

**REGULATION**

Issued by: Kadir Has University

**KADIR HAS UNIVERSITY REGULATION GOVERNING THE  
ASSOCIATE AND UNDERGRADUATE STUDIES  
PART ONE**

**Objective, Scope, Basis and Definitions**

**Purpose**

**ARTICLE 1** – (1) The purpose of this Regulation is to set forth the applicable procedures and principles governing the associate and undergraduate studies at all departments of Kadir Has University.

**Scope**

**ARTICLE 2** – (1) This Regulation covers the provisions concerning student admissions, arrangement and implementation of the associate and undergraduate programs for the registered students at Kadir Has University, including the preparatory classes, examinations, grants of leave of absence, dismissal and diploma procedures.

**Basis**

**ARTICLE 3** – (1) This Regulation has been produced on the basis of the articles 14 and 44 of Higher Education Law No. 2547 dated 4.11.1981.

**Definitions**

**ARTICLE 4** – (1) The following terms used in this Regulation shall have the meanings expressly designated to them below:

- a) AKTS (ECTS: European Credit Transfer System): means the European Credit Transfer System that ensures transfer from one higher education institution to the other the course credits and grades earned by the students at their studies abroad and home for the courses they have passed,
- b) Department: means any faculty, college or vocational school of higher education of Kadir Has University,
- c) Advisor: means the instructor who is appointed to help the student with education and training, taking courses and any similar issues,
- ç) Dean: means any dean of the faculties of Kadir Has University,
- d) Diploma Program: means the higher education program that grants the students associate and/or bachelor's degrees if they meet the certain qualification criteria set by the relevant faculty, college or vocational school of higher education,
- e) Relevant Department's Board: means the faculty board at the faculties of Kadir Has University, and the higher education school board at the higher education schools and the vocational school board at the vocational schools of higher education,
- f) Relevant Department's Executive Board: means the executive board of any faculty, college or vocational school of higher education of Kadir Has University,
- g) Undergraduate education and training: means a higher education that covers at least eight semesters' program based on secondary education,
- ğ) Director: means any director appointed at a faculty, college or vocational school of higher education of Kadir Has University,
- h) (**Amended: RG-18/04/2019-30749**) Directorate Registrar's Office: means the Rectorate unit that is appointed to carry out any students' affairs on a centralized basis,
  - 1) Associate degree education and training: means a higher education that covers at least four semesters' program, aimed at training interim manpower or consists of the first stage of bachelor's degree learning based on secondary education,
  - i) ÖSYM: Student Selection and Placement Center,
  - j) Rector: Rector of Kadir Has University,
  - k) The Rector's Office: The Rector's Office of Kadir Has University,
  - l) Senate: The Senate of Kadir Has University,
  - m) (**Amended: RG-27/01/2019-30668**) University (KHAS): Kadir Has University
  - n) University Executive Board: Kadir Has University Executive Board
  - o) (**Amended: RG-27/01/2019-30668**) Mid-term examination: means the examination held for a course that is scheduled in the lesson plan of the relevant associate or undergraduate program,

ö) (*Amended: RG-27/01/2019-30668*) Final exam: means the examination held in the end of the semester during which the relevant course is instructed.

**PART TWO**  
**Registrar, Registration Procedures,**  
**Internal and External Transfers, and Exemption from Courses**

**Registrar's Office**

**ARTICLE 5 – (1)(Amended: RG-18/04/2019-30749)** All students' registration, registration renewal, dismissal, adjustment, diploma, course admission, internal and external transfers and any other similar procedures are carried out by the Directorate Registrar's Office in a centralized manner. Of those procedures which are deemed to be necessary may be executed by the department at which the relevant student is registered.

(2) The student's disciplinary actions are carried out in accordance with the provisions of the Student Discipline Regulation for Higher Education Institutions published in the Official Gazette No. 28388 dated 18.08.2012.

**Initial Registration (Amended: RG-27/01/2019-30668)**

**ARTICLE 6 – (1)** In order that a student can be granted with a final enrollment, he/she is required to have passed the examination held by ÖSYM for associate or undergraduate study and/or the special talent examination. The registration procedures for admission of the students from abroad are carried out in accordance with the principles set forth by the Senate.

(2) (*Amended: RG-18/04/2019-30749*) Those students who are entitled to be enrolled by the University shall have their enrollment done by applying in person to the registration offices formed by the Directorate Registrar's Office, submitting the required set of documents as stated in the registration guidelines and by the University within the registration deadlines set by ÖSYM. However; in case a candidate has an excuse that can be proved by documentary evidence can also have his/her registration done by his/her legal representative or any other proxy appointed by him/her via a power of attorney executed by Notary Public.

(3) Final enrollment cannot be done with missing documents or via mail. Those who fail to complete their final enrollment within the declared period may not claim any rights.

(4) Those who fail to pay their tuition within the deadlines set by the Rector's Office are not registered.

(5) Only the originals of the documents required for registration, or their copies approved by the University are accepted. Regarding compulsory military service and judicial records, the application is processed based on the candidate's declaration.

(6) In the event that a students is detected to have registered using fraudulent or falsified documents at every stage; or is identified as a counterfeiting person in a university entrance examination, his/her registration shall be canceled as of the date of registration, and legal proceedings shall be initiated accordingly. In case this person has left the University; all documents previously issued to them, including diplomas, shall be declared null and void. Tuition fees of these individuals shall not be reimbursed.

**Medium of Instruction**

**ARTICLE 7 – (1)** The medium of instruction in the University is English in full or part (i.e. English or Turkish or English mixed) or Turkish in full for the bachelor's degree programs, and Turkish for all associate degree programs.

**Proficiency in English**

**ARTICLE 8 – (Amended: RG-28/08/2016-29815)**

(1) The students of any bachelor's degree program where the medium of instruction is completely or partially English (i.e. English or Turkish or English mixed) are required to be proficient in English.

(2) Students are required to give documentary evidence for their proficiency in English language, proving that they have passed the international exams that are deemed equivalent by the Senate and whose validities are as determined by the Senate at such satisfactory level as set by the Senate, submitting the exam result certificates to be obtained from such examination centers as are determined by the Senate. Students are required to submit their valid exam results at time of filing their applications in order to be able to begin their bachelor degree studies. Those who fail to submit an internationally valid foreign language certificate are required to take the English Proficiency Test held by the University and to obtain a satisfactory score as set by the Senate, in order to be able to begin their bachelor degree studies.

(3) Those have attended and graduated from any institutions of secondary education in an English-speaking country, in which the citizens of that country attend, and at least in the last three years, are exempt from the University's English language proficiency exam.

(4) Students that fail to submit an internationally valid foreign language proficiency certificate or take the University's English language proficiency exam or fail such an exam or do not comply with the conditions of exemption set out in the third paragraph are obliged to attend the University's English Preparatory Program.

(5) Other conditions which may be taken as the basis for exemption from the English Preparatory Program are determined by the Senate.

(6) The principles set out in this Article also shall apply to those students who are registered, via internal or external transfer, in any bachelor's degree program where the medium of instruction is partially or completely English (i.e. English or Turkish and English mixed).

### **English Preparatory Program**

**ARTICLE 9** – (1) English Preparatory Program is offered by Kadir Has University School of Foreign Languages in accordance with Article 49 of Law of Higher Education, Law No: 2547 and as per provisions of the Rules and Regulations for Foreign Language Instruction and Principles for Instruction in a Foreign Language at Higher Education Institutions, which was published in the Official Gazette No:27074 on December 4, 2008 as well as the principles determined by the Senate.

(2) The students who are deemed successful at the end of the English Preparatory Program are entitled to start their undergraduate studies. Those have certified their proficiency during the English Preparatory Program can start their undergraduate studies in the beginning of the subsequent semester.

(3) (*Amended: RG-27/01/2019-30668*) The maximum period of study in the English Preparatory Program is two years; and all dismissals from such program are subject to the principles that are laid down in the article 44 of the Law No. 2547 and determined by the Senate.

### **Student ID Card**

**ARTICLE 10** – (1) (*Amended: RG-27/01/2019-30668*) Each student who has completed his/her final enrollment is given an ID Card showing that he/she is a student of the University. Any student who has lost his/her ID card shall submit a written application to the Security Affairs Office to obtain a new one; along with a proof of payment of the renewal fee determined by the Rector's Office, to be issued by the Directorate of Financial Affairs.

(2) (*Amended: RG-27/01/2019-30668*) ID Cards of those, who has left the University or are dismissed or graduated from the University should be returned and destroyed by the Security Affairs Office.

### **Tuition Fee**

**ARTICLE 11** – (1) University offers a paid education-training policy. The tuition fee payable for the education-training period consisting of the fall and spring semesters is determined by the Board of Overseers as of each academic year.

(2) The tuition fee is increased at a rate to be determined by the Board of Overseers on an annual basis in view of the inflation rate and the other economic developments.

(3) Except for the education period in English Preparatory Program, the tuition fees payable by those students who exceed the normal education periods of the associate degree and bachelor's degree undergraduate programs and who are entitled to take exam at the end of the maximum education periods are determined by the Board of Overseers in accordance with the criteria set out in the articles 44 and 46 of the Law No. 2547.

(4) (*Amended: RG-27/01/2019-30668*) Those students who fail to pay their tuitions within the deadlines designated in the academic calendar are not allowed to renew their registrations for that semester. Such students cannot enjoy any rights granted to students normally.

(5) (*Amended: RG-27/01/2019-30668*) In case a student who has been registered in or renewed his/her registration, but leaves the University, is dismissed, his/her registration is deleted for any reason, or graduates prior to the beginning of the academic calendar designated for that semester; than the student is not required to pay tuition fee. In case a student leaves the University or is dismissed for any reason or graduates in one month from the beginning of the academic calendar in question, then such student is required to pay the one fourth of the tuition payable for that semester. In case a student leaves the University or is dismissed for any reason or graduates after one month from the beginning of the academic calendar in question, then such student is required to pay the full amount of the tuition payable for that semester. The provisions

regarding the registration freezing are reserved.

(6) Conditions and issues regarding the tuitions to be payable by those students who are covered under the exchange programs are determined by the bilateral agreements between the relevant universities.

#### **Renewal Proceedings**

**ARTICLE 12** – (1) Students are obliged to renew their registration for each semester, within the relevant deadlines indicated in the academic calendar.

(2) In order to be re-registered for a semester, each student should have fulfilled their previous financial obligations as well as for the current semester. Students who fail to meet such obligations cannot renew their registration for that semester. Such students cannot enjoy any rights granted to students normally.

(3) (*Amended: RG-27/01/2019-30668*) Students who have paid their tuition fees, should complete their course registrations procedures by obtaining approval from their advisors for the courses they schedule for the relevant semester. Students are responsible for the entire renewal and course enrollment procedures, and are obliged to execute these procedures in person. Students shall be considered as re-registered, provided that they complete course enrollment procedures.

(4) Those students who exceed the normal education period shall not be considered as re-registered, until they fulfill their financial obligations, upon obtaining approval from their advisors for the courses they schedule for the relevant semester.

(5) Those students who have successfully completed all courses covered under the instructional plan but failed to complete their compulsory practical training, should re-register within the deadlines designated in the academic calendar at the beginning of each semester. Any such student shall pay one eighth of the tuition fee for each semester in which he/she re-registers in order to complete the compulsory practical training.

(6) Those who fail to re-register within the deadlines cannot attend the courses or exams of that semester and cannot enjoy any rights granted to students normally.

(7) (*Amended: RG-28/08/2016-29815*) Any semester for which the student fails to re-register, is involved in the education period of the said student set out in the Law No. 2547.

(8) Those students, who fail to pay their tuition fees and re-register for four subsequent academic years, may be dismissed upon the decision of the University's Executive Board and approval of the Higher Education Board.

(9) Renewal Proceedings of the students who participate in the exchange programs may be concluded beyond the time period designated in the academic calendar, subject to the decision of the Relevant Department's Board.

#### **Registration via internal or external transfer**

**ARTICLE 13** – (1) Transfer procedures from/in between the internal and external higher education institutions to the University's diploma programs shall be carried out in accordance with the provisions of The Regulation for Student Transfer Between Associate Degree and Bachelor's Degree Programs, Double Major and Minor Programs and Course Credit Transfers Between Institutions of Higher Education, as published in the Official Gazette Issue No. 27561 dated 24.04.2010, as well as the applicable procedures and principles set forth by the Senate.

The external transfer procedures regarding graduates of vocational schools to the bachelor degree programs are carried out in accordance with the provisions of the Regulation on Transition of Graduates from Vocational Schools and Associate Degree Programs of Open Education Universities, published in the Official Gazette Issue No. 24676 dated 19.02.2002, as well as the applicable principles set forth by the Senate.

#### **Exemption from Courses and Adjustment**

**ARTICLE 14** – (1) Procedures regarding course exemptions and adjustment of the internally or externally transferred students to the diploma programs of the University shall be carried out in accordance with The Regulation for Student Transfer Between Associate Degree and Bachelor's Degree Programs, Double Major and Minor Programs and Course Credit Transfers Between Institutions of Higher Education, as published in the Official Gazette Issue No. 27561 dated 24.04.2010, as well as the provisions of the Regulation on Transition of Graduates from Vocational Schools and Associate Degree Programs of Open Education Universities, published in the Official Gazette Issue No. 24676 dated 19.02.2002.

(2) In the event that a student, who has been dismissed or graduated from any higher education institution and then is entitled to be registered into an associate degree or undergraduate program of the University via ÖSYS, registers in the University, he/she can request exemption from those equivalent courses which he/she successfully passed during the

previous undergraduate program. Procedures regarding course exemptions and adjustment of these students shall be carried out in accordance with the principles determined by the Senate. In order for a student who has been adjusted to the University within the framework of this paragraph can be entitled to be graduated, he/she is required to have been registered in the University for at least four semesters in a bachelor's degree program or at least two semesters in an associate degree program.

(3) (*Amended: RG-27/01/2019-30668*) The students may once again enroll in the courses for which they are granted an exemption pursuant to this article only by the resolution of the Executive Board of the relevant faculty/school.

#### **Special student status**

**ARTICLE 15** – (1) Special students are those, who are allowed to externally participate in courses without being enrolled in one of the academic programs of the University in order to improve their knowledge and skills, while they are enrolled in another higher education institution.

(2) Applications filed by the special students, the courses available for them and the total hours of such courses shall be regulated by the Relevant Department's Board, subject to the opinion of the head of the relevant department.

(3) (*Amended: RG-28/08/2016-29815*) No diploma or title is granted to the special students. However; they may be issued a transcript, indicating the courses, grades and credits they have obtained.

(4) Special students shall pay a tuition fee to be determined by the Board of Overseers on the basis of the course credits obtained.

### **PART THREE Principles of Education and Training**

#### **Academic Calendar**

**ARTICLE 16** – (1) The University's academic calendar for the academic year shall be determined upon proposal of the departments as well as the decision of the Senate.

(2) The academic calendar shall cover the beginning and end dates of education and training programs at each department, dates of mid-term and final exams within each semester, and deadlines regarding the payment of tuition fees, renewal proceedings, freezing registration, internal and external transfers etc.

#### **Types and Programs of Education and Training**

**ARTICLE 17** – (1) Types and programs of education and training involved in the University are; formal education, non-formal education and distance education based on the information technologies.

(2) In accordance with the principles to be set forth by the Senate upon a resolution by the Higher Education Board, University may offer distance education programs at associate or bachelor's degree levels, planned and implemented on the basis of the information and communication technologies, where the instructors and students are not obliged to be physically present at the same place.

#### **Education and Training Periods**

**ARTICLE 18** – (1) The education and training program in the University are regulated on the basis of semesters (terms).

(2) Accordingly, each education and training period consists of a fall and a spring semester.

(3) (*Amended: RG-28/08/2016-29815*) One semester lasts for at least 14 weeks.

(4) Turkish Language, Foreign Language, and Atatürk's Principles and History of Turkish Revolution courses as well as the courses determined by the resolution of Senate can be instructed beyond the working hours, or also on Saturdays or Sundays except for the national and general holidays when necessary, subject to the resolution of the relevant Departments' Boards. Such courses may also be offered within distance education programs, taking advantage of the open education system or information and communication technologies.

(5) Other than the fall and spring semesters options; a summer school program may be offered upon proposal of the relevant Departments' boards, decision of the Senate and approval of the Higher Education Board. Summer school program is regulated in accordance with the provisions of the relevant legislation as well as the principles determined by the Senate.

(6) Summer school program is excluded from the formal education period, which is scheduled as eight semesters regarding the bachelor's degree education and four semesters regarding associate degree education; hence is regulated within a separate academic calendar and

its tuition fee is determined separately.

#### **Instructional Plans and Courses**

**ARTICLE 19** – (1) (*Amended: RG-27/01/2019-30668*) Education and training activities in the departments consist of theoretical courses, as well as multidisciplinary courses offered by more than department, modules, seminars, applications, project and studio workshops, laboratory and workshop activities, practical activities, internships, sketches, on-site applications, dissertations and the like. The principles governing the execution, completion and acceptance as well as scheduling each of the semester projects and dissertations as subsequent or pre-requisite courses are determined subject to the proposal of the relevant Faculty or Vocational School Board and upon the approval of Senate.

(2) Education and training is regulated in accordance with the instructional plan where the names and weekly credit hours of all courses are determined at each semester.

(3) All activities involved in the instructional plans are all subject to the provisions of this Regulation.

(4) (*Amended: RG-27/01/2019-30668*) ECTS and KHAS credits of each course are indicated in the instructional plan. Senate shall determine the course credits taking into consideration the following criteria: diploma grade of the relevant program, credit range set forth within the higher education qualifications regarding the department, theoretical and practical course hours, and the necessary working hours for the other activities projected for the students, contribution of the course to the student in terms of knowledge, talent and competencies.

(5) The academic programs of each department, which are prepared in accordance with the instructional plans approved by the Senate, are announced to the students, at the beginning of each semester.

(6) Instructional plans as of the University's bachelor's degree programs cover all the elective courses with KHAS codes whose contents and details are determined by the Senate. In order for a student, including those who have registered via internal or external transfer programs, to be entitled for graduation from an undergraduate program to which he/she is registered, he/she is required to have passed at least one of the above mentioned courses.

(7) Instructional plans may require compulsory practical training. The applicable procedures and principles regarding the practical training are determined by the Senate in accordance with the relevant legislation.

(8) Double major and minor programs may be offered in accordance with the relevant legislation as well as the principles determined by the Senate.

#### **Compulsory and Elective Courses**

**ARTICLE 20** – (1) Courses involved in the instructional plan consist of both compulsory and elective courses. Compulsory courses are referred to be the courses that should be taken by the student, whereas the elective courses stand for the courses that are optional for the student.

(2) Elective courses may be selected individually from the instructional plan or among the designated course groups. Elective courses are offered upon proposal of the Relevant Departments' Board, and the approval of Senate, and withdrawn on the same basis. Relevant Departments' Board may set an upper and lower limit to the number of the students to be enrolled to each elective course.

#### **Common Compulsory Courses**

**ARTICLE 21** – (1) Atatürk's Principles and History of Turkish Revolution, Turkish Language, and Foreign Language courses, set out in the paragraph (1), Article 5 of the Law No. 2547, are the common compulsory courses scheduled for at least two semesters.

#### **Registration to Courses, Adding/Dropping Courses and Withdrawal**

**ARTICLE 22** – (1) Students are obliged to enroll to the courses for each semester, within the deadlines stated in the academic calendar. Student is obliged to obtain approval from his/her advisor regarding course enrollment.

(2) Each course registered by a student, should be involved among courses listed in the instructional plan to be followed. Students can take a course that is not involved in his/her instructional plan, subject to the approval of his/her Advisor and resolution of the Relevant Department's Board; provided that the credit and grade of such course shall not affect the grade point average. Credit and grade of such course cannot be requested to be taken into consideration in calculating the grade point average afterwards. However; students should have pass such courses in order to be graduated.

(3) Freshmen are obliged to register for all courses indicated in the first semester of their instructional plan; except for the courses that are considered exempt.

(4) Provision of the third paragraph shall not apply to those students; who are entitled to

begin undergraduate program at the second semester, upon completing the English preparatory program successfully, internal transfers to a diploma program at the second semester via a central placement point and who are adjusted to the second or a higher semester upon course exemption.

(5) (*Amended: RG-18/04/2019-30749*) Except for the first semester of the Freshmen; students may add/drop courses each semester, once for each course, provided that the total credit limit is not exceeded, within the deadlines stated in the academic calendar and upon obtaining approval from their advisors.

(6) Except for the first semester of the Freshmen; students may withdraw from one course scheduled in the instructional plan for each semester, within the deadlines stated in the academic calendar and upon obtaining approval from their advisors. Students may withdraw from only one course in each semester, two courses at maximum throughout an associate degree program, and five courses at maximum throughout of a bachelor's degree program. Students can only withdraw a course, provided that they take it for the first time. In such case; the withdrawn course is considered as if not have enrolled in, and indicated with a "Ç" (Withdrawn) in the transcript.

(7) Students may choose not to take some or all of the courses in the instructional plan for the semester they are registered in; provided that the scheduled repeating courses and compulsory courses give rise to excessive credits or coincide with each other. Not registering in any course for the said reason, shall not impede the execution of the maximum education period.

### **Counseling**

**ARTICLE 23** – (1) One academician or instructor shall be assigned by the relevant department to act as an advisor for each student. Advisor; follows the student during his/her education, and guides them concerning the compulsory and elective courses that he/she must take within the associate degree or bachelor degree undergraduate program or double major or minor programs. Student plans his/her courses during registration or re-registration period together with his/her advisor, and is obliged to have his/her course schedule approved by his/her advisor.

(2) In case an advisor is not available at the University within the duration of registration procedures for a valid excuse; he/she shall inform the head of department in writing, who shall in return appoint another advisor in lieu of the former among the eligible academicians or instructors on a temporary basis and inform the relevant students accordingly.

### **Determining the Actual Semester and Class**

**ARTICLE 24** – (1) Credit load achieved by a student shall be taken into consideration in determining the actual semester and class of that student.

(2) (*Amended: RG-27/01/2019-30668*) Student starts his/her associate degree or bachelor's degree program as a freshmen/first class student. In order for that the student to be entitled to pass the next semester, starting from the first semester and including the current semester; student should have obtained a credit total which is not less than 6 KHAS credits under the cumulative total of the nominal credits over all semesters in the instructional plan, or not less than 12 ECTS credits if the student is subject to the ECTS credit system.

(3) In accordance with the provision of the second paragraph; students in their first or second semester are considered to be first class students, whereas the third and fourth semester students are considered to be second class students, and fifth and sixth semester students as third class, seventh and eighth semester students as fourth class students.

(4) Determination of the semester/class in accordance with the principles stated in the second and third paragraphs, regarding of a student whose adjustment is made to higher semesters upon completion of the course exemptions, starts as of the semester/class in which adjustment of the student is made.

(5) The procedures and principles governing the principle set forth under this article shall be determined by the Senate.

### **Nominal and Maximum Credit Load**

**ARTICLE 25** – (1) Nominal credit load indicates the amount of credits scheduled in the instructional plan for the semester in which the student is registered in.

(2) (*Amended: RG-27/01/2019-30668*) Maximum credit load is the amount of credits that can be taken by those students whose great point average is at least 2.00, up to 6 KHAS or 12 ECTS above their nominal credit load.

(3) First and second semester students of associate degree or bachelor degree programs, may not take credits exceeding the nominal credit load. Such period is one semester for those students whose adjustments are made to the second semester, upon completion of the course

exemption proceedings. Provision of this paragraph shall not apply to those students whose adjustments are made to the third or a higher semester upon completion of the course exemptions proceedings.

(4) Without prejudice to the limitations imposed on the probational or unsuccessful student statuses; the students cannot take credits exceeding the maximum credit stated in the second paragraph of this article.

(5) (*Amended: RG-27/01/2019-30668*) As per provisions of this article and the article 30; the credit load of those students, who shall be entitled to graduate at the end of the current semester, upon taking maximum 6 additional KHAS credits, can be increased by the executive board of the relevant department, up to 6 KHAS credits including the credit of the single course for which the student can take an exam at the end of that semester, regardless of the student statuses described in the article 30; this credit amount is 12 ECTS regarding the students subject to ECTS system.

## **PART FOUR**

### **Assessment of Success, Exams, Freezing Registration, Dismissal and Leave, Diplomas**

#### **Class Attendance and GPA**

**ARTICLE 26** – (1) Students are obliged to attend the course, laboratory lessons and applications, and participate in all exams and any such other activities which are deemed necessary by the instructors during the semester in accordance with the principles set forth by the relevant faculties, colleges or vocational schools of higher education.

(2) (*Amended: RG-27/01/2019-30668*) Conditions regarding class attendance are determined by the relevant instructor, and implemented as specified in the course schedule.

(3) (*Repealed: RG-27/01/2019-30668*)

(4) The periods; during which the students who are assigned at the sportive, cultural or artistic activities or competitions cannot participate in their courses due to the fact that they are obliged to participate in the foregoing activities or exercises, shall not be taken into consideration in calculating their total attendance.

(5) In case of repeated courses; the student should comply with attendance requirements to that course, take the midterm and final exams and fulfill the other obligations in relation to education and training activities. Previous midterm and final grades obtained from the repeated courses shall not be taken into consideration.

(6) (*Amended: RG-27/01/2019-30668*) In assessing the progress at a course; all midterms, quizzes, on-site and workplace activities, applications, homework, projects, workshop, seminars, attendance, laboratory and similar midterm exercises constitute at least 20% or at most 80% of the GPA of that course, while the final examination grade constitutes at least 20% or at most 80% of the GPA of that course. Types of the semester activities and the contribution of such activities in the GPA together with the final grade obtained at the end of semester, bell curves for the semester activities and final exams, threshold grade and similar evaluation criteria for passing the course as well as the objectives of the course are determined by the instructor, and announced in the schedule to the students at the beginning of each semester. All semester activity evaluation and final grades of the courses are announced. Course schedules are uploaded in the system by the relevant instructors, at the beginning of each semester within the time frame designated in the academic calendar.

(7) (*Repealed: RG-27/01/2019-30668*)

#### **Grades and Letter Grades**

**ARTICLE 27** – (1) The relevant instructor assesses the performance of student, at all semester activities, midterm and final exams; and considering the overall performance of the class, assigns one of the letter grades indicated in the table below for the course.

(2) (*Amended: RG-18/04/2019-30749*) The performance coefficients denoted by the letter grades are as follows:

<u>LETTER GRADE</u>	<u>COEFFICIENT</u>
AA	4,0
BA	3.5
BB	3.0
CB	2.5
CC	2.0
DC	1.5



DD	1.0
FF	0
G	-
K	-

(3) The instructor responsible for the relevant course declares the grade obtained by the student, via SPARKS (Student Portal, Academic Registration and Knowledge System) within the time frame designated in the academic calendar.

(4) Grades are as follows:

a) A student, who obtains one of the letter grades AA, BA, BB, CB, CC, G for a course is considered to have passed that course.

b) A student, who obtains either DC or DD for a course, is considered to have conditionally passed that course. In case a student's cumulative general point average is at least 2.00, such student is not required to repeat the conditionally passed courses in order to be eligible for graduation.

c) A student, who receives either FF or K for a course, is considered to have failed that course.

ç) (*Repealed: RG-18/04/2019-30749*)

(5) (*Amended: RG-28/08/2016-29815*) The other letters and symbols are as follows:

a) Grade E (Incomplete) is designated to those students who fail to complete the necessary requirements for the dissertations, projects, homework, practical trainings, on-site performance, laboratory, thesis, project works, presentation and similar courses for which no exam is held. In case a student receives a grade E for a course, then he/she should make up for the deficiencies and earn a make-up letter grade within fifteen days from the date on which the grades are announced as per the academic calendar. Otherwise, the grade "E" will be automatically converted to the grade "FF". Aforementioned periods may be extended upon proposal of the head of departments as well as the resolution of the relevant executive boards.

b) Grade G (pass) is designated to the students who pass the non-credit courses or courses that are evaluated solely as passed/failed. Grade G is not taken into consideration in calculating the GPA.

c) Grade S (In Progress) is designated for students' first semester report; whose performance is successful in a credit/non-credit course that shall proceed for more than one semester. The final letter grade shall be evaluated at the end of the course. Grade S is not taken into consideration in calculating the GPA.

ç) Grade Ç (Withdrawn) is designated for the course from which the student has withdrawn at the beginning of the semester. Grade Ç is neither taken into consideration in calculating the GPA.

d) Grade T (Repeating) is used to show that a course is repeated by the student. In case a substitute course is selected instead of an elective course, with the approval of the advisor, such course should be designated with a Grade T.

e) Grade H (Excluded) is used to indicate that the course is excluded from calculation the GPA.

f) (*Amended: RG-27/01/2019-30668*) Transfer (TR) symbol is used to indicate the transfer courses whose equivalence is approved by the executive board of the relevant department upon proposal of the head of department, for students who are internally transferred within the University or attend an exchange program or register only for a summer school course from another higher education institution.

g) M Symbol indicates the courses from which the student is exempt.

Grade K (Failed) is designated for a non-credit course that lasts more than one semester, and the student fails to be successful at the end of the semester for which a final letter grade shall be assigned.

h) DN Symbol indicates the corresponding grade of a course in the University; that has previously been attended by the student in another higher education institution and is considered as a basis for exemption from one of the courses involved in the instructional plan of the transfer student.

1) TD Symbol indicates that the student has taken a single course exam for the relevant course.

i) MD Symbol indicates the courses taken exclusive of the student's instructional plan.

j) NY symbol indicates that the student has taken a make-up exam for the relevant course.

k) NGR Symbol indicates that the student's letter grade is not announced within the deadlines indicated in the academic calendar. Grade letters for courses, which are not declared within fifteen days from the deadline stipulated for announcing the grade letters in the academic calendar, automatically transform to an "FF".

#### **Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CUM GPA)**

**ARTICLE 28** – (1) Semester Grade Point Average and Cumulative Grade Point Average are calculated as follows:

a) Semester Grade Point Average (AYNO) is calculated as follows: the credit of the course is multiplied by the coefficient corresponding to the letter grade earned from that course at the end of the semester. These values are summed up and divided by total credits of the relevant semester. Cumulative Grade Point Average obtained via these calculations are expressed by rounding to the second digit after the decimal point.

b) Cumulative Grade Point Average (AGNO) is calculated as follows: the credit of all courses is multiplied by the coefficients corresponding to the letter grade earned from those courses at the end of the relevant semesters. These values are summed up and divided by total credits earned in the relevant semesters. Cumulative Grade Point Average obtained via these calculations is expressed by rounding to the second digit after the decimal point.

(2) Courses of which final grades are denoted by G, and the non-credit courses are not taken into consideration for such calculations.

(3) Principles governing the contribution of the grades to the cumulative general point average regarding courses that are offered by another higher education institution and considered as the basis of exemption from the courses in the instructional plans of the University's undergraduate programs shall be set forth by the Senate.

(4) In case a course is repeated for it has been previously failed or to increase the grade of that course, the latest grade assigned to the student shall apply. Student's previous letter grade(s) is/are not taken into consideration in calculating the semester or cumulative GPA.

#### **Increasing the Cumulative GPA**

**ARTICLE 29** – (1) Students wishing to increase their Cumulative GPAs, can repeat courses upon the approval of their advisors, provided that they shall not exceed the credit loads required by their status.

#### **Successful, Probation and Unsuccessful Students**

**ARTICLE 30** – (1) Students whose Cumulative GPAs as of any semester are at least 2.00 are qualified as successful. However, such students must repeat any courses they fail.

(2) Students whose Cumulative GPAs as of any semester are below 2.00 are qualified as on probation.

(3) Students whose Cumulative GPAs are below 1,80 in two consecutive semesters, are qualified as Unsuccessful for the next semester. Status of 'Unsuccessful' is not taken into consideration for the associate degree programs where the normal education period is four semesters.

(4) On Probation students, cannot take credits exceeding the nominal credit load designated for the relevant instructional plan for the current semester.

(5) (*Amended: RG-27/01/2019-30668*) Unsuccessful students should, at the first stage, repeat the courses they have failed (FF) in the previous semesters, if such courses are offered in the current semester of their registration, provided that they do not exceed the nominal credit load designated for the relevant instructional plan. Students may repeat the courses they have previously been conditionally successful (DD and DC), and take two new courses offered in the previous semesters and/or the current semester to increase their grades.

(6) Students who achieve to increase their Cumulative GPAs to or above 2.00 at the end of the semester in which they were on probation, are entitled to proceed to the subsequent semester as successful students. Students who achieve to increase their Cumulative GPAs to or above 1.80 but below 2.00 at the end of the semester in which they were on probation, proceed to the subsequent semester as on probation.

(7) On Probation and Unsuccessful students cannot act as a representative or member of the student council in the University.

(8) On Probation and Unsuccessful periods are included in the education period.

#### **Examinations**

**ARTICLE 31** – (1) (*Amended: RG-28/08/2016-29815*) The exams consist of the midterms, make-up exams, final exams, single course exams and the additional exams offered to the student to increase his/her grades.

(2) Exams may be held orally or in writing, in writing and orally mixed or practically. In the event that, only an oral exam shall be held; a document is issued stating the date, place and time of the exam, the questions directed at the students and the grade assessed.

(3) Exams are held in accordance with an examination schedule, to be prepared and declared by the relevant departments. All students should submit their ID Cards in order to be able to take the exams.

(4) Exams cannot be held at any place outside the University's buildings. However; those exams which are held for evaluating the courses and applications carried out within the framework of the distance education system based on the information and communication technologies, and practice exams which are held on-site by the resolution of the executive board of the relevant departments, may be held outside of the University's buildings.

(5) When necessary; the exams may also be held beyond the normal working hours or on Saturdays and Sundays except for the national and general holidays subject to the resolution of the relevant Departments' Boards.

(6) The papers of the written exams and the related documents are stored in accordance with the applicable rules to be determined by the relevant Departments' Boards and subsequently destroyed by making an official report.

(7) All exams including the proficiency, placement tests and all other exams used to assess academic achievement can be held in written and simultaneously; and alternatively via any electronic media allowing the assignment of different questions classified in accordance with fields and level of difficulty from a safe question bank to each candidate, at different times.

(8) At the end of a disciplinary investigation, held in accordance with the Higher Education Institutions Student Discipline Regulation; those students who are found guilty for having committed the following crimes such as: "attempting to cheat at an exam", "cheating or causing others to cheat at an exam", "cheating by threat, attempting to impede staff from taking the cheaters out, having someone else to take the exam in place of him/herself, and taking the exam on behalf of others" are evaluated with a (0) zero grade, for the relevant exam.

**Mid-term exams**

**ARTICLE 32 – (Repealed: RG-27/01/2019-30668)**

**Final Exams**

**ARTICLE 33 – (Repealed: RG-27/01/2019-30668)**

**Re-Sit Exams**

**ARTICLE 34 – (Repealed: RG-28/08/2016-29815)**

**Make-Up Exams**

**ARTICLE 35 – (1) (Amended: RG-27/01/2019-30668)** Make-up exams are those held instead of midterms, finals, single course exams or additional exams held for increasing grades.

(2) **(Amended: RG-27/01/2019-30668)** Students who fail to take any midterms, finals, single course exams or additional exams held for increasing grades, due to health problems or other valid excuses; can take make-up exams provided that their excuse is accepted by the executive board of the relevant department.

(3) The procedures and principles governing the evaluation of whether the medical reports or other causes or excuses submitted by a student shall qualify him/her to take a make-up exam, are determined by the Senate.

(4) **(Repealed: RG-27/01/2019-30668)**

(5) **(Amended: RG-28/08/2016-29815)** A Make-up exam may be held in place of Mid-Term or Final Exams for the students who are assigned at the sportive, cultural or artistic activities or competitions and cannot participate in these exams due to the fact that they are obliged to participate in the foregoing activities or exercises, upon the approval of University Executive Board.

(6) Students cannot take any exams held during the periods in which they are on sick leave or appointed with a duty; and any grade obtained thereof shall not be considered for assessment purposes.

(7) Students who fail to take the make-up exam held on the declared date are not entitled to take another make-up exam.

**Single Course Exam**

**ARTICLE 36 – (1) (Amended: RG-27/01/2019-30668)** Students, with a Cumulative GPA of at least

2.00, and who are within their maximum period of study; have fulfilled all conditions of graduation other than dissertations in accordance with the provisions of this Regulation, but cannot graduate due to failing in a single course, are granted an opportunity to take a single

course exam.

(2) Students, with a Cumulative GPA below 2.00, who are within their maximum period of study; have fulfilled all conditions of graduation other than dissertations in accordance with the provisions of this Regulation, but cannot graduate due to failing in a single course, are granted an opportunity to take a single course exam, on the condition that they will be able to increase their Cumulative GPA to at least 2.00 with the contribution of the grade they will obtain as a result of this single course exam.

(3) (**Amended: RG-18/04/2019-30749**) In order for the students covered within the scope of the provisions of the first and second paragraphs, to be entitled to take a single course exam, they are required to comply with the condition of attendance to the course that they failed in accordance with the second paragraph of article 26 of this Regulation.

(4) (**Amended: RG-28/08/2016-29815**) Single course exam is held following the final exams of fall and spring semesters. A single course exam may be offered for those students, who satisfy the conditions for graduation set out in the first, second and third paragraph above, at the end of summer school period.

(5) Students willing to take a single course exam should file a petition with the relevant department latest by the deadlines stated in the academic calendar. The executive board of relevant department reviews the status of such students and finalizes their applications, upon obtaining the opinions of the advisors.

(6) Final grade of student shall be evaluated solely based on the result of the single course exam of such course.

(7) (**Amended: RG-27/01/2019-30668**) Students, who are within their maximum period of study, but fail the single course exam; register only for such course within the deadlines stated in the academic calendar, if such course is offered in the semester in which they wish to retake single course exam. In case such course is not offered, the student may take the next single course exam indicated in the academic calendar. Students, who do not register for the course, do not pay a tuition fee; but cannot enjoy any rights granted to students normally.

(8) (**Amended: RG-28/08/2016-29815**) Students who are within their maximum period of study but fail to increase their Cumulative GPAs to or above 2.00 despite they pass the single course exam; are entitled to register for and repeat one or several courses at their own choice in the next semester to increase their GPA. In case there is no available course for that semester that can be repeated by student, the student may take the next additional exam indicated in the academic calendar to increase his/her grade. Students, who do not register for any course, do not pay a tuition fee; but cannot enjoy any rights granted to students normally.

(9) (**Repealed: RG-27/01/2019-30668**)

#### **Additional Exam to Increase Grades**

**ARTICLE 37** – (1) Students within their maximum period of study; who have successfully passed all courses but still not qualified to graduate in accordance with the provisions of this Regulation only because their Cumulative GPA is below 2.00, are entitled to take an additional exam for a course which have previously been passed with a conditional pass grade, in order to allow the students increase their GPA, provided that they have the opportunity to increase their GPA to or above 2.00 with the contribution of the grade they shall obtain from such exam.

(2) (**Amended: RG-28/08/2016-29815**) Additional exams for increasing grade are held together with the single course exam following the fall and spring semester's midterms and finals. Additional exam to Increase Grades may be offered concurrently with single course exam at the end of the summer school, for those students who are within their maximum period of study and satisfy the conditions for graduation set out in the first paragraph above. A student cannot take both the single course exam and additional exam to increase grade at the same semester.

(3) Students willing to take an additional exam to increase grade should file a petition with the relevant department latest by the deadlines stated in the academic calendar. The executive board of relevant department reviews the status of such students and finalizes their applications, upon obtaining the opinions of the advisors.

(4) Final grade of student shall be evaluated solely based on the result of the additional exam to increase grade of such course.

(5) Students who are within their maximum period of study but fail to increase their GPA to or above 2.00 despite the fact that they take an additional exam to increase grade, shall be subject to the conditions governing the course repetition.

(6) (**Repealed: RG-27/01/2019-30668**)

### **Objection against Errors of Fact**

**ARTICLE 38** – (1) Students may raise objection in written against any errors of fact, before the relevant departments within three working days from the date on which the exam results or final grades are declared.

(2) Errors of fact are referred to errors that do not require re-assessment of the exam paper. Exam papers cannot be reviewed or re-assessed after the results are declared, except for the errors of fact.

(3) (*Amended: RG-18/04/2019-30749*) The relevant department shall route the objection to the instructor of the course. The instructor shall then assesses the objection and informs the relevant department on the result of his/her assessment. In the event that any error(s) of fact is detected and the final grade is required to be corrected accordingly, such instructor is obliged to submit a report stating the reason(s) of the said error(s) and the proposed corrections accompanied with the exam paper. Relevant Department's Executive Board finalizes the objection raised by the student and the assessment made by the instructor within one week. The Relevant Department informs the student on the resolution of the Executive Board in case of objections against the exam result. In case of any correction or change in the final grade obtained from the exam, the Relevant Department informs the Directorate Registrar's Office on the resolution, which shall further to be entered in SPARKS.

### **Period of Study and rights to additional exams**

**ARTICLE 39** – (1) Except for the English preparatory program, period of study is eight semesters for bachelor's degree programs, and four semesters for associate degree programs.

(2) Periods spent in summer school programs are not included in the period of study referred to in the first paragraph.

(3) Except for the English preparatory class; students should complete the associate degree programs with period of two years within maximum four years, and the bachelor's degree programs with period of four years within maximum seven years; starting from the first semester in which the courses of his/her registration are offered, regardless of whether they register at each semester.

(4) The periods of suspension for those students who are imposed with a penalty of suspension by the University are included in the period of study.

(5) (*Amended: RG-28/08/2016-29815*) In case a student who has been previously dismissed or graduated from any higher education institution and then is entitled to be re-registered into an undergraduate program of the University through the exam held by ÖSYM; provided that they apply for exemption regarding equivalent courses which he/she successfully passed at such previous undergraduate program, then the sum of the credits of the courses he/she is exempt is divided by 17, and the virtual number of semesters obtained thereof is substituted from the maximum period of study of that student. In case the decimal point derived by dividing the said total by 17 is less than 5, then it is rounded to the lower integer, and if it is equal to or above 5, it is rounded to the upper integer.

(6) At the end of the maximum periods referred to in the third paragraph above;

a) Undergraduate students in their final year are entitled to take two additional exams in order to allow them to graduate for the courses they have failed to pass. A period of additional three semesters with the right to take the exams of such five courses are granted to those students who have achieved to decrease the number of failed courses to five courses as a result of the above mentioned exams, while this grant is four semesters for those students who are unsuccessful for up to five courses without taking any the additional exams, and a limitless additional period without enjoying the rights normally granted to the students, is granted to students who have only one remaining course for graduation.

b) Final year undergraduate students who have earned a passing grade in every course in the curriculum but cannot fulfill the Cumulative GPA requirement for graduation, and therefore are at risk of dismissal from the University, are granted a limitless additional period in order to take exams and increase their grades for courses of their choice. Such students are not required to attend the courses other than the practical courses, courses involving practice and the courses that are not taken before.

c) The students, who have been granted with the above mentioned rights but have not participated in exams for a total of three academic-years, are deemed to have waived from such right and cannot enjoy such rights thereafter. Students granted with the limitless rights hereunder shall continue to pay a tuition that is to be determined by the Board of Overseers in accordance with the number of the relevant courses. However, such students cannot enjoy any student rights other than taking the exams.

(7) (*RG-14/04/2018-30391*) Regarding the students who are within the scope of the fifth paragraph and are subject to AKTS system, the dummy semester number found by dividing the AKTS credit total of the courses from which the students are exempt by thirty is substituted from the maximum period of study of the student.

### **Freezing Registration**

**ARTICLE 40** – (1) (*Amended: RG-27/01/2019-30668*) Registration of students can be frozen upon the resolution of the Executive Board of Faculty/College, within the deadline stated in the Academic Calendar. However; in case of the deadlines should be exceeded due to Force Majeure, a resolution from the University’s Executive Board is required to freeze registration.

a) Student should have an excuse due to his/her bad health condition which is certified by a medical report in accordance with the principles determined by the Senate;

b) Education is suspended by a resolution issued by the Higher Education Board of Directors due to the events stated in the third paragraph of the subparagraph 2 of the paragraph (d) of the first paragraph of the article 7 of Law No. 2547;

c) Student has to suspend his/her education due to the natural disasters subject to the condition that such disasters are certified with documentary evidence issued by the highest ranked local authority of the quarters where the student resides.

Student obtains a certificate showing that he/she will go abroad to study a foreign language.

d) Student has been sentenced to conviction which doesn’t require that he/she be expelled from the higher education institution in accordance with the provisions of the Student Discipline Regulation for Higher Education Institutions;

e) Student loses his/her right to suspend for any reason of whatsoever nature and hence is enrolled for military service;

f) Arrest of the student;

g) (*Amended: RG-18/04/2019-30749*) The emergence of other cases that the Faculty/College Executive Board shall accept as just and valid,

(2) (*Amended: RG-27/01/2019-30668*) A student is permitted to freeze registration for a maximum of two semesters at one time, and maximum two semesters for associate degree programs, and maximum of four semesters for bachelor’s degree programs at all times during the period of study.

(3) (*Repealed: RG-27/01/2019-30668*)

(4) (*Amended: RG-27/01/2019-30668*) Application for freezing registration is made before the faculty dean’s office/college directorate offices by filling in a request form for freezing registration. Students should attach all documents justifying the valid reasons for freezing their registrations to such request form. Applications are assessed and concluded with the executive board of the relevant faculty/school. The result of such assessment is informed to both the student and Directorate Registrar’s Office.

(5) In case the registration is frozen, the documents submitted by the students at time of their admission to the University are not returned. In case registration is frozen, the maximum period of study envisaged for the student in accordance with Article 44 of Law No. 2547 does not apply. Student is not granted with the right to repeat for any laboratory, practice, midterm or final exams that he/she couldn’t participate as they fall into the frozen period. Student resumes his/her studies in the end of the period of frozen registration.

(6) (*Amended: RG-27/01/2019-30668*) In order for the request for freezing registration that is submitted by a student is accepted and can be processed, he/she is required to pay one fourth the tuition that is normally payable. Amount of tuition payable by the scholarship students or students availed of reduced tuition in case of freezing registration is calculated to be equal to one fourth the remainder tuition from the amount of such scholarship or reduction. In case of failure to pay such fee within two weeks from the date on which decision is made for freezing registration, such decision is set aside retrospectively.

(7) (*Repealed: RG-27/01/2019-30668*)

### **Dismissal and Leave**

**ARTICLE 41** – (1) (*Amended: RG-27/01/2019-30668*) Students shall be dismissed in following cases as per the decision of the University’s Executive Board. In case the dismissal is requested by the student, the Registrar shall take the necessary actions in line with the approval from the Rector’s Office upon the application of the student.

a) (*Repealed: RG-27/01/2019-30668*)

b) If the student is sentenced with the dismissal from the higher education institution in accordance with the provisions of the Higher Educations Institutions Student Discipline

Regulations,

- c) If the student is transferred to another higher education institution for any reason,
- c) If the student fails to complete English preparatory program in two years successfully,
- d) If the student fails to pay the ordinary tuition fee for four year successively,
- e) If the student fails to attain the status of senior student within the maximum study period,
- f) If the student fails the examinations as mentioned in the sixth paragraph of the Article 39 of this Regulation.

(2) (*Amended: RG-27/01/2019-30668*) In case students apply to the Head of the Registrar with a petition, they shall be given a document that reveals their status. Among the documents that they provide at the registration to the university, only high school diploma shall be returned making transaction on its reverse side. A copy of the diploma shall be kept in the student's file.

(3) (*Amended: RG-28/08/2016-29815*) In case the student is discharged from the University, the principles set forth by the Board of Overseers shall be applied regarding the fee.

#### **Interim graduation certificate**

**ARTICLE 42** – (1) Graduate students whose diploma has not been issued yet shall be provided against signature, upon their written request, an interim graduation certificate containing their diploma information with the date and issue number. A copy this document shall be maintained in the relevant student file.

(2) Vice rector shall sign and seal the bottom right-hand corner of the interim graduation certificate.

(3) (*Repealed: Amended: RG-18/04/2019-30749*)

(4) (*Amended: RG-27/01/2019-30668*) Interim graduation certificate shall be given directly to the student or to their attorney against signature appointed by way of a power of attorney attested by the notary.

#### **Undergraduate diploma**

**ARTICLE 43** – (1) Students who successfully pass all courses in the teaching plan of the curriculum of the relevant four-year faculties and higher education programs, and if any, all courses that are not envisaged in the syllabus, who completed the credit required for the graduation, who raised the Cumulative Grade Point Average to at least 2.00 level, and who completed internship and all other activities as set forth by the relevant department, shall be considered to have completed their education even if any course is passed conditionally, and they shall be given the undergraduate diploma of the relevant department.

(2) (*Amended: RG-28/08/2016-29815*) Graduates shall be given a transcript showing their graduation credit, cumulative grade point average, department or program that they are enrolled in, courses, projects, laboratory and capstone projects together with the grades.

(3) (*Amended: RG-27/01/2019-30668*) Diploma and Grade Report shall be given directly to the graduate student or to their attorney against signature appointed by way of a power of attorney attested by the notary.

#### **Associate Degree Program Diploma**

**ARTICLE 44** – (1) Students who passed all of their courses during the first four semesters of the four-year faculties and higher education programs, and whose GPA is 2.00 and above, but who failed to complete their undergraduate studies shall be awarded an associate degree diploma as per the provisions of the Regulation on Award of an Associate Degree and Vocational School Course Adaptation for Students Unable to Complete Undergraduate Studies published in Official Gazette No. 20112 dated 18/3/1989.

(2) Students who successfully pass all courses in the teaching plan of the curriculum of the relevant two-year faculties, and if any, all courses that are not envisaged in the syllabus, who completed the credit required for the graduation, who raised the Cumulative Grade Point Average to at least 2.00 level, and who completed internship and all other activities as set forth by the relevant department, shall be considered to have completed their education even if any course is passed conditionally, and they shall be given the associate degree program diploma of the relevant department.

(3) (*Amended: RG-27/01/2019-30668*) Associate Degree Program Diploma and Grade Report shall be given directly to the graduate student or to their attorney against signature appointed by way of a power of attorney attested by the notary.

#### **Diploma supplement**

**ARTICLE 45 – (1) (Amended: RG-18/04/2019-30749)** The student entitled to receive the diploma shall be given the diploma supplement by the Head of Registrar. Such document shall contain courses in the syllabus, ECTS Credits and standard diploma supplement information.

Diploma supplement cannot be substituted for the diploma.

**Honor and high honor student**

**ARTICLE 46 – (1) (Amended: RG-18/04/2019-30749)** Students who have completed all courses as of the corresponding semester, shall be considered honor student if their semester grade point average is between 3.00-3.49; and high honor student if their semester grade point is between 3.50-4.00. Students, who received K or FF grades that are not excluded from the transcript in any semester, shall not be awarded with the status of honor and high honor student in that semester, even if their grade point average is between stipulated ranges. Honor and high honor student status shall be indicated on the transcript.

(2) (Amended: RG-27/01/2019-30668) Students, whose Cumulative Grade Point Average regarding all courses is between 3.00-3.49 shall be graduated as honor student, and students whose Cumulative Grade Point Average is between 3.50-4.00 shall be graduated as high honor students. The status of the graduates in the honor and high honor list shall be indicated on the transcript, and they shall be awarded with the honor/high honor certificate.

**PART FIVE**

**Miscellaneous and Final Provisions**

**National and international student exchange**

**ARTICLE 47 – (1)** Student exchange programs may be offered in line with the agreements executed with the national or other foreign universities. The student shall remain registered to the University during the exchange program, and this duration shall be counted from the period of study. Exchange programs shall be regulated in line with bilateral agreements and principles stipulated by the Higher Education Council.

(2) Courses, practice, internship and other similar activities that students shall participate during exchange the exchange program, the equivalence with courses, practice, internship and other similar activities in the syllabus of the student shall be settled as per the decision of the executive board of relevant department upon the approval of the advisor and the head of the relevant department.

(3) Equalization shall be made regarding the courses that students completed in the national and international student exchange programs in line with the decision of the relevant unit's board, and pursuant to the suggestion of the advisor.

(4) Credits and grades of the courses that are recognized and equalized shall be considered as transfer credit and recorded in the transcript.

(5) Procedures for the students, who came to the University from abroad in line with bilateral agreements or international relations, shall be maintained as per the provisions of the bilateral agreement and relevant legislation in line with the decisions of the executive board of the relevant department. Students shall be given a transcript showing their courses and academic status.

**Notice**

**ARTICLE 48 – (1) (Amended: RG-27/01/2019-30668)** Any kind of notice that is required to be made to the students shall be sent to the e-mail addresses that were created for the student or to their addresses stated at the registration to the University by certified mail. Students shall be notified in written form that they must frequently check the e-mail address created for them, and all notification may be sent to that address, and their consent shall be obtained. Students who cannot follow e-mail addresses for a technical or physical obstacle have to report this case in written immediately.

(2) (Amended: RG-27/01/2019-30668) Regarding the notices that will be made by certified mail, the last known address shall be considered as the address indicated by the student at the registration and all notices shall be sent to that address. In case the student changes the official address indicated at the registration, if the notice is still made to the current addresses of students who fail to notify the Head of the Registrar in a reasonable time in written form or who notify incorrectly or incompletely, the notice shall be considered to be received by them.

(3) (Amended: RG-27/01/2019-30668) Provisions of the Higher Education Institution's Student Discipline Regulations shall be applicable to the notices to be made during disciplinary proceedings.



### **No Provisions**

**ARTICLE 49** – (1) In cases where there is no provision in this Regulation; Higher Education Council, Senate, related unit board of directors and relevant unit board decisions are applied with other relevant legislation provisions.

### **Repealed regulation**

**ARTICLE 50** – (1) Kadir Has University Regulation Governing the Associate and Undergraduate Studies published in Official Gazette No. 28163 dated 4/1/2012 shall be repealed.

#### **PROVISIONAL ARTICLE 1 – (Amended: RG-21/12/2015-29569)**

(1) The provision of the Article 24 shall be applicable to Students who started their associate or undergraduate studies at the University before 2015-2016 academic year and who did not exceed their normal period of study as of 2015-2016 academic year. However, if the semester and class that were determined in line with the said provision is below the current semester and class, the status for the current semester and class shall be maintained and student achievements shall promote in line with the credit amount.

(2) The provision of the Article 24 shall not apply to Students who started their associate or undergraduate studies at the University before 2015-2016 academic year and who exceeded their normal period of study as of 2015-2016 academic year. Nominal credit amount that these students will be subject to in the fall and spring semesters of 2015-2016 is the nominal credit amount of the semester with the highest nominal credit amount in the curriculum of students. Semester and classes of these students shall be established based on the provision of Article 24 as of 2016-2017 academic year. However, if the semester and class that were determined in line with the said provision is below the current semester and class, the status for the current semester and class shall be maintained and student achievements shall promote in line with the credit amount.

**PROVISIONAL ARTICLE 2** – The first two semesters during when the students are registered, shall not be considered in establishing the status of unsuccessful students in line with the third paragraph of the Article 30 of this Regulation regarding the students who began their undergraduate studies in 2014-2015 academic year. Students who began their undergraduate studies in 2014-2015 academic year, but whose adjustments were made for the third or upper semester after course exemptions, are not subject to this provisional article.

**PROVISIONAL ARTICLE 3** – (1) Provisions of this Regulation that require amendment in the curriculum of the associate and undergraduate studies at the University shall not be applicable in 2015-2016 academic year.

**PROVISIONAL ARTICLE 4** – (1) Maximum period of studies that is envisaged in the subparagraph (c) of the Article 44 of the Law No. 2547 amended by the Article 28 of the Law No. 6569 dated 26/11/2014, and in the third paragraph of the Article 39 of this Regulation, shall be in force as of February 2, 2015 which is the start date of the spring semester in 2014-2015 academic year, regarding the students that are registered to associate and undergraduate studies in the University as of the date when the Law No. 6569 entered into force in accordance with the Provisional Article 67 that was inserted into the Law No. 2547 with the Article 32 of the Law No. 6569 dated 26/11/2014.

(2) Maximum period of two-year studies that is envisaged for the preparatory studies in the subparagraph (c) of the Article 44 of the Law No. 2547 amended by the Article 28 of the Law No. 6569 dated 26/11/2014, shall be in force as of February 2, 2015 which is the start date of the spring semester in 2014-2015 academic year, regarding the students enrolled in English Preparatory Program as of the date when the Law No. 6569 entered into force in accordance with the Provisional Article 67 that was inserted into the Law No. 2547 with the Article 32 of the Law No. 6569 dated 26/11/2014.

**PROVISIONAL ARTICLE 5 – (RG-14/04/2018-30391)** (1) Within the framework of the provision of the second paragraph, Article 24, students who began associate or undergraduate studies in 2017-2018 academic-year for the first time or who are registered to the courses in undergraduate programs in 2017-2018 academic year for the first time and who are subject to ECTS credit system are required to complete at least 10 ECTS credits of the nominal cumulative credits of the semesters in the curriculum including the current semester starting from the first semester at every time in order to be considered as a student for an upper semester.

(2) Maximum credit amount envisaged in the second paragraph of the Article 25 refers to the credit amount that students who began their associate or undergraduate studies in 2017-2018 academic year for this first time or who are enrolled to courses from undergraduate studies in 2017-2018 academic year for this first time after the preparatory courses, and whose grade point

average is 2.00 and above as subject to ECTS credit system, are able to get 10 ECTS credits above the nominal credit amount.

(3) Credit amounts determined as per the provisions of the Articles 25 and 30 for the students who began their associate or undergraduate studies in 2017-2018 academic year for this first time or who are enrolled to courses from undergraduate studies in 2017-2018 academic year for this first time after the preparatory courses, who can graduate with maximum 10 ECTS credits more at the end of the semester as subject to the ECTS credit system regardless of the student status mentioned in the Article 30, can be increased by the relevant unit management board by 10 ECTS at the most including the single course for examination at the end of that semester.

**Effective Date**

**ARTICLE 51 – (1) (Amended: RG-27/01/2019-30668)** This Regulation shall be effective as of the issue date.

**Execution**

**ARTICLE 52 – (1)** The provisions of this Regulation shall be executed by the Rector of Kadir Has University.

<b>Regulation is issued in the Official Gazette</b>	
<b>Dated</b>	<b>Issue No</b>
15/9/2015	29476
<b>Regulation Amending the Regulation is issued in the Official Gazette</b>	
<b>Dated</b>	<b>Issue No</b>
21/12/2015	29569
28/08/2016	29815
14/04/2018	30391
27/01/2019	30668
18/04/2019	30749