

**BEYKOZ UNIVERSITY REGULATION FOR UNDERGRADUATE AND
ASSOCIATE EDUCATION (Official Gazette Date: April 1st, 2018 Official Gazette
Number: 30378)**

SECTION ONE: Purpose, Scope, Basis and Definitions

ARTICLE 1 – (1) The purpose of this Regulation is to organize the procedures and principals of student acceptance, registration, education, assessment and evaluation processes of the associate and graduate programs in faculties, schools, vocational schools and English Preparatory Program at Beykoz University.

Scope

ARTICLE 2 – (1) This Regulation comprises of education process and student admission, registration, success and graduation conditions of formal and distance education, associate and undergraduate programs, summer schools and English Preparatory Program at Beykoz University.

Legal Basis

ARTICLE 3 – (1) This Regulation has been prepared based on Articles 14th, 43rd, 44th and 49th of the Higher Education Law 2547 dated November 4th, 1981.

Definition of Terms

ARTICLE 4 – (1) The terms that appear in this Regulation shall refer to the following;

- a) Academic Unit: Institutes, faculties, schools and vocational schools at Beykoz University,
- b) ECTS: European Credit Transfer System based on course load,
- c) Double Major Program: It is a program for the students who meet the success condition and other requirements and concurrently take courses from two separate diploma programs of the University and get two separate diplomas,
- ç) Consultative Committee: The committees assigned by the Senate on the basis of University, faculty / schools / vocational schools and / or departments / programs,
- d) Diploma Supplement: The document which aims to consolidate international transparency and in addition to the documents which state acquired competence and skills such as diploma, degree, certificate; certified as a supplement to the higher education diploma for the purpose of providing academic and professional recognition,
- e) EÖBS: Beykoz University education information system,
- f) Faculty: The faculties of Beykoz University,
- g) GPO: General Point Averages of all semesters,
- ğ) Vocational Schools: Vocational Schools at Beykoz University,
- h) Board of Trustees: Beykoz University Board of Trustees,
- ı) Student Affairs Directorate: Beykoz University Student Affairs Directorate,

- i) Student Course Load: All time spent by the students for education activities such as laboratory, workshop, clinic study, homework, practice, project, seminar, presentation, preparation for the exams, internship, workplace training, on-site practice besides in-class course hours,
- j) ÖSYM Measuring, Selection, and Placement Center,
- k) Program: Associate and undergraduate diploma programs at Beykoz University,
- l) Rector: Rector of Beykoz University,
- m) Senate: Senate of Beykoz University,
- n) TYYÇ: National Qualifications Framework for Higher Education in Turkey
- o) University: Beykoz University,
- ö) University Executive Council: Beykoz University Executive Council,
- p) Minor Program: Provided that the students who are registered to a diploma program have the required qualifications, the students receive a certificate which does not qualify as a diploma (minor certificate) by means of taking limited number of courses designed for a specific subject within the scope of another diploma program at the university,
- r) YNO: Semester Grade-Point Average
- s) YÖK: Council of Higher Education
- ş) Board of Directors: Board of directors of the academic unit at Beykoz University,
- t) Schools: Schools at Beykoz University.

SECTION TWO: Quotas, Student Admission and Registration

Quota

ARTICLE 5 – (1) The number of students which will be accepted to the associate and graduate programs within faculty, schools, and vocational schools at the university is determined by Council of Higher Education with the proposal of the Senate and approval of the Board of Trustees.

Students Placed into the University

ARTICLE 6 – (1) First registration procedures of the students who are placed into the University by ÖSYM (Measuring, Selection, and Placement Center) are conducted by Student Affairs Directorate in accordance with the calendar specified by the ÖSYM on the dates announced by the University.

(2) Final registrations of the students are carried out with the original copies of the documents specified by ÖSYM and with the documents required by the University or their copies approved by the University, if there are any.

(3) The registrations of the students who are understood not to meet the required conditions for final registration, who could not maintain these conditions, who have submitted falsified or altered statements or documents will be cancelled even if they have registered before.

Students Placed with Special Talent Examination

ARTICLE 7 – (1) The applicant students applying to the programs that admit students with respect to the special talent examination results are accepted into the relevant programs pursuant to the procedures and principals determined by Council of Higher Education in accordance with the examination results conducted by the University. The registration procedures of those students are carried out pursuant to the provisions of Article 6th.

Undergraduate Transfer Students

ARTICLE 8 – (1) The acceptance and registrations for undergraduate transfer students from national or overseas higher education institutions to University's undergraduate or associate departments or programs are carried out with respect to the Regulation for Transfers between Programs of Associate and Undergraduate in Higher Education Institutions, Double Major, Minor and Interacademic Credit Transfer provisions published in the Official Gazette number 27561, dated April 4th, 2010 and the procedures and principals determined by the Senate.

External Transfer Students

ARTICLE 9 – (1) The course equivalence procedures of the students who are placed into undergraduate programs of the University with the external transfer examination held by ÖSYM are carried out in accordance with the provisions of the Regulations on Continuation of Vocational School and Open University Associate Degree Program Graduates to Undergraduate Education, published in the Official Gazette dated February 19th, 2002, numbered 24676 and the procedures and principals determined by the Senate.

Admissions of Foreign Students

ARTICLE 10 – (1) The admissions of foreign nationals or Turkish citizens into the University are carried out according to the relevant legislation provisions and the procedures and principals determined by the Senate.

Student Exchange Programs

ARTICLE 11 – (1) Based on the agreements signed between the University and other national or international higher education institutions, mutual student exchange program can be implemented. During this period of exchange program, the student's registration at the University is reserved. Student exchange programs are carried out with respect to the Regulation on Student and Faculty Member Exchange Program of Higher Education Institutions published on Official Gazette dated February 18th, 2009, numbered 27145 and the procedures and principals determined by the Senate.

Double Major and Minor Program Students

ARTICLE 12 – (1) Double major and minor programs are carried out with respect to the Regulation for Transfers for Programs of Associate and Undergraduate in Higher Education Institutions, Double Major, Minor and Interacademic Credit Transfer provisions and the procedures and principals determined by the Senate.

Special Students

ARTICLE 13 – (1) The admissions of the students who are registered in national or international higher education institutions and allowed to take some courses of the University are carried out with respect to the Regulation for Transfers for Programs of Associate and Undergraduate in Higher Education Institutions, Double Major, Minor and Interacademic Credit Transfer provisions and the procedures and principals determined by the Senate.

Extension Students

ARTICLE 14 – (1) The persons who are at least high school seniors and not registered on a higher education institution can be accepted to the university with an extension student status and can take the courses on the University's syllabus. The admissions of extension student are carried out according to the procedures and principals determined by the Senate.

SECTION THREE Procedures and Principals for Education

Periods of Study and Total Credits

ARTICLE 15 – (1) Undergraduate programs of faculties and vocational schools are comprised of two joint levels which include associate level. Regular period of study of these programs' associate level is two-academic years, total credit points based on student course load is 120 ECTS, regular period of study of undergraduate programs are four-academic years, total credit points based on student course load is 240 ECTS.

(2) Regular period of study for vocational schools is two academic years, total credit points based on student course load is 120 ECTS.

(3) Starting from first academic year on the program to which the student is registered to, without considering whether the student is registered to each semester, maximum period of study of the associate program is four academic years, maximum period of study of the undergraduate programs is seven academic years. The students who fail to complete their education in the maximum period of study will be subjected to provisions of Law numbered 2547.

(4) The students can receive education in English Preparatory Program as compulsory or optional or according to the requirements of the program they are registered to. In the School of Foreign Languages, the regular period of study for the students receiving education compulsorily is one academic year and maximum academic year is two years. The students who fail in maximum period of study are subjected to provisions of Law numbered 2547. For the students on the optional English Preparatory Program, maximum period of study is one year.

These periods are out of the regular and maximum periods of study of the programs stated on the first, second and third sub-articles. The particulars of the compulsory and optional foreign language preparatory programs are carried out with respect to the procedures and principals determined by the Senate.

(5) For the students who are registered to the equivalent programs via undergraduate transfer method within the University or out of the University, the periods they spend in their previous programs are added to their maximum periods of study.

(6) The maximum periods of the students who get transferred to a different program other than their own with their central placement score is calculated by extracting the periods of the years or semesters they are registered to from the maximum period of the program after their course equivalence is completed for the program they are transferred to.

(7) The regular period of the associate programs for the students who are registered to the undergraduate programs of the University with external transfer examination is two years. These two years are added to the maximum periods of study of the undergraduate programs they are transferred to.

(8) The periods of study the students spend in different higher education institutions within the scope of the national and international exchange programs are added to the maximum periods of study.

(9) For the students who are suspended from the university, the suspension periods are included in the periods of study.

(10) The period of suspending registration cannot be included in the maximum periods of study.

(11) For the students who have not paid their fees and have not completed adding courses are unable to benefit from any rights associated with student status, the periods spent in the relevant semester are included in the regular and maximum periods of study.

Medium of Instruction

ARTICLE 16 – (1) Medium of instruction in the University is Turkish. Upon the proposal of the Senate, the decision of the Board of Trustees and YÖK (Council of Higher Education)'s approval, the education may be conducted partially or fully in English or in other languages in certain education units and programs.

Academic Year and Academic Calendar

ARTICLE 17 – (1) One academic year consists of two semesters, each of which has fourteen weeks (seventy working-days), final examinations excluded. The total periods of each semester are seventeen weeks, two weeks long final examinations and periods of preparation for exams included. If need be, the courses and exams can be conducted after the working hours are over on weekdays and/or on Saturdays and Sundays.

(2) Without prejudice to the semesters stated in the first sub-article, the Senate can decide on proposing a summer education for seven weeks. Summer education are carried out according to the principals determined by YÖK (Council of Higher Education) and procedures determined by the Senate.

(3) Academic Calendar; consist of the admissions of the students to education programs, education, exams, and similar activities are determined by the Senate within the previous academic year and announced. In obligatory situations, the Senate can make alterations on the Academic Calendar.

Education and Syllabus

ARTICLE 18 – (1) Education in the university is based on adding courses. During the education, the syllabus is finalized in line with the proposal of the boards of the relevant department, consultation, the views of the partners by the confirmation of the faculty, the boards of the schools or vocational schools.

(2) Taking the university's syllabus, University's institutional learning outcomes, the characteristics of the programs and student centered learning approach as basis, considering National Qualifications Framework for Higher Education in Turkey's (TYYÇ) fifth level qualification definition for associate programs and sixth for undergraduate programs, TYYÇ Basic Field Qualifications definitions and credit ranges, the knowledge, skills and qualification levels expected of the students when they complete the relevant program are clearly stated, laid out and updated.

(3) Program lay out is conducted in line with relevant program's purposes and objectives, along with program outcomes, course and laboratory, assignment, project, practice, workshop, internship, seminar, clinic study, dissertation, technical visit and other similar learning activities, their content and learning outcomes, with methods and approaches for learning, teaching, measuring, evaluating which is calculated based on student's course load and it is 30 ECTS for each learning-teaching semester.

(4) The courses on the syllabus consist of in-class and out-of-class learning and practice activities within the main categories of the basic field, professional field, specialty and practical training at workplace (internship) courses. The courses can be compulsory, elective, prerequisite and / or corequisite courses. Each student is liable to take the compulsory courses of the program they are registered to and with the types and numbers of elective courses stated on the syllabus.

(5) The credits of the courses on the syllabuses, maximum weekly period a student can spend on all the education-teaching activities which is forty-five hours, and the period which is allocated for one education-teaching semester long education – teaching activities are seventeen weeks (fourteen weeks long courses, three weeks of end of semester exams and preparation for the exams) and 1 ECTS credit is calculated corresponding to 25,5 hours of student course load.

(6) The definitions of all courses on the syllabus and other learning activities are carried out pursuant to the format stated within the scope of EÖBS. Accordingly, ECTS credit is stated clearly for each course or learning activity, the name of the course or the activity, semester, credit, language, learning level, whether it is compulsory or elective, instructed by which teaching method and by whom, whether it has any coordinators, courses or learning activities with prerequisite or corequisite, its category, objectives and content, learning outcomes, learning and teaching methods, distribution of teaching subjects by weeks, and pre and post preparation studies that need to be carried out by the student each week for the course or learning activity, source materials of the courses, contribution of the course or the material to the program outcomes, exam and evaluation methods and their contributions for being

successful in the course or the activity, all the time to be spent by the student for all the foreseen learning and exam activities (course load), and of the course load and ECTS connection accepted by the University based on that and stated on this Regulation.

(7) Some courses on formal education-teaching programs and considered appropriate by the Senate can be completely or partly taught as distance education within the framework of the principals determined by YÖK (Council of Higher Education) and according to the principals determined by the Senate.

Quality Assurance

ARTICLE 19 – (1) The internal and external quality assurance practices for betterments of the education-teaching programs within the University, in line with the national and international standards in a perpetual way and other particulars for this subject are determined by the Senate pursuant to relevant legislation provisions and institutional quality policies of the University.

Requirements of Student Course Load and Adding Courses

ARTICLE 20 – (1) Regular student course load of a student in one semester is 30 ECTS and maximum student course load is 42 ECTS.

(2) With the approval of the advising instructors, the students can take courses from the higher semesters instead of the courses they are exempted for the first semester with the approval of the advising instructors provided that it does not exceed the regular course load, and in the later semesters, based on the grade point average formed at the end of each semester;

- a) The students whose grade point average is 1,79 and below out of 4,00, can take up to 30 ECTS,
- b) The students whose grade point average is between 1,80 and 2,49 out of 4,00, can take up to 36 ECTS,
- c) The students whose grade point average is 2,50 and above out of 4,00, can take up to 32 ECTS,
- ç) The students who have the status to graduate can take courses from lower and/or higher semesters regardless of their grade point average up to 42 ECTS provided that they do not exceed the maximum course load.

Academic Advising and Student Success Follow up

ARTICLE 21 – (1) Academic advisor is the instructor who follows up the success status and development of the student during his/her education and provides suggestions and guidance regarding the compulsory and elective courses that the student must take within the framework of the relevant education. The procedures and principals for the implementation of the academic advising are determined by the Senate.

(2) Academic advising is supported by the Student Success Follow Up Unit which follows up the students' academic success status, supports the students' success and development during their education period, working in tandem with the academic units and the advisors.

Course Registration

ARTICLE 22 – (1) The students who pay for their tuition fees at the start of the first education-teaching term/semester select courses for that semester on EÖBS during their maximum education-teaching periods on the dates stated on the Academic Calendar within the framework of the conditions stated on Article 20th and carry out their final registrations with the approval of their advising instructors.

(2) If the students who are receiving education at the School of Foreign Languages English Preparatory Program compulsorily and the students who receive education in the English Preparatory Program on demand fulfil the English language proficiency conditions at the end of the fall semester and if they prefer they can register to the courses opened on the spring semester of the program they will receive.

(3) The students who successfully complete the compulsory English Preparatory Program and the students who attend English Preparatory Program can take courses from first term of the education-teaching program that they are registered to on the summer education period at the end of the Preparatory Program if they prefer.

Adding and Dropping Courses

ARTICLE 23 – (1) The students can add and drop courses on EÖBS within the framework of the conditions stated on 20th Article instead of the courses they are registered to on the dates stated on the Academic Calendar.

Withdrawing from a Course

ARTICLE 24 – (1) The students can withdraw from the course they are registered to until the final date stated on the Academic Calendar with the opinion of their advisor and the decision of the relevant board after the end of the course adding and dropping period. The students who withdraw from the course receive the grade of W. It is possible to withdraw from two courses maximum on associate programs and four courses maximum on undergraduate programs during the education period.

(2) No payment return is made on the course withdrawal transactions.

(3) As a result of withdrawing from a course, the numbers of the courses the student is registered to cannot be less than two on a semester.

(4) The students cannot select another course instead of the course they withdraw from on the same semester.

(5) The students of English Preparatory Program and freshman students cannot withdraw from a course.

Repeating a Course

ARTICLE 25 – (1) The students whose semester letter passing grades are DZ, FF, FD, BZ and W must repeat those courses they either fail or withdraw. The grades of the repeat

courses are added to the semesters that the course belongs to and added to the grade point average of that term.

(2) If the students fail in a course which is removed from the syllabus as a result of a change in the education-teaching programs, they take the course/courses which are matched to the course they fail in, provided that it does not have less credits than the course they fail in within the main course categories that this course belongs to.

(3) The students can take another elective course instead of the elective courses they fail in provided that their credits are not less than the courses they failed in.

(4) The students can take the courses they succeed in once more in order to increase their grades if they prefer. The higher one of the passing grades of the course/courses taken is written on the transcript.

Compulsory Course Attendance

ARTICLE 26 – (1) In theoretical and applied courses, compulsory course attendance is 70% and in the English Preparatory Program compulsory course attendance is 80%. The records of the students' course attendance are entered into EÖBS by the instructor of the course. The students who has not fulfilled the conditions of the course attendance cannot take the exams at the end of the semester.

(2) According to the procedures and principals determined by the Senate, the periods of sickness where the students have doctor's note and the periods where the students are given permission to attend national and international sportive, cultural, scientific and artistic activities representing the University are not seen as absenteeism. However, those hours cannot exceed the 50% of the total course hours.

(3) When a student who fulfils one course's compulsory attendance takes that course again, s/he does not have to attend that course provided that s/he fulfils the measurement and evaluation requirements within the semester and end of semester.

(4) If the students fail in a course which is removed from the syllabus as a result of a change in the education-teaching programs, they are regarded as though they fulfil the compulsory course attendance for the course that is matched to the course they failed in within the main course categories that this course belongs to.

(5) When the students who receive education English Preparatory Program compulsorily fail, they have to fulfil course attendance condition when they are repeating the Preparatory Program.

Practical Training at Workplace (Internship)

ARTICLE 27 – (1) Practical training at workplace (internship) is compulsory at the University in all associate and undergraduate programs as a part of education-teaching programs' learning activities; its duration and training procedures and principals are carried out according to the particulars determined by the Senate by taking the program's practice requirements into consideration.

Tuition Fee

ARTICLE 28 – (1) The education in the University is paid.

(2) The tuition fees and payment methods are determined yearly by the Board of Trustees for the students who are currently receiving education and for students to be registered and they are announced.

(3) Considering the term that the student registers to the university, the student who fails to complete the program within the regular education period pays for the tuition fee that the Board of Trustees has determined per credit for that term of the courses s/he will take. In a case where the total payment the student will pay for the courses s/he will take exceeds the current term's tuition fee, the current term's tuition fee is valid.

(4) The students of double major and minor programs do not pay for tuition fees in addition to the tuition fees they pay for the major programs within the regular periods of study. Double major and minor students who fail to complete the major, second major and minor programs during the regular period of study for the major that the student registered to pay the tuition fee determined by the Board of Trustees for the courses per credit.

(5) For the students who are newly registered or reregister by paying their tuition fees, their payment is returned to them for the periods and rates determined by the Board of Trustees in cases where they withdraw and exmatriculated from the university.

(6) The special and extension students must pay for the tuition fees per credit determined according to the credits of the courses they are registered to.

(7) According to the provisions of the Student Disciplinary Regulation for Higher Education which was published on the Official Gazette dated August 8, 2012 and numbered 28388, the tuition fees of the students who receive a suspension from the university are not returned.

(8) For the students who do not pay their tuition fees within the periods determined on the Academic Calendar, their registrations cannot be made and they cannot reregister. These students are unable to benefit from any rights associated with student status.

SECTION FOUR Recognition of Prior Learning, Course Exemptions and Course Equivalence

Recognition of Prior Learning, Course Exemptions and Course Equivalence

ARTICLE 29 – (1) The students who have previously received education from a higher education institution and passed the courses successfully can be exempted from the equivalent courses on the program they are newly accepted to with the decision of the relevant board.

(2) For the students who are accepted to the programs within the university, the learning outcomes they have received outside the higher education institutions related to the programs they are accepted can be associated with the learning outcomes and credits of the courses within the scope of the relevant program. The students who certificate those outcomes and outcome processes can be exempted from the courses that the outcomes are associated with provided that they pass the organized exams with the decision of the relevant board.

(3) The students who graduate from the secondary education institutions practicing International Baccalaureate Diploma Program (IB) and accepted to the University can be

exempted from the courses of the program they are accepted which are equivalent to the courses they receive during high school with the decision of the relevant board.

(4) Within the scope of recognition of prior learning and course exemption, the Senate can decide on core courses present on the syllabuses on the dates stated on the Academic Calendar.

(5) In the recognition and exemptions except for the third sub-article, the passing grades of the exempted courses are converted to letter grades and those grades are placed into grade point average calculation. In the recognition and exemptions within the scope of third sub-article, the exempted relevant course is given the grade of (M) (Muaf – Exempted) and those grades are not placed into grade point average calculation.

(6) The process of class equivalence of the student who has been transferred from another higher education institution to the University's equivalent program is determined by the relevant board taking the period of study the student has spent in his/her previous institution into consideration.

(7) The process of class equivalence for the students who have been transferred into the University's different program from another higher institution via undergraduate transfer and the students who have been graduated from another higher education institution or exmatriculated from the university is determined by the relevant board taking the courses and credits the students have received and passed successfully on their previous program into consideration.

(8) The students who are placed into the University or transferred to must fulfil the obligation of attending the courses they have received from another higher education institution and they are not exempted from.

(9) In order for the students who are exempted from the courses and whose course equivalence is carried out to become entitled to obtain a right of graduation, the qualifications of registration at least one semester for associate programs and at least two semesters for undergraduate programs are required.

(10) The processes of recognition of prior learning, course exemption and course equivalence are carried out according to the procedures and principals determined by the Senate.

SECTION FIVE

Courses, Measurement and Evaluation

Courses and Measurements Activities

ARTICLE 30 – (1) Courses, measurement and evaluation activities for the courses are carried out pursuant to the definitions stated on the University's EÖBS under the liability of the instructor of the courses.

(2) For each core course in more than one program and different instructors are assigned to, a course coordinator is appointed by the relevant academic units. Course coordinator's job is to ensure that the instructor of the course carries out the course according to the format stated on the University's EÖBS, to provide the efficiency and identity in determination of the questions to be asked on the exams and for the passing grades.

(3) The particulars of carrying out the distance education courses completely or partly in an effectual and fruitful way and practicing measurement and evaluation activities are implemented according to the procedures and principals determined by the Senate.

(4) The exams of the courses sharing the same codes can be carried out jointly under the liability of the coordinators of the courses and their evaluation can be made one by one for each group of the course and evaluation of some other courses' exams can be made jointly for all groups of the course by the decision of the Senate.

(5) The measurement and evaluation methods that will be used for the courses are announced on EÖBS at the beginning of the semester. It is compulsory to carry out at least five measurement activities consisting of one compulsory mid-term exam, one final exam for any course except for the courses which do not require mid-term exams and/or final exams (projects, design courses, finishing works, graduation projects and similar activities.). The passing grade of the courses which do not require mid-term exams and/or final exams is determined by the relevant instructor or the constituted jury according to the activities carried out during the semester and the characteristics of the course.

(6) The dates of the mid-term and final exams are announced on the Academic Calendar. The exam schedule which determines the dates, hours and the exam venues are announced on the Academic Calendar. The exam schedules which determine the dates, hours and the exam venues of the exams are prepared by the relevant units before the exams and announced to the students. Other measurement activities' dates within the semester are determined by the instructors and announced to the students. If need be, exams can be held on Saturdays and Sundays with the decision of the University Board. In mandatory situations, the exam dates can be altered with the decision of the Rectorship.

(7) Maximum three courses foreseen for each semester on the syllabus can be held on one day and for the students repeating the course; maximum four courses' exams can be held.

(8) Except for the exams of the courses of distance education and training at workplace, the exams cannot be held out of the venues of the University.

(9) The exams are held pursuant to the exam implementation method determined and announced by the relevant academic units. The students must abide by the exam order that is conducted by the instructors invigilated at the exam room and exam venue. For whatever reason and excuse, the students who do not abide by the exam order, delay the exam order and behave in a manner that hinder the exam being held in a decent way are not allowed at the exam. Student Disciplinary Regulation for Higher Education Institution and other relevant legislation provisions are applied to those students.

(10) The students who do not have the valid student ID card issued for the current academic year are not allowed in the exam.

(11) The exam grades of the students who take the exam, however, were not entitled to take the exam are invalidated.

(12) The instructors announce the results of the in-semester measurement-evaluation activities to the students carried out for the evaluation of the success of the students within maximum two weeks from the date of the actualization of the measurement activity by entering them into EÖBS.

(13) Final exam results are entered into EÖBS by the instructors of the courses within the periods stated on the Academic Calendar and those results are announced to the students on EÖBS along with the end of semester letter passing grades.

(14) The finalization of the entering the results of the mid-term exams and final exams into EÖBS by the instructor and correction the faulty entries that will come out after they have been announced to the student and the correction process of the other faulty processes of the measurement activities are carried out by the relevant academic unit with the decision of the relevant board.

Exams

ARTICLE 31 – (1) The exams consist of mid-term and final exams, single-course exam, make-up exam, exemption exam and supplementary exams.

Mid-term Exams

ARTICLE 32 – (1) Mid-term is held on each academic year, from the courses present and opened on the academic plan of that semester, within the period determined on the Academic Calendar, and other quizzes, project, homework and similar to those measurement activities are held on the dates the relevant instructor sees suitable.

(2) The students who could not attend the courses' mid-term exams can take the final exams of the courses if they fulfil the compulsory course attendance.

Final Exams

ARTICLE 33 – (1) The final exam is held at each academic semester, from the courses present and opened on the academic plan of that semester, after the semester is completed within the duration determined on the Academic Calendar.

(2) In order to be able to take the final exams, the compulsory course attendance condition must be fulfilled.

Single-course Exams

ARTICLE 34 – (1) Single-course exam can be taken by the students who have a single-course left except for the practical training at workplace (internship) for graduation and fulfilling the compulsory course attendance condition for that course.

(2) Single-course exam is held at the end of each semester. Dates for the exams of the single-course and its application are announced on the Academic Calendar. The students preferring to take the single-course exam can apply for it provided that they pay for the exam fee on the date announced on the Academic Calendar.

(3) In the cases the objections of the students who make an objection about their exam grades are accepted, and the students who participate in national and international student mobility program and the students who join summer education program on another higher education institution and could not take single-course exam have single-course left to graduate, those students can be granted the right of a single-course exam.

(4) In the evaluation of the single-course exam's success, in-semester works are not considered. In order to be successful, at least a CC grade must be gotten.

(5) Single-course exam passing grade is shown on the transcript within the semester the course is on and considered in GPA calculation.

(6) If failure occurs on single-course exam, the students may prefer to take the course once more on the semester when the course is opened or can take the single-course exams opened at the end of the semesters within their maximum period of study.

Make-up Exam

ARTICLE 35 – (1) Make-up exams are granted by the relevant board for the students who could not attend the mid-term and final exams due to their excuses. The student who could not attend the exams due to an excuse provides the document stating his/her excuse as enclosed to the petition to the deanery or the directorate of their academic unit within five working days following the end of the exams. The relevant board can grant the right of make-up exam to the students who provide their excuses within the relevant time and whose excuses are fair and valid. Make-up exams are held on the dates the relevant board would determine. The excuses about health problems must be certified with a doctor's note received from a health institution.

Exemption Exam

ARTICLE 36 – (1) Within the scope of recognition of the prior learning and course exemption, The University Senate can decide on to arrange exemption exams for some courses on the syllabus on the dates stated on the Academic Calendar. The students attending those exams and passing those exams are exempted from the relevant courses, the grades of the courses exempted are converted to letter grades and those grades are placed on grade point average calculation.

Supplementary Exam

ARTICLE 37 – (1) The senior students who cannot fulfil graduation conditions at the end of the maximum periods of study are granted the rights of supplementary exams within the framework of the provisions of Law no: 2547, Article 44th.

Passing Grade

ARTICLE 38 – (1) The passing grades of the students for a course on formal programs are calculated by taking 50% of the weighted average of the grades they get from in-semester measurement and evaluation activities and taking 50% of the grade they get from the final exam.

(2) In relative evaluation of a course, the students whose passing grade and/or final exam grade below 35 are regarded as failing that course.

(3) For the practical training at workplace (internship), no mid-term or final exams are held. The evaluation for the internship activities is carried out pursuant to the procedures and principals determined by the Senate. Internship activity passing grade is evaluated with the grades of BI (Başarılı- Successful) and BZ (Başarısız – Unsuccessful) and those grades are not added to the grade point averages.

(4) The passing grades of the courses which do not require mid-term and/or final exams can be evaluated with an absolute grade according to the characteristic of the course as BI (Başarılı- Successful) and BZ (Başarısız – Unsuccessful). The grades of the courses which are evaluated as pass or fail are not added to the grade point averages.

(5) The passing grades of some courses which do not require mid-term and/or final exams and whose evaluation process are not completed a temporary E (Incomplete) grade can be given. The passing grade of those courses are converted to absolute grade or BI (Başarılı- Successful) and BZ (Başarısız – Unsuccessful) grades when the evaluation process is completed.

Preserving Exam Documents

ARTICLE 39 – (1) All kinds of exam documents are preserved pursuant to the provisions of the relevant legislation.

Objection for Exam Grades

ARTICLE 40 – (1) The mid-term and final exams are announced by the instructor on EÖBS within the periods stated on Article 30th as raw grades.

(2) The student makes an objection to a grade of a course's exam in written form to the relevant deanery or the directorate within five working days onwards this grade is announced on EÖBS. Relevant deanery and directorate form a commission consisting of course's instructor, head of program and an instructor related to the course. The commission reinvestigate the objected exam's passing grade within the framework of a fault of the material and/or evaluation and inform the result to the relevant deanery or the directorate in written form within five working days. The result of the objection is finalized by the relevant board and informed to the student in written form. If the students prefer to object to this decision, they state their objection to the Rectorship within five working days following the finalized decision. The persons who fail to make their objections within those periods lose their right to object. The students can also make objections to the passing grades of the mid-term and final exams of the course. In that case, considering mid-term and final exam results which have contributions to the objected course's passing grade, the particulars, procedures and principals stated above are applied.

Calculation of the Passing Grade

ARTICLE 41 – (1) Passing grades are calculated pursuant to the procedures and the principals determined by the Senate considering the statistical distribution of the absolute grades in a class, class average and determined by converting to letter passing grades.

(2) For the numbers of the students which cannot be suited to the minimum relative evaluation limit, absolute grade system is utilized. The relationship of the absolute grades with letter passing grades and the procedures and the principals of those grades corresponding to numerical passing grades are as below:

a) The relationship of absolute grades and numerical passing grades and their meanings are stated in the chart below:

<u>Absolute Grade</u>	<u>Letter Grade</u>	<u>Numerical Grade</u>	<u>Meaning</u>
90-100	AA	4,00	Excellent
80-89	BA	3,50	Very Good
73-79	BB	3,00	Good
66-72	CB	2,50	Average
60-65	CC	2,00	Satisfactory
55-59	DC	1,50	Pass
50-54	DD	1,00	Pass
36-49	FD	0,50	Fail
0-35	FF	0,00	Fail
-	DZ	0,00	Absentee
-	BI	-	Successful
-	BZ	-	Unsuccessful
-	M	-	Exempted
-	W	-	Withdraw
-	E	-	Incomplete

b) A student who gets one of the AA, BA, BB, CB, CC, DC, DD, BI and M as passing grade is regarded as successful (pass) in that course.

c) A student who gets one of the FD and FF letter grades is regarded as unsuccessful (fail) in that course.

ç) The students who do not fulfil compulsory course attendance is given DZ letter grade. DZ grade acts as FF on grade point average calculation.

d) BI grade is given as the passing grade for the courses that are not added to the grade point average and the student is successful at.

e) BZ grade is given as the grade for the courses not added to grade point average and the student is unsuccessful at.

f) M grade is given as the passing grade for the exempted courses that are not added to the grade point average as a result of the evaluation of the exemption stated on the third sub-article of the Article 29th.

g) W grade is given in a case where the student withdraws from a course within the periods stated in the Academic Calendar to define this status of the student in the transcript.

ğ) E (Incomplete) grade is a temporary grade given for the courses whose evaluation process is incomplete and whose grades are not entered. The E grade which is not converted within the determined period ends up being converted to fail grade defined for the course it is related to.

(3) Converting the University letter passing grades to ECTS grades and ECTS grades to University letter grades are carried out pursuant to the procedures and principals determined by the Senate.

Calculation for Grade Point Average

ARTICLE 42 – (1) GPA is calculated by multiplying of the numerical passing grades of the courses which student takes starting from the first semester (From AA to FF, including FF),

and adding them together ECTS credit values of those courses and by dividing this total into the total of the ECTS credits of the courses included in the average.

(2) YNO (Semester Grade Point Average) is calculated by multiplying the numerical passing grades the student takes for any semester and ECTS credit values of those courses and adding them together and by dividing this total into the total of the ECTS credits of the courses included in the average.

(3) In grade point average calculation, third place after the comma operation is carried out and shown as two digits. If the third place after the comma is between 0-4, it is rounded off downwards and if it is between 5-9, it is rounded off upwards.

SECTION SIX

Transcript, Graduation, Diploma, Diploma Supplement and Procedures and Principals of Issuing an Associate Diploma for Undergraduate Students

Transcript

ARTICLE 43 – (1) The passing grades of the courses the students take during their period of study are written on the transcript according to the distribution of the courses over the semesters on the syllabus.

Graduation, Diploma, Diploma Supplement

ARTICLE 44 – (1) The students qualify to graduate by passing all courses and internship on the syllabus of the courses they are registered, fulfilling minimum ECTS credit conditions, and by having at least 2.000 GPA out of 4,00 GPA.

(2) The students passing all their courses and, in a status, to graduate but have a GPA below 2.00 are granted a one-time GPA increase exam right to provide them with an opportunity to increase their GPA to 2,00 by choosing among the courses they have previously taken with them being maximum two courses. Only the students who have the status to attend these exams held at the end of each semester and can increase their GPA to 2,00 have this right. The students who take these exams and cannot increase their GPA to 2,00 are subjected to provisions of fourth sub-article of Article 25th.

(3) The students who qualify for graduation but prefer to continue their education by receiving courses to increase their GPA are granted to have the opportunity to repeat the courses they previously pass within fifteen working days from the date the final exam results are announced by applying the relevant deanery and directorate provided that they do not exceed the maximum period of study.

(4) The students can graduate by taking courses from higher years, by getting exempted from some courses, by taking courses from summer education and similar implementations before the regular period of study within the framework of the provisions of this Regulation.

(5) The graduate students are issued their diplomas, diploma supplement that is prepared in English and a transcript.

(6) The students whose general point average is between 3,00-3,49 are listed as honors and those with GPA above that are listed as high honor students. Together with their diploma,

those students obtain a special certificate designating this status. However, the students who received disciplinary penalty according to the provisions of Student Disciplinary Regulation for Higher Education are not granted such honor or high honor certificates.

(7) The procedures and principals of carrying out the processes regarding graduation and designating certificates such as diploma, diploma supplement and graduation are determined by the Senate.

Issuing Associate Diploma for Undergraduate Students

ARTICLE 45 – (1) To issue an associate diploma or the course equivalence processes of vocational schools for those who could not complete their undergraduate programs are carried out according to the provisions of Regulation for Issuing Students who did not or unable to Complete Their Undergraduate Education an Associate Diploma or Course Equivalence Process published on the Official Gazette dated March 3, 1989 and numbered 20112. The particulars for getting an associate diploma or course equivalence processes for vocational schools are stated as follows:

- a) The students who passed all the courses of minimum first four semesters of an undergraduate program and qualify for associate program's graduation conditions can be issued with an associate diploma of the program they are receiving education. There is no time limit for the applications to get an associate diploma.
- b) The course equivalence process for similar and suitable programs of the vocational schools can be carried out for students who completed all the courses of minimum first four semesters of an undergraduate program or minimum sixty per cent of total credits of that undergraduate program, provided that they apply for it. The students are regarded as vocational school graduates by taking the courses identified for them, performing the tasks and succeeding in them. The selection of the education programs of those students, their success rates, course equivalences and identification of the courses they would take are carried out by the relevant board.

SECTION SEVEN Suspending Registration, Suspension, and Exmatriculation

Suspending Registration

ARTICLE 46 – (1) The students may request to suspend their registration within maximum periods of study for fair and valid reasons such as health, military duties, material or natural disasters, familial or personal issues, education abroad and similar cases provided that it is certified.

(2) The students can suspend registration for maximum two semesters in associate programs and four semesters in undergraduate programs with the decision of the relevant board they are receiving education from. In obligatory situations, those periods can be prolonged with the decision of the University Board. The periods of suspending registrations are not regarded as within maximum periods of study.

(3) The particulars of the tuition fees of the students who prefer to suspend their registrations are determined by the Board of Trustees.

Suspension

ARTICLE 47 – (1) If they prefer, the students can request suspension on EÖBS. The suspension process is completed by getting an approval from the system by the relevant units. The documents the students provide during the registration can be returned to themselves or another person that they appoint as an attorney via a notary public.

(2) The students who request suspension must have paid the tuition fees before the semester/year the suspension application is made on.

(3) The students who use suspension lose all the rights associated with student status at the university and they cannot register to the program they use suspension to complete their education not unless they are relocated by ÖSYM.

Exmatriculation

ARTICLE 48 – (1) In the cases stated below, the student is exmatriculated from University by the decision of the University Executive Council:

a) The students who do not reregister consecutively four years on undergraduate programs and two years on associate programs within their maximum periods of study are exmatriculated from the University by the decision of the University Executive Council and the approval of Council of Higher Education.

b) The student who receive an exmatriculation penalty from the higher education institution is exmatriculated from the University according to the Provisions of Student Disciplinary Regulation for Higher Education Institutions.

SECTION EIGHT Miscellaneous and Final Provisions

Scholarships

ARTICLE 49 – (1) The scholarship granted to the students placed by ÖSYM is non-refundable, it continues during regular period of study including compulsory English Preparatory Program and involves only the tuition fees. The scholarships of the scholarship students who could not complete their education during their regular period of study can be prolonged for maximum one more year provided that the students have a valid excuse and the University accept it with the approval of the Board of Trustees and for the students registered to double major and minor programs, it can be prolonged for one more year as an addition provided that the students complete their major program within those periods.

(2) The scholarships are valid for national tuition fees and do not involve the special conditions that may emerge as a result of the agreements of the University with institutions abroad.

(3) The particulars of the scholarships apart from the scholarships to be provided to the students who are placed by ÖSYM as scholarship students and on how the students will benefit from those are determined by the Board of Trustees.

Disciplinary Actions

ARTICLE 50 – (1) The disciplinary processes of the students are carried out by the Student Disciplinary Regulation for Higher Education Institutions and Law: numbered 2547.

Notification

ARTICLE 51 – (1) The notice to be made to the student is carried out by the characteristic of the subject relating to the notice, to the e-mail address that the student stated, to the e-mail address provided by the University, on EÖBS or being announced on the web site and/or announcement panel by the relevant academic and administrative units.

(2) The students are liable to follow the messages sent to their e-mail address provided by the University and update all their contact information on each registration period.

Legal Clauses

ARTICLE 52 – (1) For the legal clauses in this Regulation, the decisions of Law numbered 2547, Regulation for Foundation Higher Education Institutions and other related legislation provisions and Council of Higher Education, Senate and University Executive Council are applied.

Repealed Regulation

ARTICLE 53 – (1) The Regulation for Beykoz Vocational School of Logistics and Exam Regulation published on Official Gazette dated September 23, 2013 and numbered 28774 were repealed.

Course Equivalence

TEMPORARY ARTICLE 1 – (1) The students who received courses before 2017-2018 academic year are not subjected to the provisions of the articles 20th and 27th. Those students are subjected to the provisions of Articles of 53rd of this Regulation and 13th and 17th of the Regulation which had been repealed.

(2) The students who received education on 2017-2018 Academic Year on English Preparatory Program are not subjected to second sub-article of Article 22nd.

Effect

ARTICLE 54 – (1) This Regulation is effective from the start of the 2017-2018 Academic Year from the date of its publishing.

Execution

ARTICLE 55 – (1) The provisions of this Regulation are executed by The Rector of Beykoz University.