request to receive a diploma from a non-thesis master's program.

(2) If there is no non-thesis master's program in the relevant field, the student is registered in the YÖKSİS database as semi-passive, from the program in which he/she is registered to the non-thesis master's program with the same name or whose equivalence is accepted by the institute's board of directors.

#### **Adjustment**

**ARTICLE 20** – (1) The courses taken by a master's or doctoral program student whose thesis has been rejected or who wants to receive a non-thesis master's degree after being rejected in the defense after correction, will be counted by the decision of the institute board of directors and in case of missing credits, they will be accepted for the non-thesis master's diploma. He/she is asked to complete the required credits and submit a term project.

(2) The student is given one semester, regardless of the time spent in the previous program.

## **Tuition fee**

**ARTICLE 21 – (1)** A master's or doctoral program student whose thesis is rejected or who wants to get a master's degree without thesis after being rejected in the defense after correction, pays the course or courses and the term project fee that he/she must take as a result of the adjustment.

## **CHAPTER SEVENTH**

### **Transfer Between Programs in the Same Institute**

**ARTICLE 22 – (1)** If thesis master's/doctoral students request, they can be transferred to one of the programs within the same department or to another department within the institute, upon the recommendation of the institute department board and the decision of the institute board of directors. Students can transfer horizontally provided that they meet the minimum requirements.

### **Adjustment**

**ARTICLE 23 – (1)** The adaptation procedures applied when this directive is transferred from a graduate program in another higher education institution are applied.

## **CHAPTER EIGHT**

### **Miscellaneous and Final Provisions**

#### **Cases for which there is no provision**

**ARTICLE 24 – (1)** In cases where there is no provision in this Directive, the "Regulation on Postgraduate Education and Training" of the Interuniversity Board, published in the Official Gazette dated 20/04/2016 and numbered 29690, is in accordance with the "Regulation on Postgraduate Education and Training" of Selçuk University. Examination Regulation and other relevant legislation provisions are valid.

#### **Transition adjustment of graduates**

**PROVISIONAL ARTICLE 1 – (1)** The application of students who applied to the Institute for transfer from the thesis master's program to the non-thesis master's program before the effective date of this Directive will be decided without taking into account the 3rd paragraph of Article 14 of this Directive.

**ARTICLE 25 – (1)** This Directive shall enter into force on the date of its publication.

#### **Execution**

**ARTICLE 26 – (1)** This Directive is executed by the Rector.

**It was accepted by the decision of Selçuk University Senate dated 09.04.2019 and numbered 2019-136.**