

Firat University Exemption and Adaptation Procedures Directive

Aim

ARTICLE 1:

The purpose of this directive is to establish the principles governing exemption and adaptation processes for courses taken and passed by Firat University students at other higher education institutions.

Scope

ARTICLE 2:

This directive applies to students registered in preparatory, associate, and undergraduate programs at Firat University.

Basis

ARTICLE 3:

This directive has been prepared based on the provisions of the Firat University Associate and Undergraduate Education and Training Regulations.

Definitions

ARTICLE 4:

1. **Exemption and Adaptation Process:** The procedure where completed courses of students transferring from other programs are evaluated for exemption, and their class and semester placement is determined.
2. **Exemption and Adaptation Committee:** A committee consisting of at least three faculty members from the relevant department or unit.

Application Principles

ARTICLE 5:

1. Students must apply to their department or program head within two weeks of the academic year's start. In units without departments, applications should be made to the Directorate/Dean's Office. Late applications are not accepted unless supported by a valid reason approved by the faculty or school board.
2. Applications must include a petition, transcripts, and approved course content from the previous institution.

Exemption and Adaptation Rules

ARTICLE 6:

1. The Exemption and Adaptation Committee evaluates the compatibility and adequacy of previously completed courses. All transcripts submitted by the student are considered.
2. Exemption is granted for courses taken within the first two years of undergraduate programs if presented with an associate degree transcript.
3. Students continue attending registered courses until their exemption request is finalized. Decisions must be made and communicated to students within three days after the application deadline.
4. Courses exempted are included in GPA calculations.
5. Equivalent courses may differ slightly in name or credit hours. Success grades are calculated using weighted averages for multiple equivalent courses.

Preparatory Class Exemption

ARTICLE 7:

To be exempt from a compulsory foreign language preparatory class, students must meet the requirements specified in the Firat University School of Foreign Languages Education and Examination Regulation.

Education at Other Institutions

ARTICLE 8:

1. For students participating in national or international exchange programs, course equivalence is evaluated by the Exemption and Adaptation Committee before approval by the relevant board.
2. Grades from these courses are processed in accordance with Article 10 of the directive.

Exemption Procedure

ARTICLE 9:

Exemption and adaptation procedures are carried out by the relevant committees, with decisions made by the respective boards. The results are communicated to students by the program head.

Adaptation Form Preparation

ARTICLE 10:

1. The adaptation form specifies the student's class placement, exempted courses, ECTS credits, hours, and grades.
2. Grade conversion rules:
 - o Numerical grades are converted to the letter grade system in Table 1.
 - o Letter grades from other institutions are matched to Firat University's grading system.
 - o If both letter and numerical grades are provided, the conversion aligns with Table 1.

Provisions for Unaddressed Situations

ARTICLE 11:

For matters not covered in this directive, the relevant provisions of Higher Education Law No. 2547, Firat University regulations, and Senate decisions will apply.

Enforcement and Execution

ARTICLE 12:

This directive was approved by the Senate on 20.01.2020 (Decision No. 2019-2020/6-12) and entered into force in the 2020-2021 academic year.

Table 1. Adaptation In your form To be used Success The note Catalog Values

RAW SUCCESS	SUCCESS NOTE	FLOOR NUMBER	
90 – 100	AA	4.00	Successful
85-89	BA	3.50	Successful
75-84	BB	3.00	Successful
70-74	CB	2.50	Successful
60-69	CC	2.00	Successful
55–59	DC	1.50	Conditional Successful
50–54	DD	1.00	Conditional Successful