

**RAUF DENKTAŞ UNIVERSITY**  
*"For International Employment"*



**EXEMPTION AND ADAPTATION PROCEDURES  
REGULATION**

**No. 4**

# **RAUF DENKTAŞ UNIVERSITY**

## **EXEMPTION AND ADAPTATION PROCEDURES REGULATION**

**(Under Articles 10 and 62(2) of the Rauf Denktas University Establishment and Operation Bylaw)**

Rauf Denктаş University's Senate adopted the following Code based on the authority given to it under Article 41 of the Rauf Denktas University Admission, Registration, Exam and Success Regulation.

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| <b>Short Name</b>   | 1. This Regulation shall be referred to as "Exemption and Adaptation Procedures Directive".  |
| <b>Purpose</b>  | 2. The purpose of this Regulation is to lay down the exemption and adaptation principles for courses taken from any higher education institution, including Rauf Denktas University, within the scope of the 'Taking Courses Outside the University Code' by students who have recently enrolled in an Undergraduate or Associate degree program.  |
| <b>Scope</b>  | 3. This Regulation enables students who have been dismissed from any higher education institution, who have previously been a student at a higher education institution or who have had the right to re-enrol at the Rauf Denктаş University while graduating, to continue their education by making a horizontal or vertical transfer or by benefiting from the amnesty law. It covers the procedures related to the exemptions and adaptations of the courses taken from any higher education institution within the scope of the "Taking Courses Outside the University Code" provided that the examinations taken as the basis for student admission to the university and their scope are equivalent to the courses of the relevant program.  |
| <b>Application</b>  | 4. (1) Applications for Course Exemption shall be submitted to the Registrar's Office, together with the necessary documents, until the end of the course Add and Drop period as specified in the Academic Calendar or within 15 working days of the date on which the student has been accepted. Exemption applications made in subsequent semesters or years and requests to cancel exemption or adaptation procedures will not be accepted.<br>(2) The application must be made in person or by official representatives.<br>(3) Students must clearly state which courses they wish to be exempted in their application. Also, programs can grant exemptions to courses requested by students or other courses they deem appropriate. The course exemption procedure is completed with the student's acceptance of exempted courses.<br>(4) (a) Exemptions may be requested for courses taken up to five academic years ago, excluding Atatürk 's principles, History of the Turkish Revolution and compulsory Turkish language courses.<br>(b) For foreign language courses, this period is five academic years.<br>(c) An exemption may be granted for any course taken five years or more before, on the recommendation of the Department Board and the decision of the Faculty Board.<br>(d) The five-year exemption condition is not required for students who have been accepted and enrolled through vertical transfer referred to in the 'RDU Entry Exams and Student Admission Code'.<br>(5) The content of the course and the transcript approved by the previous higher education institution (sealed, stamped and signed) must be attached to the application. In the case of photocopies, faxes, unauthorized documents and missing documents, the application process will be processed on a conditional basis and the student will be given time until the end of the semester to submit the documents. Applications which do not comply with the requirement at the end of this process shall be rejected. |
| <b>General Considerations on Exemption and Adaptation</b> | 5. General issues regarding exemption and adaptation are as follows:<br>(1) The Exemption and Adaptation Committee of the Department to which the student has applied shall carry out the necessary examinations of the courses for which the student requests an exemption and make a decision on all courses which have already been taken and passed and for which an exemption has been requested.<br>(2) Regardless of whether the course for which exemption is requested is compulsory or elective, a report shall be prepared by examining the compliance of the course content. The Department's Board shall evaluate this report and place the student in the relevant semester.   |

**Course Exemptions and  
Grade Adaptations of  
Newly Registered  
Students**

- (3) Until the board decides on the request for exemption, students will continue to attend courses other than those their advisors have requested for exemption. The courses for which the exemption is granted in accordance with the exemption documents submitted after the add and drop date specified in the Academic Calendar shall be removed from the Semester Course Registration in such a way that the student does not become part-time but that new courses are not added. Exemption documents not submitted until the last course date specified in the academic calendar shall not be processed. In subsequent semesters, students can not apply for exemption and adaptation.
  - (4) If the transcript of the student applying for an exemption includes both the letter grade and the numerical grade, the letter grade shall be taken as the basis.
  - (5) The name of the course to be considered equivalent does not have to be exactly the same as the course for which the exemption has been granted. The content of the courses should be at least 80 per cent similar.
  - (6) In the event that more than one course is considered to be equivalent to one course in the applications for exemption for courses registered through transfer to other universities, an adaptation shall be made by taking into account the grade average of those courses. If a course is considered to be equivalent to more than one course, the passing grade may be given to equivalent courses, taking into account the credits and content of the course.
  - (7) In the adaptation process, the conversion of grades taken by students in other higher education institutions to a four-point system is carried out on the basis of the "Grade equivalency System" table approved by the Rauf Denktaş University Senate.
6. The following issues will be taken into account when granting exemptions to students enrolled at the University for the first time (Undergraduate Vertical Transfers):
- (1) The number of courses that can be exempted from students who have studied in other higher education institutions through horizontal transfer and who have just enrolled at Rauf Denktaş University cannot be greater than the number of courses in the first seven semesters of the program. For two year Associate programs the number of exempted courses cannot be more than three semesters. If the courses requested for exemption are too many, the courses to be exempted shall be determined by taking into account the prerequisite conditions starting from the highest grade taken by the student.
  - (2) Students who enroll through the Vertical Transfer are granted an exemption at least equal to the number of courses in the first two semesters, provided that it does not contradict Article 5 (5) and Article 6 (3).
  - (3) The courses of students who have been enrolled in other higher education institutions and who are newly enrolled in the university with the corresponding letter letter grade grade C or above or equivalent are considered exempt from content and are included in the transcript against the letter grade applied by our university and are included in the Cumulative Grade Point Average (CGPA).
  - (4) Exemptions may be granted to courses with grades (C-, D +, D or their equivalents) only if the grade point average of all courses exempted is 2.00 or higher.
  - (5) In the event that students who have previously studied at different universities wish to be exempted from the courses exempted from the university they have last studied, the timeframes referred to in Article 4(4) of this Regulation shall be taken into account and the year in which they have studied the relevant courses and the course content of that university shall be taken into account. The process of exemption by another university will not be taken into account without the examination of these contents and the compatibility of credits.
  - (6) In the case of students studying at Rauf Denktaş University, the grades of the courses whose exemptions are accepted by the relevant boards shall be treated as letter grades which they have previously received and shall be included in the calculation of the CGPA.
  - (7) Students who have been enrolled in Vertical Transfer undergraduate programs and the courses exempted from undergraduate programs shall be registered in the transcript against the letter grade applied by our university and are included in the Grade Point Average ( CGPA).

- (8) The courses from which the students have received a grade C or higher from GCE A level or similar equivalent exams and have the same content as program courses shall be exempted.
- (9) The non-acceptance of the credit transfer of an applicant from another HEI to the RDU is only possible if the learning outcomes of the applicant's courses from the other HEI are substantially different than the learning outcomes of the RDU's courses.

**Course Exemptions and Grade Adaptations Taken Outside the University**

- 7. Exemptions and grade adaptations of courses taken from other higher education institutions as an exchange student or a special student registered at a university shall be done as follows:
  - (1) Students enrolled in the university can take courses both in the summer school and in other higher education institutions within the framework of the exchange programs, in line with the 'Taking Courses Outside the University Code'.
  - (2) Within the scope of the 'Taking Courses Outside the University Code,' grades of courses accepted by the relevant boards of higher education institutions which have signed a cooperation agreement with the RDU shall be treated as equivalent grades, on approval by the Senate, against the letter grades they have received from the institution where they have studied.
  - (3) The following criteria shall be taken into account for students who have studied in institutions which have not signed a cooperation agreement or whose equivalent grades have not been approved by the Senate within the scope of the 'Taking Courses Outside the University Code':
    - (a) If the average of the students who take a semester's course load is 2.00 and above, the relevant letter grade is written in return for the courses passed or on probation, and an F grade for the courses they failed. If the average of the course is less than 2.00, the letter grade for the courses with a passing grade (C and above) is processed as F, and the others are included in the evaluation in the calculation of CGPA.
    - (b) In cases where a student has taken less than a semester's course load, a letter grade shall be assigned in exchange for courses taken with a passing grade (C and above), other courses shall be processed as F and will included in the calculation of the CGPA .

**Language Proficiency**

- 8. (1) The following criteria shall be followed for exemptions from English Preparatory courses:
  - (a) Being successful in the English Proficiency Exam,
  - (b) Having been educated in an English medium program,
  - (c) Obtaining a valid score from international exams accepted by the RDU Senate.
- (2) The following criteria are taken into account for foreign students whose mother tongue is not Turkish and who are enrolled in Turkish-language programs.
  - (a) Having received education in a Turkish medium program,
  - (b) Being successful in the Turkish Proficiency Exam,
  - (c) Obtaining a valid score from an international exam accepted by the RDU Senate.

**Objection to Exemptions and Adaptations**

- 9. Objections to exemption or adaptation results shall be made to the relevant department within three working days of the completion of the exemption process at the latest. The head of the relevant unit shall inform the student of the results within five working days.

**Exemption-Related Issues**

- 10. Exemption procedures shall be carried out by the exemption and adaptation committees of the relevant unit. The Committee shall submit its report to the Board of Directors of the relevant unit. The students shall be notified of the decisions of the Board by electronic means. In the decision of the board, the semester the student has been accepted to and the code, name, credit and success grade of the previous courses and the name, code and credit of the courses from which they have been exempted shall be specified.

**Exemption for Prospective Students from Countries Experiencing State of Emergency**

- 11. Where exceptional situations are experienced, the Rectorate is authorized to exempt students who will be admitted to the university from particular countries.

**Unaddressed Topics**

12. The decisions of the University Senate are applied on matters not included in this Regulation, provided that they do not contradict the provisions of Rauf Denktaş University's regulations.

**Coming into Force**

13. This Regulation comes into force from the date of its approval by the Senate of Rauf Denktaş University.

**Executive Authority**

14. This Regulation shall be executed by the Rector of Rauf Denktaş University.