

From Beykoz University:

BEYKOZ UNIVERSITY
ASSOCIATE DEGREE AND UNDERGRADUATE DEGREE EDUCATION
AND EXAM REGULATIONS

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CHAPTER ONE
Preliminary Provisions

Goal

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

Scope

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

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 phrases used in this regulation are explained below:

- a) Academic unit: Institutes, faculties, colleges or vocational schools affiliated with Beykoz University.,
- b) ECTS: European Credit Transfer System based on workload,
- c) Double major program: A program that allows students who meet the success requirement and other conditions to take courses from two diploma programs at the University simultaneously and receive two separate diplomas,
- ç) Advisory Board: Boards established by the Senate on the basis of the University, faculty/college/vocational school and/or department/programs.,
- d) Diploma supplement: A document given in addition to a higher education diploma, with the aim of reinforcing international transparency and ensuring the academic and professional recognition of the competencies and skills acquired and the documents expressing these such as diplomas, degrees, and certificates.,
- e) EÖBS: Beykoz University Education Information System,
- f) Faculty: Faculties of Beykoz University,
- g) GPA: General grade point average for all semesters,
- ğ) Vocational training in business: Applied training that enables students to gain professional knowledge and skills by taking part in practices in businesses related to the higher education program they study and is carried out during the full-time education period in accordance with the academic calendar of the University.,
- h) Vocational school: Vocational schools affiliated with Beykoz University,
- ı) Board of Trustees: Beykoz University Board of Trustees,
- i) Absolute grading system: A grading method in which students' success levels are determined based on predetermined criteria for the relevant course and without taking into account the success of other students,
- j) Student Affairs Directorate: Beykoz University Student Affairs Directorate,

- k) ÖSYM: Assessment, Selection and Placement Centre,
- l) Program: Beykoz University associate degree and undergraduate diploma programs,
- m) Rector: Rector of Beykoz University,
- n) Senate: Beykoz University Senate,
- o) TYYÇ: Turkish Higher Education Qualifications Framework
- ö) University: Beykoz University,
- p) p) University Board of Directors: Beykoz University Board of Directors,
- r) r) Minor program: A program that allows students enrolled in a diploma program to obtain a document (minor certificate) that does not replace a diploma, by taking a limited number of courses on a specific subject within the scope of another diploma program within the University, provided that they meet the required conditions.,
- s) YNO: Semester grade point average,
- ş) YÖK: Council of Higher Education,
- t) Board of Directors: The board of directors of academic units affiliated with Beykoz University,
- u) College: Colleges 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, colleges and vocational schools affiliated with the university is determined by the Council of Higher Education upon the recommendation of the Senate and the decision 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.

Transfer students

ARTICLE 8- (1) Admission and registration of students from domestic or international higher education institutions to the University's undergraduate or associate degree departments or programs through horizontal transfer are carried out in accordance with the provisions of the Regulation on the Principles of 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 19/2/2002 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, as well as relevant legislative provisions. 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 Student

ARTICLE 13- (1) The admission and registration procedures of students enrolled in a higher education institution in Turkey or abroad and allowed to take courses from the University 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, as well as the principles determined by the Senate.

Guest student

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 Regarding Education

Education periods and total credits

ARTICLE 15- (1) The undergraduate programs 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 programs is two academic years, with a total credit amount of 120 ECTS credits depending on student workload. The normal duration of study for undergraduate programs is four academic years, with a total credit amount of 240 ECTS credits depending on student workload.

(2) The normal duration of study for associate degree programs of vocational schools is two academic years, with a total credit amount of 120 ECTS credits depending on student workload.

(3) The maximum duration of study for associate degree programs is four academic years, regardless of whether the student is registered or not, and the maximum duration of study for undergraduate programs is seven academic years. The provisions of Law No. 2547 apply to students who fail to successfully complete their education and training within the maximum period.

(4) Students may study in a compulsory or optional English preparatory program, depending on the requirements of the program in which they are registered. In the foreign languages department, the normal duration of study for students studying in the compulsory English preparatory program is one year, and the maximum duration is two years. For students who fail to pass the maximum period, the provisions of Law No. 2547 apply. The maximum duration of study for students studying in the optional English preparatory program is one year. These periods are in addition to the normal and maximum durations of study specified in the first, second, and third paragraphs of the programs. Matters related to compulsory or optional foreign language preparatory programs are governed by the principles determined by the Senate.

(5) For students who enrol in equivalent programs through horizontal transfer within or outside the university, the duration spent in the previous program is included in the maximum duration of study.

(6) The maximum duration of study for students who transfer to a program different from their current program based on their central placement score is calculated by subtracting the duration of the year or semester in which they were transferred from the maximum duration of the program after their adaptation to the program they transferred to. (7) For students who enrol in the University's undergraduate programs through the vertical transfer exam, the two-year standard duration of the associate degree program they graduated from will be included in the maximum study period of the undergraduate programs they transferred to.

(8) For students studying at another higher education institution within the framework of national and international exchange programs, the study period spent at these higher education institutions will be included in the maximum study period.

(9) For students suspended from the university, the period spent in suspension will be counted towards the study period.

(10) The period of suspension of enrolment will not be included in the maximum study period.

(11) Students who have paid their tuition fees but have not completed the course selection process will not be eligible for student rights in that semester. The time spent in the relevant semester will be counted towards the normal and maximum study period.

Language of instruction

ARTICLE 16- (1) The language of instruction at the University is Turkish. Upon the recommendation of the Senate, the decision of the Board of Trustees, and the approval of the Council of Higher Education, some of the University's educational programs may be taught 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 fourteen weeks long (seventy working days), excluding final exams. In cases of necessity, 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 open a seven-week summer term. Summer term shall be conducted in accordance with the principles established by the Council of Higher Education and the principles determined by the Senate.

(3) The academic calendar covers the periods related to student admission and registration to educational programs, education, examinations, and similar activities. It is determined and announced by the Senate during the previous academic year. In cases of necessity, the Senate may make changes to the academic calendar.

Education and course programs

ARTICLE 18- (1) Education at the university is conducted on a course-by-course basis. Course schedules are finalized throughout the academic year based on the recommendations of the relevant department and program boards, the opinions of relevant advisory boards and

stakeholders, the approval of the faculty, college, or vocational school boards, and the decision of the Senate.

(2) The university's course schedules are designed and updated based on the university's institutional learning outcomes, program characteristics, and a student-centred learning approach. These standards take into account the fifth-level qualification definitions of the TYYÇ for associate degree programs, the sixth-level qualification definitions for undergraduate programs, and the TYYÇ Basic Field Qualification definitions and credit ranges. These clearly state the knowledge, skills, and competencies that students are expected to acquire upon successful completion of the relevant program. (3) The program design is carried out in line with the aims and objectives of the relevant program, in line with the program objectives, courses and laboratories, assignments, projects, practical applications, workshops, internships, seminars, clinical studies, theses, technical trips, and other similar learning activities, including their content and learning outcomes, teaching, learning, measurement, and evaluation methods and approaches, and student workload. This is calculated based on 30 ECTS credits for each academic semester.

(4) Courses included in the curriculum include in-class and out-of-class learning and practical activities within the main categories of core field courses, vocational field and specialization courses, competency courses, and practical training (vocational training in business, internships). Courses are divided into two groups: compulsory and elective. Some courses are considered prerequisites by the decision of the relevant boards. Each student is required to take the compulsory courses of the program in which they are registered, as well as the type and number of elective courses specified in the curriculum.

(5) The credits for courses included in the curriculum are determined based on the maximum 45 hours a student can devote per week to educational activities. In this context, 1 ECTS credit is calculated to correspond to 25.5 hours of student workload.

(6) The descriptions of all courses and other learning activities included in the curriculum are prepared in accordance with the standard format established within the EÖBS (Education and Training Information System). The descriptions clearly state the basic characteristics of the course, teaching methods, learning outcomes, workload, and the relationship between ECTS and the formal education program.

(7) Certain courses included in formal education programs, as deemed appropriate by the Senate, may be offered entirely or partially through distance learning, in accordance with the principles determined by the Senate and within the framework of the principles determined by the Council of Higher Education.

Quality assurance

ARTICLE 19- (1) Internal and external quality assurance practices and other related issues for the continuous improvement of the university's education and training programs in accordance with national and international standards are determined by the Senate in line with the relevant legislative provisions and the University's institutional quality policies.

Student workload and course taking conditions

ARTICLE 20- (1) A student may take courses worth 30 ECTS credits in a semester, with a maximum of 42 ECTS credits.

(2) Students may take courses worth 30 ECTS credits from the previous semester, with the approval of their advisor, under the following conditions:

a) In the first semester, they may take courses worth 42 ECTS credits in place of courses from which they are exempt, provided that their normal workload is not exceeded.

b) Starting in the second semester, they may take courses worth 42 ECTS credits based on their cumulative grade point average (GPA) as of the end of the semester. In this context, based on a 4.00 scale, the following criteria are applied;

1) Students with a GPA below 2.29 may take a maximum of 30 ECTS credits;

- 2) Students with a GPA between 2.30 and 2.99 may take a maximum of 36 ECTS credits;
- 3) 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 graduation status is defined as a student who has not failed any courses from previous semesters and is eligible to graduate by completing their program without exceeding a maximum of 42 ECTS credits with the courses they will take in the relevant semester.

(4) The total course credits students enrolled in double major or minor programs can take in a semester, including the major and second major/minor programs, cannot exceed a maximum of 42 ECTS credits.

Academic advising

ARTICLE 21- (1) An academic advisor is a faculty member who monitors a student's academic progress and success throughout the program in which they are enrolled, and who guides and directs them in the required and elective courses they must take within the relevant curriculum and in other academic matters.

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

Course registration

ARTICLE 22- (1) Students who pay their tuition at the beginning of each academic year/semester must select their courses for that semester via the EÖBS system, on the dates specified in the academic calendar and within the framework of the conditions specified in Article 20, throughout their maximum academic year. They must register for their courses with the approval of their advisors.

(2) Students who are currently enrolled in the compulsory English preparatory program in the foreign languages department and who have met the English language proficiency requirements by the end of the fall semester, as well as students enrolled in the optional English preparatory program, may, if they choose, register for courses offered in the spring semester of their program of study if they choose to withdraw from the preparatory program.

(3) Students who successfully complete the compulsory English preparatory program in the foreign languages department and those participating in the optional English preparatory program may, if they wish, take courses from the first year of their registered program during the summer semester following the preparatory program.

Adding and dropping courses

ARTICLE 23- (1) Students can add and drop courses through EÖBS on the dates specified in the academic calendar, in lieu of the courses they are registered for, under the conditions specified in Article 20.

Withdrawal from the course

ARTICLE 24- (1) Students may withdraw from a course they are registered for after the add/drop period ends, with the approval of their advisor and the decision of the relevant administrative board, until the withdrawal deadline specified in the academic calendar. Students who withdraw from a course will receive a grade of "W."

(2) No refunds will be issued for withdrawals.

(3) Withdrawals cannot reduce the number of courses registered for a student in a semester to less than two.

(4) Students may not select another course in the same semester in place of the course they withdrew from.

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

Course repetition

ARTICLE 25- (1) Students with a semester letter grade of DZ, FF, FD, BZ, or W in a

course 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 the course the student failed is removed from the curriculum due to changes in academic programs, they will take the course(s) matched with the failed course, provided that the credits are not less than the credits of the failed course, as determined by the relevant board.

(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 will be 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 and non-practical courses, and 80% for practical courses (projects, workshops, project-focused courses, laboratories, kitchens, and similar) and compulsory English preparatory program courses.

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

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

b) Students who participate in scientific, cultural, artistic, or sporting events, whether domestic or international, representing the university and/or Turkey, and are officially approved to participate in these events, are not considered absent during this period. However, this exemption cannot exceed 50% of the total time 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 course attendance requirement cannot take the final exam for the relevant course.

(4) Students who meet the attendance requirement but fail the course must only fulfil the mid-term and end-of-semester assessment and evaluation requirements if they retake the course.

(5) If a course previously failed by a student is removed from the curriculum due to changes in the curriculum and replaced by an equivalent course in 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.

Practical training

ARTICLE 27- (1) Practical training at the university (vocational training in business administration and internships) is mandatory for all associate and undergraduate programs. The duration and principles of practical training are regulated and implemented according to principles determined by the Senate, taking into account the needs of the relevant programs.

Tuition fee

ARTICLE 28- (1) Education at the university is subject to fees.

(2) Tuition fees and payment methods are determined and announced each year by the Board of Trustees for students who are currently studying and for new enrollees.

(3) Taking into account the year of registration at the University, students who cannot complete their registered program within the normal period of study shall pay the tuition fee per credit determined by the Board of Trustees for that year for the courses they will take. If the total tuition fee for the courses they will take exceeds the current year's tuition fee, the current

year's tuition fee will apply.

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

(5) Students who register or renew their registration after paying their tuition fee will be subject to the provisions of the relevant directive if they leave or are dismissed from the University for any reason.

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

(7) Tuition fees paid by students who are suspended from the University pursuant to Article 54 of Law No. 2547 will not be refunded.

(8) Students who fail to pay their tuition fee within the deadlines specified in the academic calendar will not be registered or renewed. These students will not benefit from student rights.

CHAPTER FOUR

Recognition of Prior Learning, Course Exemption and

Adaptation,

Recognition of prior learning, course exemptions and adaptation

ARTICLE 29- (1) Students who have successfully completed courses previously taken at another higher education institution may be exempted from equivalent courses in the newly admitted program by decision of the relevant board of directors.

(2) For students admitted to programs within the university, the learning outcomes acquired outside higher education institutions, related to the learning outcomes of the program to which they were admitted, may be linked to the learning outcomes and credits of the courses within the relevant program. Students who document these achievements and their acquisition processes may be exempted by decision of the relevant board of directors, provided that they also pass the exams administered for the courses to which their achievements are associated.

(3) Students who have graduated from secondary schools implementing the International Baccalaureate (IB) Diploma Program and are enrolled in the university may request exemption from relevant courses if the content of the courses they took during their high school education aligns with the content of the undergraduate or associate degree program they are enrolled in. Exemption requests are evaluated by the relevant academic unit's board of directors after comparing the course content. Exemptions may be granted for appropriate courses. (4) Within the scope of recognition of prior learning and course exemptions, the Senate may decide to hold exemption exams for common courses included in the curriculum on the dates specified in the academic calendar.

(5) For recognitions and exemptions other than those specified in the third paragraph, the success grades for the exempted courses are converted to letter grades, and these grades are included in the cumulative grade point average calculation. For recognitions and exemptions under the third paragraph, the exempted course is assigned an M (Exempt) grade, and these grades are not included in the cumulative grade point average calculation.

(6) The relevant administrative board determines the class to which a student who transfers from another higher education institution to an equivalent program of the University will be assigned, taking into account the length of study the student has spent at their previous institution.

(7) The relevant administrative board determines the class to which students who transfer from another higher education institution to a different program of the University, as well as students who have graduated from or been dismissed from another higher education institution and placed in any program of the University, taking into account the courses and credits the student has taken and passed in their previous program. (8) Students placed or transferred to a university must fulfil the attendance requirements for courses they took at another higher education institution and from which they were not exempt.

(9) Students who are exempted from courses and adapted are required to be enrolled in at

least one semester in associate degree programs and two semesters in undergraduate programs at the University to be eligible for graduation.

(10) Recognition of prior learning, course exemptions, and adaptation procedures are conducted in accordance with the principles determined 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 teaching the courses.

(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 teaching the course in accordance with the format specified in the University's EÖBS (Educational Information System) 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 courses that do not require midterm and/or final exams (projects, design courses, graduation projects, and similar activities), which are determined by the relevant academic unit and finalized by Senate decision, at least three assessment activities are required during the semester, one of which is a mandatory midterm and one 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 be held on Saturdays and Sundays by decision of the University Executive Board. In cases of necessity, exam dates may be changed by decision of the Rectorate.

(6) A maximum of three courses from the courses specified for each semester in the course schedules may be examined on a single day, and a maximum of four courses for students repeating a course may be examined.

(7) Except for exams for practical courses conducted at the workplace, no exams may be held outside University premises. (8) Exams are administered in accordance with the examination procedures established and announced by the relevant academic units. Students are required to adhere to the exam order administered by the instructor in charge of the exam hall and exam venue. Students who, for whatever reason or excuse, fail to comply with the exam order, delay the establishment of the exam order, 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.

Mid-term exams

ARTICLE 32- (1) Midterm exams are administered each semester, within the timeframe specified in the academic calendar, for courses offered and included in that semester's curriculum, along with other midterm assessment activities, such as quizzes, projects, homework assignments, and other assessments, at times deemed appropriate by the instructor. Midterm exams consist of at least two separate assessments, one of which is a midterm exam.

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

End-of-semester exams

ARTICLE 33- (1) End-of-semester exams are exams administered each academic semester within the timeframe specified in the semester curriculum and academic calendar. They include both final and make-up exams.

(2) To take end-of-semester exams, students must meet the attendance requirements for the relevant courses.

(3) Students are required to earn at least 50 (fifty) points on the end-of-semester exams. Students who fail to achieve this score are considered to have failed the relevant course.

(4) Make-up exams are not administered for end-of-semester exams. Students who fail to take the end-of-semester exam are evaluated by taking the make-up exam for the relevant course.

(5) At the end of the fall and spring semesters, make-up exams are administered for courses with end-of-semester (final) exams. No make-up exams are administered for end-of-semester (final) exams.

Single course exam

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

(2) The single-course exam is administered 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 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 students participating in a summer education program at another higher education institution who were unable to take the single-course exam have only one course remaining for graduation, these students may be granted an additional single-course exam by decision of the Senate. (4) Semester-based work is not taken into account in the evaluation of single-course exam success. A minimum grade of CC is required to pass the exam.

(5) The single-course exam success 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 without taking the course.

(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 exam

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 administered for midterm exams; they

are not administered 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 business days of the end of the excuse. 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 that prevents 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 Senate may decide to hold exemption exams for certain courses in the curriculum on the dates specified in the academic calendar. Students who successfully participate in these exams are exempted from the relevant courses. Their grades for the exempted courses are converted to letter grades, and these grades are included in the cumulative grade point average.

Supplementary (Additional) exam

ARTICLE 37- (1) For senior students who cannot meet the graduation requirements at the end of their maximum education period, the right to take additional exams in order to graduate is applied within the framework of 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.

(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 practical 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.

Calculation of success grade

ARTICLE 39- (1) The final grade is calculated by calculating the proportional contribution of the scores obtained from the mid-term studies and the mid-term/final exam to measure a student's overall academic performance in a course. In this context, the contribution to the final grade represents the weight of the relevant educational activity (mid-term studies or the mid-term/final exam) on the final grade. Accordingly:

a) In formal education programs, the contribution of mid-term studies to the final grade is 50%, and the contribution of the mid-term/final exam is 50%.

b) In distance education programs, the contribution of mid-term studies to the final grade is 40%, and the contribution of the mid-term/final exam is 60%.

(2) The total score calculated according to the determined evaluation ratios is converted into a letter grade according to the table below:

Score Range	Letter Grade	Numerical Equivalent	Meaning
90-100	AA	4.00	Excellent
80-89	BA	3.50	Very Good
73-79	BB	3.00	Good
66-72	CB	2.50	Fair
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	-	Withdrawal
-	E	-	No grade entered

(2) The meanings of letter grades are stated below:

a) AA, BA, BB, CB, CC, DC, BI, M: The student has passed the course.

b) FD, FF, DZ, BZ: The student has failed the course. DZ grade is equivalent to FF on the average.

(3) Explanation of other letter grades are as follows:

a) BI: Course completed successfully but not included in the GPA calculation

b) BZ: Course failed but not included in the GPA calculation.

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

ç) W: Given in cases where the student withdraws from the course within the academic calendar period.

d) E: Used temporarily for courses for which no grade has been entered yet or for which the evaluation process has not been completed. If the grade is not changed within the specified time, it will be considered FF.

(4) The conversion of University letter grades into their equivalents in the 4-point system and the conversion of the 4-point system grades into University letter grades is done in accordance with the principles determined by the Senate.

Calculating grade point averages

ARTICLE 40- (1) GPA is calculated by multiplying the numerical success grades (from AA to FF, including FF) of the courses taken by the student since the first semester by the ECTS credit values of these courses, and dividing this total by the total ECTS credits of the courses included in the average.

(2) GPA is calculated by multiplying the numerical grades of the courses taken by a student for any semester by the ECTS credit values of these courses, then dividing this total by the total ECTS credits of the courses included in the grade point average.

(3) In calculating grade point averages, three decimal places are used, and the representation is made to two decimal places. The third decimal place is rounded. If the third decimal place is 0-4, rounding down is applied, and if the third decimal place is 5-9, rounding up is applied.

Objection to exam grades

ARTICLE 41- (1) Grades for midterm exams, final exams, make-up exams, single-course exams, exemptions, supplementary exams, and similar exams are announced by the instructor via the EÖBS.

(2) In the event of an objection to midterm exams, final exams, make-up exams, single-course exams, exemptions, supplementary exams, and other exams of this nature, the instructor of the course will re-examine the grade of the contested exam based on any material errors and report the results in writing to the relevant Dean's Office or Directorate within three business days.

(3) If the objection results in a grade change, the objection will be decided by the relevant administrative board. The Board's decision will be forwarded to the Student Affairs Directorate for a grade change.

(4) In cases where there is no grade change, the relevant academic unit will notify the student directly.

(5) If the instructor does not change the exam grade and the student wishes to continue the appeal, they will notify the relevant Dean's Office or Directorate in writing within three business days. A three-person committee, one of whom will be the instructor teaching the course, will be formed. The academic title of the commission member must be equal to or higher than the academic title of the faculty member whose grade is being appealed.

(6) The commission reviews the exam paper and makes its decision within five business days. The commission's recommendation is finalized by the decision of the board of directors, and the student is notified of the result in writing.

(7) Objections to quizzes, homework assignments, and similar mid-term assessments are evaluated by the course instructor.

(8) Objections not submitted within the above-mentioned timeframes will not be processed.

CHAPTER SIX

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

Grade status document

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. Students who are able to raise their GPA to 2.00 by participating in the final exams held at the end of each semester may exercise this exam right. Students who fail to raise their GPA to 2.00 by exercising their GPA right are subject to the provisions of the fourth paragraph of Article 25.

(3) Students who meet graduation requirements but wish to continue their education by taking courses to increase their GPA will be given the opportunity to repeat the courses they have previously completed, provided that they do not exceed the maximum study period, provided they submit a written application to the relevant dean's office or directorate within fifteen working days of the date the final exams are announced.

(4) Students may graduate by fulfilling graduation requirements earlier than their normal study period by taking upper-division courses, exempting certain courses, taking courses during summer school, or similar practices within the framework of the provisions of this Regulation.

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

(6) Those 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 are given a special document detailing 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 execution of graduation-related processes and the preparation of diplomas, diploma supplements and other documents related to graduation are determined by the Senate.

Granting associate degree diplomas to undergraduate students

ARTICLE 44- (1) Those who cannot complete their undergraduate degree program are required to obtain an associate degree or to be transferred to a vocational school in accordance with the provisions of the Regulation on the Obtaining of Associate Degrees or Transfer to Vocational Schools 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 transferring 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 granted 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 transferred to similar and appropriate programs at a vocational school upon application. 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

Leave of Absence, Cancellation of Enrolment

(Withdrawal from University) and Disenrollment

Leave of Absence

ARTICLE 45- (1) Students may request a leave of absence within their maximum period

of study and on the dates specified in the academic calendar, provided that they document their situation. Valid and legitimate reasons include health, military service, financial difficulties, natural disasters, family or personal issues, education abroad, and similar justified grounds.

(2) With the decision of the relevant administrative board of the program in which they are enrolled, students may take a leave of absence for up to two semesters in associate degree programs and four semesters in undergraduate programs. In compulsory cases, these periods may be extended by the decision of the University Administrative Board. Periods of leave are not counted toward the maximum period of study.

(3) The principles regarding tuition fees for students requesting a leave of absence are determined by directive.

Enrolment Cancellation

ARTICLE 46- (1) Students may request enrolment cancellation through EÖBS (Student Information System) if they wish. The cancellation process is completed once it is approved in the system by the relevant units. The documents submitted by the student at the time of registration may be handed back to the student personally or to another person authorized through a notarized power of attorney.

(2) Students requesting enrolment cancellation must have paid the tuition fees for the semester/year prior to the semester/year in which the cancellation request is submitted.

(3) Students who cancel their enrolment lose all student rights at the University and cannot re-enrol in the program from which they withdrew unless they are re-admitted through ÖSYM.

Disenrollment

ARTICLE 47- (1) A student may be disenrolled from the University by decision of the University Administrative Board under the following circumstances.

a) Students who fail to renew their registration for four consecutive years within the maximum period of study in undergraduate or associate degree programs may be disenrolled upon the decision of the University Administrative Board and the approval of YÖK.

b) A student who receives the penalty of expulsion from a higher education institution in accordance with the provisions of Law No. 2547 shall be disenrolled.

CHAPTER EIGHT

Miscellaneous and Final Provisions

Scholarships

ARTICLE 48- (1) Scholarships provided to students placed through ÖSYM with a scholarship are non-refundable. These scholarships continue throughout the normal duration of study, including the compulsory English preparatory program, and cover only tuition fees. Students who fail to complete their studies within the normal period are subject to the relevant directive provisions.

(2) Scholarships apply to domestic tuition fees and do not cover special conditions that may arise from agreements made with institutions abroad.

(3) Scholarships other than those granted through ÖSYM placement and the conditions under which students may benefit from them are determined by the Board of Trustees.

Disciplinary Procedures

ARTICLE 49- (1) Disciplinary procedures for students are carried out in accordance with Article 54 of Law No. 2547 and other relevant legislation.

Notifications

ARTICLE 50- (1) Any notifications or announcements to students may be made through one or more of the following methods, depending on the nature of the notification;

- a) Sent to the postal address declared by the student at registration,
- b) Sent to the institutional e-mail address assigned by the University,
- c) Announced via the EÖBS,

ç) Announced on the websites or bulletin boards of the relevant academic or administrative units.

(2) Notifications made through any of these methods are deemed to have been duly delivered to the student.

(3) Students are responsible for informing the University of any changes to their contact information. The University cannot be held liable if a notification does not reach the student due to failure to fulfil this obligation.

Cases not provided for

ARTICLE 51- (1) In cases not covered by this Regulation, the provisions of Law No. 2547, the Regulation on Foundation Higher Education Institutions published in the Official Gazette dated 31/12/2005 and numbered 26040, other relevant legislation, and YÖK decisions shall apply.

Repealed regulation

ARTICLE 52- (1) The Beykoz University Undergraduate and Associate Degree Education and Training Regulation published in the Official Gazette dated 1/4/2018 and numbered 30378 has been repealed.

Entry into force

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

Execution

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