	EPOKA UNIVERSITY				
	DIRECTIVE “ON STUDENT TRANSFER”				
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DIRECTIVE “ON STUDENT TRANSFER”

Article 1

Purpose

The purpose of this directive is to determine the procedures and principles of the transfer applications made within the institution and from other institutions. In the case of applications for transfer from other universities, the conditions set by the Ministry of Education and Science must be taken into consideration.

Article 2

Terms

The applications for intra- and inter-transfer may be submitted during the period specified in the academic calendar every year. The decision about the transfer must be taken within a week.

Article 3

Procedure

Students who need to be transferred must fill in the relevant form and submit it to the Registrar’s Office. Applications are reviewed by the department and are forwarded to the Administrative Board of Faculty for final approval.

Article 4

Transfers Types

4.1 Intra-University Transfer


4.1.1 Students who have completed at least two semesters in their programs may apply for transferring their studies to another program within the University.

Intra-transfers for *Bachelor`s study program* are determined by the decision of the Administrative Board of Faculty, between 2nd and 6th semester for the 3-year Bachelor system, and 2nd and 8th semester for the 4-year Bachelor system. Undergraduate credits earned in another undergraduate program are accepted by the proposal of the Department and the final approval of the Faculty Administrative Board. Transfer credits will be given only for the courses in which a grade of at least 1.00 out of 4.00 has been received by the student and which comply with the curriculum of the study program he/she has been transferred to.

4.1.2 Students who have completed at least one semester in their programs may apply for transferring their studies to another program within the University.

Intra-transfers for *Master`s study programs* are determined through the proposal of the respective Scientific Committee and the approval of the Faculty Administrative Board only at the beginning of each academic year. Student's cumulative grade point average shall be at least 70/100 (2.00/4.00) according to the assessment system of University's regulations. Graduate credits earned in another graduate program are accepted by the proposal of the respective Scientific Committee and the final approval of the Faculty Administrative Board.

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Senate	Academic Evaluation and Quality Improvement Board	Higher Board

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Transfer credits will be given only for the courses in which a grade of at least 2.50 out of 4.00 has been received by the student and which comply with the curriculum of the study program he/she has been transferred to.

4.2 Inter-University Transfer

Students who have completed at least two semesters in their study programs at another university may apply for transferring their studies to Epoka University.

Inter-University transfers are made between study programs proposed by the respective Department and approved by the Faculty Administrative Board.


- a) Inter-transfers for *Bachelor's study programs* are determined by the Administrative Board of Faculty between the 2nd and 6th semester for 3-year Bachelor system, and 2nd and 8th semester for 4-year Bachelor system. Student's cumulative grade point average shall be at least 60/100 or the equivalent according to the assessment system of University's regulations. Undergraduate credits earned in another undergraduate program may be accepted through the proposal of the Department and the final approval of the Faculty Administrative Board up to a maximum of 2/3 of taken credits (excluding thesis, graduation project or similar assignments). Transfer credits will be given only for the courses successfully passed by the student during his/her previous studies and which comply with the curriculum of the study program he/she has been transferred to.

- b) Inter-transfers for *integrated second cycle study programs* are determined by the Administrative Board of Faculty between the 2nd and 10th semester. Student's cumulative grade point average shall be at least 60/100 or equivalent according to the assessment system of University's regulations. Credits earned in another Bachelor or integrated second cycle study program may be accepted through the proposal of the Department and the final approval of the Faculty Administrative Board up to a maximum of 3/4 of taken credits (excluding thesis, graduation project or similar assignments). Transfer credits will be given only for the courses successfully passed by the student during his/her previous studies and which comply with the curriculum of the study program he/she has been transferred to.

- c) Inter-transfers for *Master's study programs* are determined by the Administrative Board of Faculty. Student's cumulative grade point average shall be at least 70/100 or equivalent according to the assessment system of University's regulations. Graduate credits earned in another graduate program may be accepted through the proposal of the respective Scientific Committee and the final approval of the Faculty Administrative Board up to a maximum of 2/3 of taken credits (excluding thesis, graduation project or similar assignments). Transfer credits will be given only for the courses successfully passed by the student during his/her previous studies and which comply with the curriculum of the study program he/she has been transferred to.

Article 5 Requirements for Transfers

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- a) No transfer may take place during 1st, 2nd and 6th semester for 3-year Bachelor system and 1st, 2nd and 8th semester for 4-year Bachelor system.
- b) No transfer may take place during the academic year for Master`s study programs. The students of these study programs can apply for transfer only at the beginning of each academic year.
- c) Students must not have been subject to any disciplinary measures.
- d) The student is required to successfully pass the English Proficiency Exam organised by Epoka University English Preparatory Class. Students from abroad must submit a language proficiency certificate from one of the internationally recognized English Language Exams as stipulated by the Ministry of Education and Science.
- e) During both undergraduate and graduate programs a student cannot perform more than one transfer.

Article 6

Transfer Assessment

- a) The first assessment regarding transfers is carried out by the Scientific Committee established by the related Department. The Scientific Committee proposes to which semester the student shall be oriented, which additional courses he/she shall take and from which courses the student shall be excused.
- b) The respective Faculty Administrative Board approves the courses and the programme he/she has been transferred to.
- c) Concerning the requests of transfer students to recognize the courses received prior to their transfer, the concerned students shall have the right to appeal to the respective Scientific Committee within 14 days after the decision of the Scientific Committee concerning the recognition of their courses.


Article 7

Conversion of the Transfer Grades

When converting the final grades contained in the transcripts in the Intra-University and Inter-University transfers, the conversion table approved by the Senate of Epoka University of 100-point system and 4-point system will be applied.

7.1 Conversion of the Transfer Grades for Intra-Transfer

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Concerning Intra-Transfer students between study programs that belong to the same cycle, the grades taken prior to the Intra-Transfer will be recognized as letter grades.

7.2 Conversion of the Transfer Grades for Inter-Transfer

a) Concerning the Inter-Transfer students, the grades taken prior to the Inter-Transfer will be recognized as a T letter grade.

b) Graduation cumulative grade point averages of the students who have entered the university by transfer are determined according to the courses they take at Epoka University.

Article 8

Entry into force

This directive enters into force after the acceptance by the Senate and the approval by the Higher Board.

Article 9

Implementation

The implementation of this directive is ensured by the Rector of Epoka University.

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