

By Kadir Has University:

KADİR HAS UNIVERSITY UNDERGRADUATE EDUCATION REGULATIONS

CHAPTER ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 – (1) These Regulations are intended to set forth the procedures and principles concerning education at the educational units of Kadir Has University.

Scope

ARTICLE 2 – (1) These Regulations apply to the procedures concerning the admission of students to Kadir Has University, the regulation and implementation of undergraduate educational programs of the enrolled students including the preparatory classes, the examinations, the course freezing and diploma procedures.

Basis

ARTICLE 3 – (1) These Regulations are prepared based on the articles 14 and 44 of the Higher Education Law No. 2547 of 04.11.1981.

Definitions

ARTICLE 4 – (1) For the purposes of these Regulations;

- a) ECTS: The European Credit Transfer System, which allows the eligible students to transfer the course credits and grades taken nationally and internationally from a higher education institution to another one.
- b) Unit: A faculty or school at Kadir Has University.
- c) Advisor: An academician assigned to help the respective students in respect of education, courses and other similar educational issues.
- ç) Dean: A dean of the faculties at Kadir Has University.
- d) Diploma program: A higher education program that issues a bachelor's degree diploma to those who fulfill the respective requirements as set forth by a Faculty.
- e) The respective unit board: A faculty board at the faculties of Kadir Has University and, a school board at the schools of Kadir Has University.
- f) Related unit management board: A management board of a faculty or school of Kadir Has University.
- g) Undergraduate education: Higher education that contains at least eight semesters based on secondary education.
- ğ) Principal: A principal of the school of Kadir Has University.
- h) Student Affairs Directorate: The unit responsible for centrally managing all student-related procedures.
- ı) ÖSYM: Measurement, Selection and Placement Center.
- i) President: the President of Kadir Has University.
- j) Senate means: the Senate of Kadir Has University,
- k) University (KHAS): Kadir Has University,
- l) University Management Board:: the Management Board of Kadir Has University.

CHAPTER TWO

Principles Concerning Admission and Enrollment

Student affairs

ARTICLE 5 – (1) The Student Affairs Directorate will carry out centrally all types of procedures concerning new enrollment, re-enrollment, course registration, disenrollment, orientation, diploma and so on. The decisions as may be required for these types of procedures are to be taken by the management board of the unit, with which the student is enrolled.

Admission and first enrollment procedures

ARTICLE 6 – (1) To get enrolled with the University, a student must pass the examination held by ÖSYM for undergraduate education and be placed accordingly or pass a special talent examination. The admissions from abroad will be carried out in accordance with the Directive on Admissions from Abroad to Undergraduate Programs at Kadir Has University as prepared within the framework of the principles as set forth by the Senate.

(2) Those eligible to get enrolled with the University will apply online or personally to the enrollment desks for final enrollment as formed by the Student Affairs Directorate presenting the documents required by the University by the enrollment dates as specified by ÖSYM. A candidate with a documentable excuse may carry out the enrollment procedures through their legal representatives or a proxy appointed by means of a power of attorney issued by a notary public.

(3) The original versions of the documents must be presented for registration. The photocopies of the documents are stamped "original versions seen" and kept in the student's file. (*Amended Sentence: OJ-30/11/2024-32738*) The procedures regarding military service, residency, and background check are based on the student's statement in written.

(4) It is not possible to complete the final enrollment procedures if there is any missing document. A candidate, who fails to complete the final enrollment procedures by the specified dates, will not be eligible to any right.

(5) Those who fail to pay the tuition fees within the enrollment dates as specified by the ÖSYM will not be allowed for the enrollment.

(6) The registration of any person found to have used forged or altered documents during the final registration process or to have committed fraud in the university entrance exam shall be canceled as of the registration date, and legal proceedings shall be initiated against them. Even if such a person has left the university or graduated, all documents issued to them, including their diploma, shall be revoked. Tuition fees paid by such persons shall not be refunded.

(7) A student with the final enrollment completed will be given an id card indicating that he or she is a student of the University. In case of any lost id card, the respective student must apply to the Security Affairs Office.

Enrollment through an internal transfer

ARTICLE 7 – (1) (*Amended: OJ-13/10/2023-32338*) All the procedures concerning the internal transfers will be carried out in accordance with the Kadir Has University Directive on Undergraduate Transfers for Bachelor's Degree Programs prepared pursuant to the pertinent provisions of the Regulations on Transfer among Associate Degree and Bachelor's Degree Programs at Higher Education Institutions and Double Major, Minor and Credit Transfers among Higher Education Institutions published on Official Journal, issue no. 27561, on 24.04.2010 and, the procedures and principles as set forth by the Senate.

Tuition fees

ARTICLE 8 – (1) The University offers paid education. The annual fee to be paid will

be determined by the Board of Trustees for the length of education consisting of fall and spring semesters.

(2) The students, who fail to pay the tuition fees within the period as specified on the academic calendar, will not be allowed to reenroll.

(3) The students, who receives a suspension from the University due to a disciplinary action, will be required to pay the tuition fees they are obliged to pay. There will be no reimbursement to these students.

(4) (*Amended phrase: OJ-30/11/2024-32738*) If an enrolled or re-registered student drops out, is dismissed, withdraws, or graduates for any reason within one month of the start of classes, three-quarters of the semester's tuition is refunded. (*Amended phrase: OJ-30/11/2024-32738*) If an enrolled or re-registered student le drops out, is dismissed, withdraws, or graduates for any reason one month after the start of classes the semester's tuition is not refunded.

(5) The issues concerning the tuition fees for the exchange students will be determined under the scope of bilateral agreements between the respective universities.

Course exemptions and orientation

ARTICLE 9 – (1) The course exemptions for the students, who had an internal transfer to a diploma program of the University pursuant to the pertinent provisions of these Regulations, will be carried out upon the request of the students in accordance with the Directive on Course Exemptions, Orientations and Grade Transfers.

National and international student exchanges

ARTICLE 10 – (1) (*Amended: OJ-13/10/2023-32338*) There will be student exchange programs among the universities pursuant to the agreements between the University and other local or foreign universities. During the exchange program, the student will remain enrolled with the University and, this period will be counted within the length of education at the University; however the student is not then allowed to enroll a course. The procedures concerning the students, who go to and come back from an exchange program, will be carried out upon the decision of the management board of the respective unit in line with the bilateral agreements and, the principles as set forth by the Higher Education Council. A transcript will be given to the students indicating the courses taken and, the academic standings.

Double major and minor programs

ARTICLE 11 – (1) There may be double major and minor programs in accordance with the applicable legislations and the principles as set forth by the Senate. The issues concerning these programs will be carried out in accordance with the Regulations on Transfer among Associate Degree and Bachelor's Degree Programs at Higher Education Institutions and Double Major, Minor and Credit Transfers among Higher Education Institutions and, the Directive on Double Majors and Minors at Kadir Has University.

Special student status

ARTICLE 12 – (1) These special students are those, who enroll with another higher education institution and who are allowed to attend the courses at the University to further improve the level of their skills and knowledge. The issues concerning these special students will be carried out in accordance with the Regulations on Transfer among Associate Degree and Bachelor's Degree Programs at Higher Education Institutions and Double Major, Minor and Credit Transfers among Higher Education Institutions and, the principles as set forth by the Senate.

(2) The special students will pay the tuition fees as determined by the Board of Trustees considering the credits of the courses they attend.

CHAPTER THREE

Principles concerning the education

Academic calendar and education semesters

ARTICLE 13 – (1) (*Amended: OJ-30/11/2024-32738*) The academic calendar is determined by the decision of the Senate, taking into account the proposals of the units.

(2) The education at the University is regulated based on semesters and, the academic terms consist of fall and spring semesters each with a minimum period of 14 weeks.

(3) There may be summer sessions in addition to fall and spring semesters upon the suggestion of the respective unit, the decision of the Senate and, the approval from the Higher Education Council. The summer session will be carried out in accordance with the Directive on Summer Education at Kadir Has University in line with the applicable legislations and, the principles as set forth by the Senate.

(4) The summer session is additional to the normal eight-semester length of education required for undergraduate education, for which the academic calendar and tuition fees will be separately identified.

Language of instruction

ARTICLE 14 – (1) The language of instructions at the University is partially or entirely English. However, the courses approved by the Senate will be taught in Turkish.

English proficiency and English preparatory program

ARTICLE 15 – (1) A student attending an undergraduate program is required to know how to speak English.

(2) A student, who fails to document their proficiency in English or fails to pass the exam, will be required to attend the English preparatory program at the University.

(3) The exemption conditions and other principles applying to the English preparatory program will be subject to the Directive on English Preparatory Program, School of Foreign Languages at Kadir Has University.

(4) (*Amended: OJ-11/12/2023-32396*)

(5) The maximum length of education at the English preparatory program is two years.

Education schedules

ARTICLE 16 – (1) The education schedules consisting of compulsory and elective courses at the units will be determined upon the suggestion of the respective unit and, the approval from the Senate.

(2) The students are required to take the compulsory courses on their education schedule. The elective courses are those a student may take if they are interested therein. The pre-condition courses are identified upon the suggestion of the respective faculty and, the approval from the Senate.

(3) (*Amended: OJ-13/10/2023-32338*) There may be compulsory internship on the education schedules. The internships will be carried out in line with the principles and procedures as identified by the Senate and, pursuant to the Kadir Has University Undergraduate Programs Internship Principles of Practice.

Core program

ARTICLE 17 – (1) (*Repealed Statement: OJ-30/11/2024-32738*) This program carried out in line with the framework of the new education model intended to prepare the students with different backgrounds, who are enrolled with different departments of the University,

to the fast changing processes not only in their professional area, but also in all aspects of their life in the community, and allow them to get the skills such as critical thinking and creative questioning and, also the skills in the field of research, language, presentation, design and discussion.

(2) The education schedule prepared within the framework of this program will be carried out by the Department of Common Courses.

(3) (*Amended: OJ-11/12/2023-32396*)

(4) (*Amended: OJ-11/12/2023-32396*)

Consultancy

ARTICLE 18 – (1) The respective unit will appoint a consultant, who is a full time academician, for each student. The consultant will monitor the student and, give advices about their education during the term of education at the University.

(2) A Double Major and Minor Program Consultant will be appointed by the respective department in order to help the students identify the courses to be taken and plan the semesters during which the courses are taken for the departments, which admit students to double major and minor programs, and ensure that the program is properly carried out.

Re-enrollment and course enrollment

ARTICLE 19 – (1) The students are required to re-enroll every semester within the period as specified on the academic calendar. The enrollment concerning a student will be deemed renewed only once the student has completed the course scheduling procedures.

(2) (*Amended: OJ-30/11/2024-32738*) Registration renewal and enrollment procedures are the responsibility of the student. Students are required to pay tuition, and complete the enrollment process at the beginning of each semester.

(3) Those, who fail to re-enroll within the periods as specified on the academic calendar, will not be allowed to attend the courses and examinations for the respective semester.

(4) (*Amended: OJ-13/10/2023-32338*) Repealed

(5) The semester, for which the student fails to re-enroll, will be counted as part of the maximum length of education specified on the Law No. 2547.

(6) A student, who has failed to renew and enroll for courses due to the failure to pay the tuition fees for four years successively, may be dismissed upon the decision of the University Management Board and, the approval from the Higher Education Council.

(7) The re-enrollment procedures for the exchange students may also be carried out outside the period specified on the academic calendar upon the management board of the respective unit.

(8) (*Amended: OJ-30/11/2024-32738*) By decision of the Faculty's Board of Trustees, students may enroll in courses after the start of classes, provided that they meet their financial obligations, until the late enrollment date specified in the academic calendar. Late enrollment is not permitted after the deadline specified in the academic calendar. By decision of the Faculty Board of Trustees, students unable to enroll due to a legitimate excuse may enroll in courses, provided they document their excuse.

Course added-dropped and withdrawn

ARTICLE 20 – (*Amended:OG-30/11/2024-32738*)

(1) Students can add and/or drop courses until the deadline specified in the academic calendar for each semester, provided that they do not exceed their credit load.

(2) Students can withdraw from one of the courses in the curriculum until the deadline specified in the academic calendar for each semester. Students can withdraw from a maximum of five courses within the education period. Students can only withdraw from courses they take for the first time. The course from which the student withdraws is considered as not taken and is indicated with the letter Ç in the transcript.

Course credit and load

ARTICLE 21 – (1) The credit values of the courses are in the form of KHAS and ECTS credits.

(2) The course load is the value of the total KHAS and ECTS credits of the courses that a student takes in a given semester.

(3) The course load that a student may take in each semester is the total course load as specified on the curriculum of the respective major and double major program.

(4) A student may not take credits that are more than the credit load specified on the curriculum during the first two semesters, during which they start attending their undergraduate education. (*Appendix sentence: OJ-30/11/2024-32738*) However, students who successfully complete the preparatory programme at the end of the autumn semester and start their undergraduate education in the spring semester, and students who cannot take a course by exceeding the credit load specified in the course plan due to elective course(s), may be given one more course only for the first two semesters upon their request with the decision of the Faculty Executive Board.

(5) A student with a grade point average of 2.00 and more may get additional credits in the form of 6 KHAS or 12 ECTS credits in addition to the course load that they take during each semester.

(6) The course credit loads for a student who is at a position that they could graduate by means of not more than 6 KHAS credits or 12 ECTS credits at the end of the semester for which they enroll for the courses may be increased by the management board of the respective unit by not more than 6 KHAS credits or 12 ECTS credits including the credit of the single course for which the student may take an exam at the end of that semester, irrespective of the status of the student as defined in the article 29.

(7) In case there is an internship course of a student within the education schedule for the semester, which the student attends, the student may take additional courses up to the internship course credit when selecting the courses during the fall and spring semesters.

The semester and year which the student attends

ARTICLE 22 – (1) The identification of the semester and year which a student attends is based on the credit load achieved by the student.

(2) In order for a student to be considered a student of the next semester's student, they are required to achieve at least 6 KHAS credits or 12 ECTS credits minus the cumulative total of the credit loads of the semesters within the scope of the education schedule, starting from the first semester including the semester, which the student attends.

(3) The first and second semester's students for whom the semester they attend has been identified as per the second paragraph will be considered the first year students; the third and fourth semester's students will be considered the second year students; the fifth and sixth semester's students will be considered the third year students; and the seventh and eighth semester's students will be considered the fourth year students.

Course attendance and final grades

ARTICLE 23 – (1) (*Amended: OJ-13// 2023 2023*) In line with the principles as set forth by the respective unit, the students are required to attend the courses, laboratories and practices, and participate in all types of assessments and evaluations as well as other studies the respective academicians deem appropriate within the semester.

(2) Including the courses retaken, the conditions concerning the course attendance and success measurement will be indicated on the syllabus, which will be announced by the by the respective academician to the students at the beginning of each semester and, applied

accordingly.

(3) Concerning the students assigned for events such as sports matches, cultural and artistic activities and competitions, the periods during which the students were not able to attend since they were required to attend these events and, the preparation phases thereof will not be considered for the calculation of the attendance.

CHAPTER FOUR

Exams, Freezing Enrollment, Disenrollment and Leaving, Diplomas

Examinations and assessments & evaluations (*Amended: OJ-13/10/2023-32338*)

ARTICLE 24 – (1) The students are subject to the assessments and evaluations for the courses in line with the educational models that are in force within the organization of Kadir Has University.

(2) The details concerning the assessment and evaluation methods that the students are required to comply with for each course will be identified by the academician and, the students are informed accordingly on the syllabus.

(3) A student, who fails to take a mid-term exam or a semester-end exam, may be allowed to take a make-up exam in case the student's excuse is accepted by the academician teaching that course.

(4) The documents that are taken basis for the assessments and evaluations are maintained for a period of two years in line with the rules as set forth by the management board of the respective unit, and then destructed at the end of this period by means of issuing a report.

Single course exam and grade increasing exam

ARTICLE 25 – (1) The right to take a single course exam will be given to the students with a minimum grade point average of 2.00, who fails to fulfill the graduation conditions only because of the failure to pass a single course except for theses, dissertations and graduation projects, on the condition that the maximum length of education is not exceeded, pursuant to the pertinent provisions of these Regulations.

(2) In order to give the right to take a single course exam, the student should be in a position that they could increase their grade point average to at least 2.00 with the contribution of the grade received from the single course exam.

(3) The students within the maximum length of education, who has passed all the courses, but failed to fulfill the graduation conditions because of the grade point average being lower than 2.00, will be given the right to take an exam for a course they may choose among the courses they had previously passed with a conditional success grade, provided that they are in such a position that they could increase their grade point average to at least 2.00.

(4) The students, who fail the single course exam or fail to graduate as a result of the grade increasing exam, may take the exam again within the subsequent semesters or at the end of the summer session, on the condition that the respective charges are paid.

(5) The academic standing of the students for the course for which they take a single course exam or a grade increasing exam will be based on the grade from the single course exam or the grade increasing exam.

(6) A student may not take both a single course exam and a grade increasing exam in the same semester.

(7) (*Amended: OJ-13/10/2023-32338*) In case of a mandatory internship practice for the undergraduate program, the student is not allowed to take an exam for a single course or a grade increasing exam if there is a missing internship.

Grades and signs

ARTICLE 26 – (1) (*Amended: OJ-13/10/2023-32338*) Considering the success of the

student for the achievement of the requirements as described on the syllabus and, taking into consideration the general success level, the respective academician will assign a letter grade shown in the table in the paragraph two hereof for the courses taken by the student, and enters them to the system by the deadline as specified on the academic calendar.

(2) The success factors represented by the letter grades are as follows:

LETTER GRADE	SUCCESS FACTOR
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 responsible person for the respective course will announce the final grades of each student within the period as specified on the academic calendar through the student information system.

(4) A student with a letter grade of A, BA, BB, CB, CC or G is considered to have passed that course.

(5) A student with a letter grade of DC or DD is considered to have conditionally passed that course. In case of a grade point average (GPA) of at least 2.00, the student is not required to repeat the conditionally passed courses for the graduation.

(6) A student with a letter grade of FF or K is considered to have failed that course.

(7) Here are the other grades and signs: **(Amended: OJ-13/10/2023-32338)**

- a) **(Amended: OJ-30/11/2024-32738)** E (deficient) grade is given to students who cannot complete the work required for the graduation thesis, graduation project, graduation homework, field work, laboratory, thesis, project work, presentation and similar courses that do not have a final exam. In a course in which a student receives an E grade, he / she must complete the deficiencies until the deadline specified in the academic calendar for the assignment of the missing grades and receive a grade. Otherwise, E grade automatically turns into FF/K grade.
- b) The grade G (pass) is given to the students, who are successful for the courses that are assessed as successful/ unsuccessful.
- c) The grade S (ongoing) is given to the students, who are successfully attending the course at the end of the semester before that for which the final letter grade is to be given, for the courses with a term more than one year that are assessed as successful/ unsuccessful.
- ç) The grade Ç (withdrawn) is given to the courses from which the student has withdrawn.
- d) The sign T (repeated) is used to indicate that a course is retaken.
- e) The sign H (excluded) is used to indicate that a course is excluded from the calculation of the grade point average.
- f) The sign TR (transfer) is used for the transfer courses considered equivalent by the unit's management board upon the suggestion of the department concerning the students, who have an internal transfer at the University, participate in an exchange program or take courses during the summer session at another higher education institution.
- g) The sign M (exempt) is used to indicate the courses the student is exempted from.
- ğ) The grade K (fail) is given for the course that the student fails at the end of the semesters for which the final letter grade is to be given concerning the courses that are assessed as

successful/ unsuccessful.

h) T sign DN (transformation grade) is used to indicate that the grade of a course, which has been taken at another higher education and accepted as equivalent to one of the courses of the students on the education schedule, has been turned into the grade system applied at the University.

1) The sign TD (single course) is used to indicate that the student takes a single course exam for that course.

i) The sign MD (extracurricular) is used to indicate the course(s) taken outside the education schedule.

j) The sign NY (grade increase) is used to indicate that the student takes a grade increasing exam for that course.

k) (*Amended: OJ-30/11/2024-32738*) NGR (grade not entered) sign indicates that the student's course grade has not been entered within the deadlines specified in the academic calendar. Letter grades must be entered into the system until the deadline specified for the NGR mark in the academic calendar. Otherwise, the NGR mark automatically turns into FF/K grade.

l) The grades M, G, K, S and Ç are not considered for the calculation of the grade point average.

m) The signs E1 (first additional exam) and E2 (second additional exam) are used to indicate that the right to take the two additional exams as granted pursuant to the Law No. 2547, article 44, paragraph (c) has been utilized, and the sign ES (additional exam) is used to indicate that the right to take the additional exam as granted at the end of the maximum period has been utilized.

Objection to errors of fact

ARTICLE 27 – (1) (*Amended: OJ-13/10/2023-32338*) A student may object in writing to any assessment for which a grade is provided due to an error of fact submitting a petition to the respective units within three business days of the date on which the respective grade has been announced.

(2) (*Amended: OJ-13/10/2023-32338*) The unit's management board will decide on the correction of an error of fact within a period of two weeks concerning an announced course grade upon the application of the respective academician. In case the final grade changes as a result of this process, the respective unit will inform the Student Affairs Directorate of the decision along with the assessment document attached thereto so that it would be recorded on the student information system.

Grade averages

ARTICLE 28 – (1) The grade averages are the semester grade average (SGA) and the grade point average (GDA).

a) The SGA is calculated by means of multiplying the letter grade coefficient of each course taken by a student during a semester with the credit of the course, then adding the results thereof and, then dividing this total with the total credit.

b) The GDA is calculated by means of multiplying the letter grade coefficient of each course taken by a student during the period starting with the first semester with the credit of the course, then adding the results thereof and, then dividing this total with the total credit. After the division, the digits are rounded up in a way ending up in two digits.

(2) In case of a course repetition in order to repeat a course the student fails or increase the grade for a course the student attends, the most recent grade taken will be valid. The previous letter grade or grades of the student will not be considered for the calculation of the semester grade average and the grade point average.

(3) (*Amended: OJ-30/11/2024-32738*) By the decision of the Faculty Board of Trustees, students may take a course not included in the curriculum.

Successful, conditional and unsuccessful student status

ARTICLE 29– (1) A student with a grade point average of 2.00 and higher at the end of any given semester will be considered a successful student. However, this student is required to repeat the courses they have failed.

(2) A student with a grade point average less than 2.00 at the end of any given semester will be considered a conditional student. A conditional student may not take credits that are more than the credit load provided on their education schedule for the semester they attend.

(3) Students with a GPA below 1.80 for two consecutive semesters are considered failing for the following semester. Failed students are required to take the courses they failed in previous semesters, if offered in the semester they enrolled. Students may enroll in new courses as long as they do not exceed the credit load specified in their curriculum for the current semester. (*Repealed Statement: OJ-30/11/2024-32738*)

(4) A conditional and/or unsuccessful student may not be appointed to the position of representative or board member in any student council at the University.

Length of education and, the right to take additional exams

ARTICLE 30 – (1) A student is required to complete an undergraduate program, the length of education of which is four years, within a maximum period of seven years, irrespective of enrollments for each semester, excluding the time spend during the English preparatory program. The time spend during a summer session will not be consider within the length of education.

(2) In case of a student receiving a suspension from the University, the time spent during this suspension will be considered within the length of education.

(3) In case of a student, who was dismissed for any reason while they were previously a student at a higher education institution (*Repealed Statement: OJ-30/11/2024-32738*) and become eligible to get enrolled with an undergraduate program of the University through an exam held by ÖSYM, if they request for exemption for the courses they were successful at their previous higher education institution, the number of hypothetical semesters calculated by means of dividing the total number of KHAS credits of the courses deemed equivalent with seventeen or dividing the total number of ECTS credits with thirty will be deducted from the maximum length of education of the student. During the division of the total number of KHAS credits of the courses with seventeen or of the total number of ECTS credits with thirty, if the part after the comma is less than 5, then it will be rounded up to the integer below, and if the part is 5 and higher, it will be rounded up to the integer above.

(4) (*Amended: OJ-13/10/2023-32338*) At the end of the maximum period provided in the first paragraph; the right to take an additional exam is exercised in accordance with the principles as set forth by the Senate within the framework of the applicable regulations.

Freezing enrollment

ARTICLE 31 – (1) The enrollment of a student attending a preparatory program may be frozen by the School Management Board and, the enrollment of a student attending an undergraduate program may be frozen by the Faculty Management Board within the period as specified on the academic calendar. In case of such situations that exceed this period due to a force majeure event, a decision of the University's Management Board will be required.

(2) A student is permitted to freeze enrollment for not longer than two semesters at once, and for not longer than four semesters during the length of education.

(3) One fourth of the tuition charges needs to be paid so that an accepted request from a student to freeze enrollment may be proceeded with. The tuition fees that need to be paid by the students, to whom tuition waiver/discount has been granted, will be calculated as one fourth of the part of the tuition fees that exceed the tuition waiver and discount amount. In case of the

failure to pay the charges within two weeks of the date, on which the decision for freezing enrollment is made, the decision to freeze enrollment will be cancelled retroactively.

(4) In case of freezing environment, the maximum length of education for the student as per the paragraph (c) of the article 44 of the Law No. 2547 will not be deducted.

Disenrollment and leaving

ARTICLE 32 – (1) The procedure for discretionary disenrollment will be carried out by the Student Affairs Directorate upon the request submitted by a student along with a signed form.

(2) (*Amended: OJ-30/11/2024-32738*) In case the student transfers to another university or college for whatever reason, the dismissal process is done by the Student Affairs Directorate of that university or college, based on the letter requesting the student's documents.

(3) A student will be dismissed from the University upon the decision of the University's Management Board if:

a) (*Amended: OJ-13/10/2023-32338*) The student receives a penalty of dismissal from the higher education institution pursuant to the article 54 of the Law no. 2547.

b) The student fails to successfully complete the English preparatory program within two years.

c) The student fails to reenroll and enroll for courses due to the failure to pay the tuition fees for four years successively during the normal length of education, on the condition that the approval from the Higher Education Council is approved.

ç) The student fails to achieve the last year student status at the end of the maximum length of education.

d) The student fails the exams as specified in the paragraph four of the article 30 hereof or is deemed to have given up the right to take an unlimited number of exams.

e) (*Appendix: OJ-30/11/2024-32738*) International students admitted to undergraduate programs do not renew their registration, and enroll in courses without paying tuition for two consecutive years.

(4) The student dismissed from the University will be given a certificate indicating their status if they apply to the Student Affairs Directorate. The high school diploma will be returned after an annotation is indicated on the back page thereof, if the original copy thereof has been submitted during the first enrollment. A seal reading a true copy is affixed on the photocopy of the diploma, and kept in the student's file.

(5) In case the disenrollment of the student from the University, the principles as set forth by the Board of Trustees concerning the fees will be applied.

Provisional certificate of graduation

ARTICLE 33 – (1) The graduates whose diplomas have not been issued yet will be given a provisional certificate of graduation upon request.

Diploma of bachelor's degree

ARTICLE 34 – (1) (*Amended: OJ-30/11/2024-32738*) Students successfully completing the undergraduate program, achieving a GPA of at least 2.00, and fulfilling the compulsory / elective course credit obligations, and earning the KHAS credits or 240 ECTS credits required for graduation, and fulfilling all requirements including internship prescribed by the relevant unit attain bachelor's degree.

(2) The diploma will be delivered only to the graduate in person or the proxy in favor whom a power of attorney is issued through a notary public, against signature.

Diploma of associate degree from an undergraduate program

ARTICLE 35 – (1) (*Amended: OJ-13/10/2023-32338*) A student, who has successfully passed all

the courses during the first four semesters of a faculty program which offers four-year education, and achieved a grade point average of 2.00, but who fails to complete the entire program, will be given upon their request a diploma of associate's degree in accordance with the Regulations on Issuance of Associate's Degree Diplomas or Transfers to Vocational Schools for Those Who Fail to Complete Undergraduate Education as published on the Official Journal no. 20112 dated 18.03.1989.

Diploma supplement

ARTICLE 36 –(1) The student eligible for a diploma will be given a diploma supplement by the Student Affairs Directorate. This document contains the information on the courses available on the course schedule of the student and, the ECTS credit as well as other standard diploma supplement information.

Honor and high honor student

ARTICLE 37 – (1) A student with a grade point average of 3.00 to 3.49 will be listed on the list of honor students, and a student with a grade point average of 3.50 to 4.00 will be listed on the list of high honor students. The graduates listed on the list of honor or high honor students will be given a certificate of honor/ high honor.

CHAPTER FIVE Miscellaneous and Final Provisions

Disciplinary

ARTICLE 38 – (1) (*Amended: OJ-13/10/2023-32338*) The disciplinary procedures for a student are conducted pursuant to the article 54 of the Law no. 2547.

Tuition waivers

ARTICLE 39 – (1) The principles concerning tuition waivers intended to motivate, reward and support the students for their success when they are admitted to the University or during the education thereat will be carried out by the Directive on Undergraduate Tuition Waiver at Kadir Has University.

Notice

ARTICLE 40 – (1) (*Repealed Statement: OJ-30/11/2024-32738*) All types of notifications to be served upon students are sent to their email addresses with the KHAS extension, or to the address given by the student to the University with return receipt and registered mail. Notices sent to the addresses available in the system, and the files and of the students who failed to notify the Student Affairs Directorate of their address changes in writing within a reasonable period of time, or who provided incorrect or incomplete correspondence address shall be deemed to have been received pursuant to Article 35, Notification Law No. 7201 of 11/2/1959. (*Amended Sentence: OJ-13/10/2023-32338*) Article 54, Law No. 2547 applies with regard to the notifications and communications to be made in the course of disciplinary investigations.

Situations for which there is provided hereunder

ARTICLE 41 – (1) The decisions of the Higher Education Council, the Senate, the respective unit's management board and the respective board as well as the pertinent provisions of the applicable legislations will apply to any situation for which there is no provision under these Regulations.

Regulations repealed

ARTICLE 42 – (1) The Regulations on Associate’s Degree and Bachelor’s Degree Education at Kadir Has University published on the Official Journal, issue no. 29476, on 15/9/2015 have been repealed.

Associate’s degree programs

PROVISIONAL ARTICLE 1 – (*Amended: OJ-30/11/2024-32738*) Repealed

Entering into Force

ARTICLE 43 – (1) These Regulations shall enter into force as per the date of issuance hereof

Enforcement

ARTICLE 44 – (1) The provisions of these Regulations will be enforced by the President of Kadir Has University.

Official Journal on which these Regulations are Published	
Date	Number
15.08.2021	31569
Official Journal on which the Regulations amending these Regulations are Published	
Date	Number
13.10.2023	32338
11.12.2023	32396
30.11.2024	32738