

From Beykoz University:

BEYKOZ UNIVERSITY
UNDERGRADUATE AND ASSOCIATE DEGREE EDUCATION REGULATIONS

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Senate 14.07.2025 - 2025/08

*** The Undergraduate and Associate Degree Education Regulation will become official on the date it is published in the Official Gazette.**

CHAPTER ONE
Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this regulation is to regulate the procedures and principles regarding student admission, registration, education, teaching, assessment and evaluation processes for associate and undergraduate programs and English preparatory programs in faculties, schools and vocational schools affiliated with Beykoz University.

Scope

ARTICLE 2 – (1) This regulation covers the education and training processes implemented in formal and distance education, associate and undergraduate programs, summer education and English preparatory programs at Beykoz University, as well as the provisions regarding student admission, registration, success and graduation conditions.

Basis

ARTICLE 3 – (1) This Regulation was prepared based on Articles 14, 43, 44 and 49 of the Higher Education Law No. 2547 dated 4/11/1981.

Definitions

ARTICLE 4 – (1) The definitions of various abbreviations used in this Regulation are explained below:

- a) Academic unit: Institutes, faculties, colleges, or vocational colleges affiliated with Beykoz University,
- b) ECTS: European Credit Transfer System based on workload,
- c) Double major program: A program that enables students who meet the success criteria and other conditions to take courses simultaneously in two diploma programs at the University and obtain two separate diplomas,
- ç) Advisory board: Boards established by the Senate at the University, faculty/college/vocational school, and/or department/program level,
- d) Diploma supplement: A document issued in addition to the higher education diploma, aimed at enhancing international transparency and ensuring the academic and professional recognition of the competencies and skills acquired and the documents expressing them, such as diplomas, degrees, and certificates,
- e) EÖBS: Beykoz University Education and Teaching Information System,
- f) Faculty: The faculties of Beykoz University,
- g) GPA: The overall grade point average for all semesters,
- ğ) Vocational training in the workplace: Practical training conducted during the full-time education and training period in accordance with the University's academic calendar,

enabling students to gain professional knowledge and skills by participating in practical applications in businesses related to the higher education program they are studying,

- h) Vocational school: Vocational schools affiliated with Beykoz University,
- i) Board of Trustees: The Board of Trustees of Beykoz University,
- j) Absolute grading system: A grading method in which students' achievement levels are determined based on criteria predetermined for the relevant course, without taking into account the achievement levels of other students,
- k) Student Affairs Directorate: The Student Affairs Directorate of Beykoz University,
- l) Student workload: All time spent by students on educational and teaching activities such as classroom hours, laboratory, workshop, clinical work, homework, application, project, seminar, presentation, exam preparation, exam, internship, workplace training, and on-site application,
- m) ÖSYM: Measurement, Selection, and Placement Centre,
- n) Program: Beykoz University associate and bachelor's degree programs,
- o) Rector: Beykoz University Rector,
- p) Senate: The Senate of Beykoz University,
- q) TYYÇ: The Turkish Higher Education Qualifications Framework,
- r) University: Beykoz University,
- s) University Board of Directors: The Board of Directors of Beykoz University,
- t) Minor program: A program that allows a student enrolled in a diploma program to take a limited number of courses within another diploma program at the University, provided that the student meets the specified conditions, and to obtain a certificate (minor certificate) that does not replace a diploma.
- u) YNO: Semester grade point average,
- v) YÖK: Council of Higher Education,
- w) Board of Directors: Board of Directors of academic units affiliated with Beykoz University,
- x) School: Schools affiliated with Beykoz University

CHAPTER TWO

Quotas, Student Admission and Registration

Quotas

ARTICLE 5 – (1) The number of students to be admitted to associate and undergraduate programs within the faculties, schools and vocational schools affiliated with the university is determined by the Council of Higher Education upon the recommendation of the Senate and the approval of the Board of Trustees.

Students placed in university

ARTICLE 6 – (1) Initial registration procedures for students placed at the University by ÖSYM are carried out by the Student Affairs Directorate on dates announced by the University, in accordance with the academic calendar determined by ÖSYM.

(2) Final registrations are made using the documents specified by ÖSYM, as well as the originals or certified copies of any documents required by the University, if any.

(3) Registrations of students who are found not to meet the requirements for final registration, who subsequently lose these requirements, or who are found to have registered under false or misleading statements and documents will be cancelled, even if they have already been registered.

Students placed through special talent exams

ARTICLE 7 – (1) Candidate students applying to programs that accept students based on special talent exam results are accepted into their respective programs based on the results of the exam administered by the University, in accordance with the principles established by the Council of Higher Education. Registration for these students is conducted in accordance with the provisions of Article 6.

Horizontal transfer students

ARTICLE 8 – (1) Admission and registration of students transferring from domestic or international higher education institutions to the University's undergraduate or associate degree departments or programs are carried out in accordance with the provisions of the Regulation on Transfer Between Associate and Undergraduate Programs, Double Majors, Minors, and Inter-Institutional Credit Transfers in Higher Education Institutions, published in the Official Gazette dated April 24, 2010 and numbered 27561, and the principles determined by the Senate.

Vertical transfer students

ARTICLE 9 – (1) The adaptation procedures of students placed in the University's undergraduate programs through the vertical transfer exam conducted by ÖSYM are carried out in accordance with the provisions of the Regulation on the Continuation of Undergraduate Education of Vocational Schools and Open Education Associate Degree Program Graduates published in the Official Gazette dated 19/2/2022 and numbered 24676, and the principles determined by the Senate.

Accepting students from abroad

ARTICLE 10 – (1) The admission and registration procedures of foreign or Turkish students from abroad are carried out in accordance with the relevant legislation and the principles determined by the Senate.

Domestic or international exchange programs

ARTICLE 11 – (1) Reciprocal student exchange programs may be implemented within the framework of bilateral agreements between the University and other higher education institutions in Turkey or abroad. Student registration at the University continues throughout the duration of the exchange program. Student exchange programs are conducted in accordance with the Regulation on Student and Faculty Exchange Programs Between Higher Education Institutions, published in the Official Gazette No. 27145, dated February 18, 2009, and the principles determined by the Senate.

Double major and minor program students

ARTICLE 12 – (1) Double major and minor programs are carried out in accordance with the Regulation on Transfer Between Associate and Undergraduate Programs in Higher Education Institutions, Double Majors, Minors and Inter-Institutional Credit Transfers and the principles determined by the Senate.

Special students

ARTICLE 13 – (1) Admission and registration procedures for students enrolled in a higher education institution in Turkey or abroad who are permitted to take courses at the University are conducted in accordance with the "Regulation on Transfers Between Associate

and Undergraduate Programs, Double Majors, Minors, and Inter-Institutional Credit Transfers in Higher Education Institutions" and the principles set by the Senate.

Guest students

ARTICLE 14 – (1) High school graduates or high school seniors who are not enrolled in an institution of higher education may be admitted to the University as visiting students and take courses in the University's curriculum. Visiting student admission and registration are conducted in accordance with the principles established by the Senate.

CHAPTER THREE

Principles Related to Education and Teaching

Duration of studies and total credits

ARTICLE 15 – (1) The undergraduate programmes of faculties and colleges consist of two integrated levels, including the associate degree level. The normal duration of study for the associate degree level of these programmes is two academic years, with a total credit amount of 120 ECTS credits based on student workload. The normal duration of study for undergraduate programmes is four academic years, with a total credit amount of 240 ECTS credits based on student workload.

(2) The standard duration of study for associate degree programmes at vocational colleges is two academic years, with a total credit load of 120 ECTS credits based on the student's workload.

(3) Starting from the first academic year of the programme in which the student is enrolled, regardless of whether the student registers for each semester, the maximum duration of study for associate degree programmes is four academic years, and for bachelor's degree programmes, it is seven academic years. Students who fail to complete their education and training successfully within the maximum duration are subject to the provisions of Law No. 2547.

(4) Students may enrol in an English preparatory programme either as a requirement or as an option, depending on the requirements of the programme they have registered for. In the Foreign Languages Department, the normal duration of study for students enrolled in the compulsory English preparatory programme is one year, and the maximum duration of study is two years. For students who are unable to complete the programme within the maximum duration, the provisions of Law No. 2547 shall apply. For students enrolled in the optional English preparatory programme, the maximum duration of study is one year. These durations are separate from the normal and maximum durations of study specified in the first, second, and third paragraphs of the programmes. Matters related to mandatory or optional foreign language preparatory programmes are conducted in accordance with the principles determined by the Senate.

(5) The periods spent in the previous programme by students who enrol in equivalent programmes through horizontal transfer within the University or from outside the University are included in the maximum study periods.

(6) For students who transfer to a different programme from the one they are currently enrolled in through central placement scores, the maximum duration is calculated by subtracting the duration of the year or semester in which they were admitted from the maximum duration of the programme they transferred to.

(7) For students who enrol in the University's undergraduate programmes through a vertical transfer exam, the normal duration of their associate degree programme (two years) is included in the maximum study duration of the undergraduate programme they transfer to.

(8) The periods of study spent by students studying at another higher education institution within the framework of national and international exchange programmes are included in the maximum period of study.

(9) The period of suspension from the university is counted as part of the period of study.

(10) The period of suspension of registration is not included in the maximum period of study.

(11) Students who have paid tuition fees but have not completed the course selection process cannot avail themselves of student rights during that semester; the period spent during the relevant semester is counted towards the normal and maximum study periods.

Language of instruction

ARTICLE 16 – (1) The language of instruction at the university is Turkish. Upon the recommendation of the Senate, the Board of Trustees may decide, with the approval of the Higher Education Council, that some of the university's education and training programmes may be conducted entirely or partially in English or other foreign languages.

Academic year and academic calendar

ARTICLE 17 – (1) An academic year consists of two semesters, each lasting fourteen weeks (seventy working days), excluding end-of-semester exams. In exceptional circumstances, classes and exams may be held after working hours on weekdays and/or on Saturdays and Sundays.

(2) In addition to the semesters specified in the first paragraph, the Senate may decide to offer a seven-week summer term. The summer term is conducted in accordance with the principles established by the Higher Education Council (YÖK) and the guidelines set by the Senate.

(3) The academic calendar covers the periods related to student admission and registration procedures, education and teaching, exams, and similar activities, and is determined and announced by the Senate during the previous academic year. In exceptional circumstances, the Senate may make changes to the academic calendar.

Education, teaching and course programmes

ARTICLE 18 – (1) Education and training at the university is based on the principle of passing courses. During the teaching period, course programmes are finalised with the approval of the faculty, college or vocational college councils and the decision of the Senate, in line with the recommendations of the relevant department and programme councils, the opinions of the relevant advisory councils and stakeholders.

(2) The university's course programmes are based on the university's institutional learning outcomes, programme characteristics, and student-centred learning approach. For associate degree programmes, the fifth level competency definitions of the TYYÇ, for bachelor's degree programmes, the sixth level competency definitions of the TYYÇ, and the TYYÇ Basic Area Competency definitions and credit ranges are taken into consideration. The programmes are designed and updated in a way that clearly specifies the level of knowledge, skills, and competencies that students are expected to have acquired upon successfully completing the relevant programme.

(3) Programme design is carried out in line with the aims and objectives of the relevant programme, taking into account programme outcomes, course and laboratory work, assignments, projects, applications, workshops, internships, seminars, clinical work, theses, technical trips and other similar learning activities, as well as their content and learning outcomes, learning, teaching, assessment and evaluation methods and approaches, and the

student's workload, and is implemented in such a way that each academic semester is worth 30 ECTS credits.

(4) The courses included in the curriculum cover classroom and out-of-class learning and practical activities within the main categories of core courses, professional and specialisation courses, competency courses, and practical training (professional training in the workplace, internships). Courses are divided into two groups: compulsory and elective. Some courses are considered prerequisites by decision of the relevant committees. Each student is required to take the compulsory courses of the programme they are enrolled in, as well as the number and type of elective courses specified in the course programme.

(5) The credits of the courses included in the course programmes are determined based on the maximum 45 (forty-five) hours per week that a student can allocate to educational and teaching activities. In this context, 1 ECTS credit is calculated as equivalent to 25.5 hours of student workload.

(6) The definitions of all courses and other learning activities included in the course schedules are made in accordance with the standard format determined within the scope of the EÖBS (Education and Teaching Information System). The definitions clearly state the basic characteristics of the course, teaching methods, learning outcomes, workload, and ECTS relationship.

(7) Some courses included in formal education and training programmes and deemed appropriate by the Senate may be delivered entirely or partially through distance learning in accordance with the principles established by the Senate and the principles determined by the Higher Education Council (YÖK).

Quality assurance

ARTICLE 19 – (1) Internal and external quality assurance practices aimed at ensuring that the University's education and training programmes comply with national and international standards and are continuously improved, as well as other matters related to this issue, are determined by the Senate in accordance with the relevant legislation and the University's institutional quality policies.

Student workload and course requirements

ARTICLE 20 – (1) A student's normal workload for a semester is set at 30 ECTS credits, while the maximum workload is set at 42 ECTS credits.

(2) Students may take courses from a higher semester with the approval of their academic advisor under the following conditions:

a) In the first semester, they may take courses from a higher semester in place of courses they are exempt from, provided that they do not exceed the normal workload.

b) Starting from the second semester, they may take courses from the next semester based on their cumulative grade point average (GPA) at the end of the semester. In this context, according to the grading scale of 4.00:

- Students with a GPA below 2.29 may take a maximum of 30 ECTS credits,
- Students with a GPA between 2.30 and 2.99 may take a maximum of 36 ECTS credits,
- Students with a GPA of 3.00 or above may take a maximum of 42 ECTS credits.

(3) Students in the graduation phase may take a maximum of 42 ECTS credits in a semester with the approval of their advisor, regardless of their GPA. In this context, a student in the graduation phase is defined as a student who has no failed courses from previous semesters and who can complete their programme by taking courses in the relevant semester without exceeding a maximum of 42 ECTS credits.

(4) The total course load that students enrolled in dual major or minor programmes can take in a single semester, including the primary major and secondary major/minor programmes, cannot exceed a maximum of 42 ECTS credits.

Academic advising

ARTICLE 21 – (1) An academic advisor is a faculty member who monitors the academic progress and performance of students enrolled in a programme throughout the duration of that programme, and who guides and advises students on compulsory and elective courses they must take within the relevant teaching programme, as well as other academic matters.

(2) The procedures and principles relating to academic advising are determined by the Senate.

Course registrations

ARTICLE 22 – (1) Students who pay their tuition fees at the beginning of each academic year/semester shall select their courses for that semester through the EÖBS system on the dates specified in the academic calendar and in accordance with the conditions set forth in Article 20, and shall finalise their course registration with the approval of their academic advisors.

(2) Students who are enrolled in the compulsory English preparatory programme in the Foreign Languages Department and who meet the English language proficiency requirements at the end of the autumn semester, as well as students who are enrolled in the optional English preparatory programme, may register for courses offered in the spring semester of the programme they will be studying in if they decide to withdraw from the preparatory programme.

(3) Students who have successfully completed the compulsory English preparatory programme in the Foreign Languages Department and students who have participated in the optional English preparatory programme may, if they wish, take courses from the first year of the education and training programme they are enrolled in during the summer term following the preparatory programme.

Adding and dropping courses

ARTICLE 23 – (1) Students may add or drop courses through EÖBS in accordance with the conditions specified in Article 20 on the dates specified in the academic calendar.

Withdrawal from a course

ARTICLE 24 – (1) Students may withdraw from a course they have registered for after the course addition and withdrawal period has ended, up **until the course withdrawal deadline** specified in the academic calendar, with the approval of their advisor and the relevant administrative board. Students who withdraw from a course will receive a W grade.

(2) No refunds will be given for course withdrawals.

(3) As a result of withdrawing from a course, the number of courses a student is enrolled in during a semester cannot fall below two.

(4) Students cannot select another course in the same semester to replace the course they have withdrawn from.

(5) Students cannot withdraw from courses during the first semester.

Repeating the course

ARTICLE 25 – (1) Students with semester letter grades of DZ, FF, FD, BZ, or W must repeat the courses they failed or withdrew from, or equivalent courses offered in their place. Grades for repeated courses are recorded in the semester to which the course belongs and are included in the cumulative grade point average (GPA) for that semester.

(2) If students fail a course removed from the curriculum due to changes in academic programs, they must take the course(s) matched to the failed course, as determined by the relevant board, provided that the credits are not less than the credits of the failed course.

(3) Students may replace the failed elective courses with another elective course, provided that the credits are not less than the failed course.

(4) Students may retake the course(s) they passed, each course(s) once, to increase their GPA. The final grade for the course(s) taken is used in calculating the final grade.

Compulsory class attendance

ARTICLE 26 – (1) Students are required to attend the theoretical and practical sections of the courses they are enrolled in. The attendance requirement is 70% for theoretical courses and non-practical courses, and 80% for practical courses (projects, workshops, project-focused courses, laboratories, kitchens, and similar) and the Compulsory English Preparatory Program.

(2) The following points are taken into account when calculating absences:

a) For students who submit a medical report, the days they are on sick leave are not counted as absences. However, this cannot exceed 35% of the total course hours for theoretical courses and 25% for practical courses. Any sick leave exceeding these limits is considered an absence.

b) For students who participate in scientific, cultural, artistic, or sporting events at home or abroad on behalf of the university and are officially approved to participate in these events, their absences during this period are not considered absences. However, this exemption cannot exceed 50% of the total duration of the relevant course. Such permissions must be notified to the course instructor in an official letter by the relevant academic or administrative units. (3) Students who fail to meet the attendance requirement cannot take the final exam for the relevant course.

(4) Students who meet the attendance requirement but fail the course can only pass the course if they retake it by fulfilling the mid-term and end-of-semester assessment and evaluation requirements.

(5) If a course that was removed from the curriculum due to changes in the curriculum and previously failed is replaced by an equivalent course within the same main course category, the student is considered to have continued in this new course. However, if the student requests it, they may repeat the course if it is offered.

(6) Students who are enrolled in the compulsory English preparatory program and fail the preparatory program must meet the attendance requirement when they repeat the course.

(7) Attendance is mandatory during summer term. This requirement also applies to courses previously taken and for which attendance is required.

Applied education

ARTICLE 27 – (1) Applied education (vocational training in the workplace, internships) is a mandatory and integral part of all associate and bachelor's degree programmes. The duration and implementation principles of applied education are determined and implemented in accordance with the principles established by the Senate, taking into account the needs of the relevant programmes.

Tuition fee

ARTICLE 28 – (1) Education and training at the university are subject to fees.

(2) Tuition fees and payment methods are determined and announced each year by the Board of Trustees for students who are continuing their education and for new students who will be enrolling.

(3) Taking into account the year of enrolment at the university, a student who cannot complete the programme they are enrolled in within the normal duration of study pays the tuition fee per credit determined by the Board of Trustees for that year for the courses they will take. If the total fee to be paid by the student for the courses they will take exceeds the tuition fee for the current year, the tuition fee for the current year is applied.

(4) Tuition fees for double major and minor students are applied in accordance with the relevant regulations.

(5) Students who pay tuition fees and register for the first time or renew their registration are subject to the relevant regulations in the event of withdrawal from the University or termination of their relationship for any reason.

(6) Special and visiting students must pay the tuition fee determined per credit based on the credits of the courses they are enrolled in.

(7) Tuition fees paid by students who have been expelled from the University in accordance with the provisions of the Higher Education Institutions Student Discipline Regulations published in the Official Gazette dated 18/8/2012 and numbered 28388 shall not be refunded.

(8) Students who fail to pay tuition fees within the timeframes specified in the academic calendar will not be registered or re-registered. Such students will not be entitled to student rights.

CHAPTER FOUR

Recognition of Prior Learning, Course Exemption and Transfer

Recognition of prior learning, course exemptions and transfer

ARTICLE 29 – (1) Students who have successfully completed courses at another higher education institution may be exempted from equivalent courses in their new programme by decision of the relevant administrative board.

(2) Learning outcomes acquired by students admitted to programmes within the university outside of higher education institutions may be linked to the learning outcomes and credits of courses included in the relevant programme, in relation to the learning outcomes of the programme to which they have been admitted. Students who document these learning outcomes and the processes through which they were acquired may be exempted from the examinations to be conducted for the courses to which their learning outcomes are linked, provided they pass the examinations and subject to the decision of the relevant administrative board.

(3) Students who have graduated from secondary education institutions implementing the International Baccalaureate (IB) Diploma Programme and have been admitted to the University may apply for exemption from relevant courses if the content of the courses they have taken during their secondary education overlaps with the course content of their registered undergraduate or associate degree programme.

Exemption requests are evaluated by the relevant academic unit's administrative board through a comparison of course contents. Exemption may be granted for courses deemed appropriate.

(4) Within the scope of recognition of prior learning and course exemption, the Senate may decide to hold exemption exams for common courses in the curriculum on the dates specified in the academic calendar.

(5) Except for the third paragraph, in cases of recognition and exemption, the grades of exempted courses are converted to letter grades and included in the calculation of the overall grade point average. In cases of recognition and exemption covered by the third paragraph,

however, the exempted course is given an M (Exempt) grade, and these grades are not included in the calculation of the overall grade point average.

(6) The class to which a student transferring from another higher education institution to an equivalent programme at the University will be admitted is determined by the relevant administrative board, taking into account the duration of the student's previous education at the previous institution.

(7) For students transferring from another higher education institution to a different programme at the University, or for students who have graduated from or been dismissed from another higher education institution and have been placed in any programme at the University, the class to which they will be assigned is determined by the relevant administrative board, taking into account the courses and credits they have successfully completed in their previous programme.

(8) Students admitted to or transferring to the University are required to fulfil the obligation to attend courses they have taken at another higher education institution but have not been exempted from.

(9) Students who are exempted from courses and placed in the University must be enrolled in the University for at least one semester in associate degree programmes and at least two semesters in bachelor's degree programmes in order to be eligible for graduation.

(10) Recognition of prior learning, course exemptions and transfer credits are administered in accordance with the principles established by the Senate.

CHAPTER FIVE

Courses, Assessment and Evaluation

Course and assessment activities

ARTICLE 30 – (1) Courses and related assessment and evaluation activities are carried out in accordance with the definitions specified in the University's EÖBS (Educational Information System) under the responsibility of the teaching faculty members who teach them.

(2) A course coordinator is appointed by the relevant academic units for each joint course in multiple programs and to which different faculty members are assigned. The course coordinator coordinates the teaching faculty members who teach the course to conduct the course in accordance with the format specified in the University's EÖBS and ensures efficiency and uniformity in determining exam questions and final grades.

(3) Matters related to the effective and efficient conduct of courses offered entirely or partially via internet-supported distance learning and the implementation of assessment and evaluation activities are carried out in accordance with the principles determined by the Senate.

(4) The assessment and evaluation methods to be used for the courses are announced in the EÖBS at the beginning of the semester. Except for the courses that do not require midterm and/or final exams (projects, design courses, graduation projects and similar activities) determined by the relevant academic unit and finalized by the senate decision, at least three assessment activities are required to be carried out during the semester, one of which is a compulsory midterm exam and the other is a final exam.

(5) The dates of midterm and final exams are announced in the academic calendar. The exam schedule, which specifies the date, time, and location of the exams, is prepared by the relevant units and announced to students before the exams begin. The dates of other assessment activities during the semester are determined by the faculty members and announced to students. If deemed necessary, exams may also be held on Saturdays and Sundays by decision of the University Executive Board. In unavoidable circumstances, exam dates may be changed by decision of the Rectorate.

(6) Exams may be held for a maximum of three courses per semester, and for students who repeat a course, a maximum of four courses may be held in a single day.

(7) Except for exams for practical courses held at the workplace, no exams may be held outside University premises.

(8) Exams are administered in accordance with the exam administration procedures established and announced by the relevant academic units. Students must adhere to the exam routine administered by the instructor in charge in the exam hall and at the exam location. Students who, for whatever reason or excuse, fail to comply with the exam routine, delay the establishment of the exam routine, or exhibit behaviour or attitude that prevents the smooth conduct of the exam will not be admitted to the exam. Article 54 of Law No. 2547 and other relevant legislation apply to these students. (9) Students who do not have a valid student ID card issued for the current academic year will not be admitted to the exam.

Exams

ARTICLE 31 – (1) Exams consist of exams held during the semester, end-of-semester exams, single course exams, make-up exams, exemption exams and additional exams and are announced on EÖBS.

Midterm exams

ARTICLE 32 – (1) Midterm exams are administered each semester for courses offered and included in that semester's curriculum, within the timeframe specified in the academic calendar. Other midterm assessment activities, such as quizzes, projects, homework assignments, and similar midterm assessments are administered each semester at times deemed appropriate by the relevant instructor.

(2) Students who do not participate in midterm exams may take the final exams if they have met the attendance requirements.

End-of-semester (final) exams

ARTICLE 33 – (1) Final exams are exams administered each semester within the timeframe specified in the semester curriculum and specified in the academic calendar. They include both final and retake exams.

(2) To take the final exams, students must meet the attendance requirements for the relevant courses.

(3) Students are required to earn at least 50 (fifty) points on the final exams. Students who fail to meet this threshold are considered to have failed the relevant course.

(4) Make-up exams are not given for final exams. Students who miss the final exam are evaluated by taking the retake exam for the relevant course.

(5) At the end of the fall and spring semesters, retake exams are given for courses with final exams. No retake exams are given for summer school final exams.

Single course exam

ARTICLE 34 – (1) The single-course exam is an exam that can be taken by students who have successfully completed all courses in their curriculum (including applied training courses such as vocational training in business and internships), except for one course. The vocational training and internship courses in business are excluded from the single-course exam. Applied courses, project courses, graduation projects, and similar courses may be excluded from the single-course exam. Courses within this scope are determined by the boards of the relevant academic units and reported to the Rectorate for a Senate decision.

(2) The single-course exam is held at the end of each semester. The single-course exam date and the application date are announced in the academic calendar. Students wishing to take

the single-course exam can apply for the single-course exam through the EÖBS on the date specified in the academic calendar.

(3) If the appeals of students objecting to their exam grades are successful, or if students participating in national and international student mobility programs or participating in a summer education program at another higher education institution who cannot take the single-course exam have only one course remaining for graduation, these students may be granted an additional single-course exam by Senate decision.

(4) In-semester work is not taken into account in the evaluation of the single-course exam's success. To pass the exam, a minimum grade of CC is required.

(5) The single-course exam grade is shown on the transcript for the semester in which the course is included and is taken into account in calculating the GPA.

(6) If a student fails a single-course exam, they may choose to retake the course in the semester it is offered, within their maximum study period, or they may take the single-course exams offered at the end of the semester.

(7) Students who previously took the course and failed it with a grade of FF, FD, or BZ may take the single-course exam.

Make-up exams

ARTICLE 35 – (1) A make-up exam is a right granted to a student who cannot attend midterm exams for a legitimate and valid reason, provided that the excuse is accepted by the relevant administrative board. Make-up exams are only valid for midterm exams; they are not valid for final, make-up, or single-course exams.

(2) Students who miss midterm exams are required to submit an official document demonstrating their excuse, along with a petition explaining the reason, to the dean's office or director's office of the academic unit in which they are registered within three (3) business days following the end of the exams. Applications not submitted within the deadline will not be considered.

(3) The relevant administrative board evaluates excuse applications based on documentation. The excuse must be based on a legitimate and valid reason preventing participation in academic activities. The administrative board may request additional documentation or explanations from the student if deemed necessary.

(4) The dates and method of conducting make-up exams are determined by the relevant academic unit's administrative board and announced to students through official means (written notice, email, student information system, etc.). Make-up exams are administered in a manner equivalent to regular midterm exams for the same course in terms of scope, content, and assessment format. Students who miss a make-up exam are not granted a second exam.

(5) Students who cannot attend the exam due to health reasons must document their absence with a medical report issued by a fully qualified healthcare provider, clearly stating the required period of rest. The report must be submitted to the relevant academic unit within the aforementioned timeframe.

Exemption exam

ARTICLE 36 – (1) Within the scope of recognition of prior learning and course exemptions, the University Senate may decide to hold exemption exams for certain courses in the curriculum on the dates specified in the academic calendar. Students who successfully complete these exams are exempted from the relevant courses. Grades for exempted courses

are converted to letter grades, and these grades are included in the cumulative grade point average.

Additional exam

ARTICLE 37 – (1) Final-year students who fail to meet the graduation requirements at the end of the maximum period of study are granted additional examination rights in order to graduate, in accordance with the provisions of Article 44 of Law No. 2547.

Success grade

ARTICLE 38 – (1) In formal programs, students' course grades are calculated by calculating 50% of the weighted average of their grades from mid-term assessment and evaluation activities and 50% of their final exam grade. In distance education programs, the weights defined in the relevant directive approved by the Senate are applied. In project and project-focused courses, the weights of mid-term and final exams are determined by the relevant academic units and submitted to the Rectorate for identification in the EÖBS (European Student Information System).

(2) Students' course grades are calculated based on a strict evaluation system. In this context:

a) The final grade is determined based on the scores from mid-term work and the mid-term/end-of-year exams.

b) Mid-term work consists of at least two different assessment activities. One of these activities must be a mandatory mid-term exam. The contribution of the mid-term exam to the final grade cannot be reduced below 35%.

c) In project and application-based courses, the mid-term and end-of-term evaluation rates are determined by the relevant academic unit and reported to the Rectorate for publication.

(3) There are no midterm or final exams for applied education courses (vocational training in business administration, internships). Evaluation for these courses is conducted according to principles determined by the Senate. Course grades are graded as BI (Pass) or BZ (Fail), and these grades are not included in grade point averages.

(4) Course grades that do not require midterm and/or final exams may be graded as an absolute grade or as Pass (BI)/Fail (BZ), depending on the course's characteristics. Grades for courses graded as Pass or Fail are not included in grade point averages.

Objection to exam grades

ARTICLE 39 – (1) Midterm exams, final exams, and similar exams (make-up, single course, exemption, additional exams, etc.) are announced by the instructor via EÖBS.

(2) In the event of an appeal regarding midterm exams, final exams, or other exams of a similar nature (excused absences, single-course exams, exemptions, supplementary exams, etc.), the instructor of the course will review the grade of the appealed exam within the framework of material errors and notify the relevant Dean's Office or Directorate in writing within three business days.

(3) If a grade change is deemed necessary as a result of the appeal, it is decided by the relevant administrative board. The decision of the Administrative Board is communicated to the Student Affairs Directorate for the grade to be changed.

(4) If no grade change is made, the relevant academic unit directly notifies the student.

(5) If the instructor does not make the change and the student wishes to continue appealing the decision, the student must notify the relevant Dean's Office or Directorate in writing within three (3) business days. Upon this notification, a three-member committee is formed, one of whom is the instructor who taught the course. The academic titles of the committee members

must be equal to or higher than the academic title of the instructor whose grade is being appealed.

(6) The committee reviews the exam paper and issues its decision within five (5) working days. The committee's recommendation is finalised by the administrative board's decision and communicated to the student in writing.

(7) Objections against mid-term assessments (quizzes, short tests, assignments, etc.) are evaluated by the course instructor.

(8) Appeals not submitted within the above-mentioned time limits will not be processed.

Calculation of success grade

ARTICLE 40 – (1) The success grade is calculated based on the student's overall academic performance in a course, with a certain percentage of the midterm exam and final exam scores contributing to the final grade. In this context, 'contribution to the success grade' refers to the weight of the relevant teaching activity (midterm exam or final exam) on the success grade.

Accordingly:

a) In full-time education programmes, mid-term work contributes 50% to the success grade, and the mid-term/end-of-year exam contributes 50%.

b) In distance learning programmes, mid-term work contributes 40% to the success grade, and the mid-term/end-of-year exam contributes 60%.

(2) The total score calculated according to the specified evaluation ratios is converted into a letter grade as per the following table:

Score Range	Letter Grade	Numerical Equivalent	Explanation
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	Absent (FF)
-	BI	-	Pass
-	BZ	-	Fail
-	M	-	Exempt
-	W	-	Withdrawn from Course
-	E	-	No Grade Entered

(3) The meanings of the letter grades are listed below:

a) AA, BA, BB, CB, CC, DC, BI, M: He/she is considered to have passed the course.

b) FD, FF, DZ, BZ: The course is considered unsuccessful. The DZ grade is equivalent to an FF grade point average.

(4) Explanatory special letter grades:

a) BI: Given for courses that have been successfully completed but do not contribute to the grade point average.

b) BZ: Given for courses that have been failed but do not contribute to the grade point average.

c) M: Given for courses exempted under Article 29.

d) W: Indicates that the student withdrew from the course within the academic calendar period.

e) E: Used temporarily for courses for which the grade has not yet been entered or the evaluation process has not been completed. If not converted within the specified time, it is considered FF.

(5) The conversion of university letter grades to ECTS grades and ECTS grades to university letter grades is carried out in accordance with the principles determined by the Senate.

Calculation of grade point averages

ARTICLE 41 – (1) GNO is calculated by multiplying the numerical success grades (from AA to FF, including FF) of the courses taken by the student from the first semester onwards by the ECTS credit values of these courses, adding these totals, and dividing this total by the total ECTS credits of the courses included in the average.

(2) The YNO is calculated by multiplying the numerical success grades of the courses taken by the student in any semester by the ECTS credit values of these courses, summing these values, and dividing the total by the sum of the ECTS credits of the courses included in the average.

(3) In calculating grade averages, calculations are performed to three decimal places, and the display is rounded to two decimal places. In rounding, if the third decimal place is 0-4, it is rounded down, and if it is 5-9, it is rounded up.

CHAPTER SIX

Principles Regarding the Awarding of Transcripts, Graduation Certificates, Diplomas, Diploma Supplements, and Associate Degree Diplomas to Undergraduate Students

Transcripts

ARTICLE 42– (1) The success grades of the courses taken by the student during his/her education are recorded on the transcript according to the distribution of the courses among the semesters in the course program.

Graduation, diploma and diploma supplement

ARTICLE 43 – (1) Students are eligible to graduate if they successfully complete all courses and practical training (vocational training in business administration, internship) in their registered curriculum, meet the minimum ECTS credit requirements, and achieve a GPA of at least 2.00 out of 4.00. The relevant directives adopted by the Senate apply to the graduation of double-major program students.

(2) Students who have successfully completed all courses and reached graduation status but still have a GPA below 2.00 are granted a one-time GPA raising exam for a maximum of two courses they have previously taken to enable them to raise their GPA to 2.00. This exam right may be exercised by students who are able to raise their GPA to 2.00 by participating in the exams offered at the end of each semester. Students who fail to raise

their GPA to 2.00 by exercising this exam right are subject to the provisions of the fourth paragraph of Article 25.

(3) Students who meet the graduation requirements but want to continue their education by taking courses to increase their general grade point average will be given the opportunity to repeat the courses they have previously passed, provided that they do not exceed the maximum study period, provided that they apply in writing to the relevant dean's office and directorate within fifteen working days from the date of the end-of-semester exams..

(4) Students may graduate earlier than their normal study period by taking upper-division courses, exempting certain courses, taking summer classes, and similar programs within the framework of these Regulations.

(5) Graduating students receive a diploma supplement and transcript in English along with their diplomas.

(6) Students with a GPA of 3.00-3.49 graduate as honours students, while those with a GPA of 3.50 or above graduate as high honours students. These students receive a special document stating their status with their diplomas. Honors or high honours certificates will not be issued for students who have received disciplinary action.

(7) The principles regarding the conduct of graduation procedures and the issuance of diplomas, diploma supplements, and other graduation-related documents are determined by the Senate.

Granting associate degree diplomas to undergraduate students

ARTICLE 44 – (1) For those who cannot complete their undergraduate degree program, the acquisition of an associate degree or their adaptation to a vocational school is carried out in accordance with the provisions of the Regulation on the Obtaining of an Associate Degree or Adaptation to a Vocational School by Those Who Have Not or Cannot Complete Their Undergraduate Studies, published in the Official Gazette dated March 18, 1989 and numbered 20112. The principles for obtaining an associate degree or adaptation to a vocational school are as follows:

a) Students who successfully complete all courses in at least the first four semesters of an undergraduate program and who meet the graduation requirements for an associate degree program may be awarded an associate degree in the program they are enrolled in. Applications for an associate degree are not time-limited.

b) Students who successfully complete all courses in at least four semesters of an undergraduate program or at least sixty percent of the total credits of that undergraduate program may be adapted to similar and appropriate programs at a vocational school, provided they apply. Students are considered vocational school graduates by taking the courses assigned to them in the semesters they are assigned to vocational schools, completing the required courses, and achieving success in these courses. The selection of these students' educational programs, their success levels, their orientation, and the determination of the courses they will take are determined by the relevant administrative board.

CHAPTER SEVEN

Freezing Registration, Deregistration, and Disenrollment

Freezing registration

ARTICLE 45 – (1) Students may request to freeze their registration for justified and valid reasons, such as health, military service, financial reasons, natural disasters, family, personal reasons, studying abroad, or similar reasons, provided that they document their

situation within the maximum period of study and on the dates specified in the academic calendar.

(2) Students may freeze their registration for a maximum of two semesters in associate degree programs and four semesters in undergraduate programs, subject to the decision of the relevant administrative boards. In cases of necessity, these periods may be extended by decision of the University Executive Board. These periods do not count towards the maximum period of study.

(3) The principles regarding tuition fees for students wishing to freeze their registration are determined by the regulations.

Deregistration

ARTICLE 46 – (1) Students may request to withdraw their registration through the EÖBS system if they wish. The withdrawal process is completed upon system approval by the relevant units. The documents provided by the student during registration may be given to the student personally or to another person designated by them through a notary public power of attorney.

(2) Students wishing to withdraw their registration must have paid the tuition fee for the semester/year prior to the application for withdrawal.

(3) Students who withdraw their registration lose all student rights at the University and cannot enrol in the program from which they withdrew their registration until they are re-accepted by ÖSYM (Student Selection and Placement Centre) to complete their studies.

Disenrollment

ARTICLE 47 – (1) In the following circumstances, the University Board of Directors may decide to terminate a student's affiliation with the University:

a) Students who fail to renew their registration for four consecutive years in undergraduate and associate degree programmes within the maximum period of study may have their affiliation terminated by decision of the University Board of Directors and with the approval of the Council of Higher Education (YÖK).

b) The affiliation of a student who has been expelled from a higher education institution in accordance with the provisions of the Higher Education Law No. 2547 shall be terminated.

CHAPTER EIGHT

Miscellaneous and Final Provisions

Scholarships

ARTICLE 48 – (1) The scholarship provided to students placed by ÖSYM with scholarships is non-refundable. This scholarship continues throughout the normal period of study, including the compulsory English preparatory program, and covers only tuition fees. The situation of scholarship students who cannot complete their studies within the normal period of study is managed in accordance with the relevant regulations.

(2) Scholarships apply to domestic tuition fees and do not cover special conditions that may arise under the University's agreements with international institutions.

(3) Scholarships to be provided to students other than those placed by ÖSYM with scholarships, and the matters regarding their eligibility for these scholarships, are determined by the Board of Trustees.

Disciplinary actions

ARTICLE 49 – (1) Disciplinary procedures for students are carried out in accordance with the provisions of Law No. 2547.

Notices

ARTICLE 50 – (1) All notifications and communications to students shall be made using one or more of the following methods, depending on the nature of the notification:

- a) By sending it to the postal address provided by the student during registration,
- b) By sending it to the institutional e-mail address assigned by the University,
- c) By posting it on the EÖBS,
- ç) By posting it on the websites or notice boards of the relevant academic or administrative units.

(2) Notification made by any of these methods shall be deemed to have been properly served on the relevant student.

(3) The student is obligated to notify the University of any changes in their contact information. The University shall not be held responsible for the failure of notification to reach the student due to the student's failure to fulfil this obligation.

Cases without any provisions

ARTICLE 51 – (1) In cases not covered by this Regulation, the provisions of Law No. 2547, the Regulation on Foundations of Higher Education Institutions published in the Official Gazette dated 31/12/2005 and numbered 26040, and other relevant legislation, as well as the decisions of the Council of Higher Education (YÖK), the Senate, and the University Management Board shall apply.

Repealed regulation

ARTICLE 52 – With the publication of this Regulation, the Beykoz University Undergraduate and Associate Degree Education and Teaching Regulation of Beykoz University, published in the Official Gazette dated 06.02.2023 and numbered 32096, and the amendments published in the Official Gazette dated 30.09.2024 and numbered 32678, respectively, are hereby repealed.

Enforcement

ARTICLE 53 – (1) This Regulation shall enter into force on the date of its publication, effective from the beginning of the 2025-2026 academic year.

Implementation

ARTICLE 54 – (1) The provisions of this Regulation shall be implemented by the Rector of Beykoz University.