

**REPUBLIC OF TURKEY**  
**ÖMER HALİSDEMİR UNIVERSITY REGULATIONS ON EDUCATION AND EXAM**  
**PROCEDURES IN ASSOCIATE AND BACHELOR'S DEGREE**

**PART ONE**

**Purpose, Scope, Basis and Definition**

**Purpose and Scope**

**Article 1** — The purpose of this regulation is to regulate the rules and principles for registration-acceptance, education-training and testing processes applied in the associate and bachelor's degree programs in the faculties, schools and vocational schools of Ömer Halisdemir University.

**Basis**

**Article 2** — This regulation was prepared on the basis of Article 14 and third paragraph of Article 44 of Higher Education Law No. 2547.

**Definitions**

**Article 3** — In this regulation, the following terms will refer to the definitions given herein:

University: Ömer Halisdemir University,

Rector and Rectorate: Rector and Rectorate of Ömer Halisdemir University,

Faculty: Faculties of Ömer Halisdemir University,

School: Schools and Vocational Schools of Ömer Halisdemir University,

Relevant Committee: Faculty Committee at Faculties, School Committee at Schools,

Relevant Administrative Board: Faculty's Administrative Board at the Faculties, School's Administrative Board at Schools,

Senate: Senate of Ömer Halisdemir University,

Curriculum: The syllabus that consists of theoretical courses and/or their practices (seminary, workshop, laboratory, clinic practices, field practices, school practices, internship, etc.) that should be successfully achieved for being awarded the diploma,

Academic year (education-training year): The period that consists of two semesters, "Fall Semester" and "Spring Semester", and each semester; minimum fourteen weeks excluding the periods of registration, registration renewal and final exams, and bank holidays,

Academic calendar: The calendar that indicates the dates of education-training studies, final exams and exams of single course that shall be performed during the academic year,

Final exam: Exams held at the end of semester or at the end of year,

Midterm exam: Exams held during the semester or year, while the courses still continue,

Theoretical course: Transfer of information to the group of students,

Practical course: Problem solving, sketch-drawing, assignment, project, workshop, laboratory, professional practices, clinic and polyclinic practices, field studies, etc. carried out in accordance with the characteristics of the course and scientific field<sup>1</sup>,

---

<sup>1</sup> Amendment in the Official Gazette No. 27675 of August 17<sup>th</sup>, 2010

Seminary course: A study prepared and presented on a subject included in the curriculum and developed through discussion,

Internship (professional internship): Work performed at the specified times and related places in accordance with the characteristics of curriculum with the aim of transferring the theoretical knowledge in the field to practice,

Compulsory courses: The course included in the curriculum and must be successfully completed by the students to be able to graduate,

Prerequisite course: The courses which are determined as per the resolution of relevant committees and require the students to meet the condition of passing or attending any one or more courses in former the former semester(s) to be able to enroll for them,

Common compulsory courses: “History of Ataturk’s Principles and Reforms”, “Turkish Language” and “Foreign Language” courses for the programs without foreign language preparatory class that are stated in Article 5 of Higher Education Law No. 2547, and the “Basic Information Technologies Usage” and “Basic Computer Sciences” courses determined by Higher Education Executive Committee<sup>2</sup>,

Minor program: The program that allows students to take a limited number of courses on a specific field within the scope of another diploma program at the University and to be awarded the minor program certificate but not considered as diploma, provided that the students registered to a diploma program meet the required conditions<sup>3</sup>

Double major program: The program that allows the student meeting the condition of success and other requirements to take courses from two diploma programs at the University and to be awarded two different diplomas<sup>4</sup>

Elective courses: Curriculum-related elective courses and optional elective courses,

- Curriculum-related elective courses: The courses which are included in the curriculum to which the student is registered, and which should be successfully completed after electing among specific courses or course groups that are suggested for graduation,

-Optional elective courses: The courses that are not included in the curriculum and are not compulsorily be taken for graduation; however, they may be taken optionally and after the approval of advisor with the aim of improving students’ knowledge, manners and general knowledge; they cannot replace the curriculum-related elective courses and should be successfully completed when taken,

YOK: The Council of Higher Education<sup>5</sup>,

MEB: Ministry of National Education<sup>6</sup>,

Relative evaluation system: The system that determines the average success grade which is based on the laboratory, assignment and etc. during the semester together with the grades of midterm and final exams, according to success levels of all students taking the course<sup>7</sup>,

Success grade for semester: The grade determined basing on the attendances to all courses and practices, field studies, applied studies, assignment, project, internship, workshop, seminary, laboratory and similar studies, and midterm exam<sup>8</sup>,

Credit: European Credit Transfer and Accumulation System (ECTS),<sup>9</sup>

---

<sup>2</sup> Amendment in the Official Gazette No. 28037 of August 26<sup>th</sup>, 2011

<sup>3</sup> Amendment in the Official Gazette No. 27675 of August 17<sup>th</sup>, 2010

<sup>4</sup> Amendment in the Official Gazette No. 27675 of August 17<sup>th</sup>, 2010

<sup>5</sup> Amendment in the Official Gazette No. 27675 of August 17<sup>th</sup>, 2010

<sup>6</sup> Amendment in the Official Gazette No. 27675 of August 17<sup>th</sup>, 2010

<sup>7</sup> Amendment in the Official Gazette No. 27675 of August 17<sup>th</sup>, 2010

<sup>8</sup> Amendment in the Official Gazette No. 27675 of August 17<sup>th</sup>, 2010

<sup>9</sup> Amendment in the Official Gazette No. 28037 of August 26<sup>th</sup>, 2011

Excuse Exam: After the general exams at the end of the semester or at the end of the year,<sup>10</sup>

## **PART TWO**

### **Student Enrollment-Admission Processes, Lateral and Vertical Transfers, Contribution and Tuition Fee, Student Counseling**

#### **Enrollment to University**

**Article 4** – The candidates who have been awarded the right to be the students of Ömer Halisdemir University faculties and higher education enrol in the period determined and announced by the Rectorate. The candidates who fail to complete definite registration within the declared period are deemed to have waived their student rights.

The documents required for registration are accepted as the original copy or university approved copy. The statement of the candidate regarding the military service and criminal record shall constitute the basis for the registration,<sup>11</sup>

Students who have a definite registration have to complete the procedures by taking courses in the education-training plan of the unit they have registered within the time notified in the academic calendar.<sup>12</sup>

#### **Renewal of the enrollment**

**Article 5** – The student renews his/her enrollment at the beginning of each semester within the period stated in the academic calendar through paying the contribution/tuition fee.

#### **Filling in the course registration form**

**Article 6** - The new enrolled student take all the courses at first and second semesters of the curriculum of the department they have enrolled. Other students first take the lessons they have to repeat. The weekly total credit of courses they can take cannot exceed 45 credits. For those who are enrolled in minor or double major program the courses that are not common with bachelor's degree main courses are outside the specified credit limits.

The student who renews course registration on the dates specified in the academic calendar may take new courses on the dates of add-drop with the approval of the advisor on condition that they do not exceed the maximum limit and drop courses except elective courses and repeat courses.

After the add-drop period, the students cannot take courses.

The students cannot attend and take the exams of the courses which they have not taken (registered) accordingly, if they take the exam of these courses, the exam will be cancelled.

The student is responsible for all registration renewals. The periods lost because of the failure are counted as the education period.<sup>13</sup>

#### **Taking course from upper semester**

**Article 7-** The students who do not have repeating courses and have 3.00 or higher academic average for the semesters completed may take courses (except for those prerequisite courses) from upper semester provided that they do not exceed the maximum workload. The conditions for taking

---

<sup>10</sup> Amendment in the Official Gazette No. 28386 of August 16<sup>th</sup>, 2012

<sup>11</sup> Amendment in the Official Gazette No. 28037 of August 26<sup>th</sup>, 2011

<sup>12</sup> Amendment in the Official Gazette No. 287675 of August 17<sup>th</sup>, 2010

<sup>13</sup> Amendment in the Official Gazette No. 27675 of August 17<sup>th</sup>, 2014

courses from upper semester shall not be applicable during the education of the students participating in the international exchange programs abroad.<sup>14</sup>

### **Lateral and vertical transfers**

**Article 8** — Lateral transfers within the University or from other universities to the departments of University are subject to provisions of Regulation on Transfer, Double Major, Minor and Credit Transfer between Programs in Associate Degree and Undergraduate Degree for Higher Education Institutions published in the Official Gazette No 27561 of 24/4/2010, and to the principles specified by the Senate. Lateral transfers are performed as per the provisions of Regulation on Transfer of Students from Vocational Schools and Open University Associate Degrees to Undergraduate Education published in the Official Gazette No. 24676 of 19/2/2002. Course exemption of the students placed through lateral transfers and orientation programs of admitted to associate degree through vertical transfers is carried out by the relevant administrative board. For the programs providing education in foreign language, the students should pass the foreign language exemption test to be carried out by the University or attend the foreign language preparatory class in order to start the associate degree programs or orientation program for associate degree. The students who were admitted through lateral transfer and were successful in the foreign language preparatory program at their previous universities may directly start their foreign associate degree programs on condition that they provide a corresponding document.<sup>15</sup>

### **Student identity card**

**Article 9** – A student identity card is issued by Registrar's Office to each student enrolled to the University. The identity card of the student renewing his/her enrollment is duly marked. This card is taken from the student dismissed or graduated from the University by the relevant academic department<sup>16</sup>

### **Contribution/tuition fee**

**Article 10** – The students are liable to pay the contribution/tuition fee in an amount determined in the relevant legislation for each academic year within the periods of enrollment and/or renewal of enrollment stated in the academic calendar. The student that does not meet such requirement cannot perform the processes of enrollment and/or renewal of enrollment.

### **Student Counseling**

**Article 11** – Head of each relevant department assigns a faculty member as the advisor of students who guide them in terms of educational-training works and university life during each academic year. Renewal of enrollment, course add-drop processes are subject to the approval of advisor. For an effective execution of counseling works, "student tracking file" is kept at each department.

## **PART THREE**

### **Principles Regarding Education-Training**

#### **Types of Education-Training**

**Article 12** – Formal education is provided at faculties and schools of the University as per the principles. However, evening education, distance education, information education, open education or extern education may be provided through the justifiable suggestions of relevant committees, resolution of Senate and approval of Council of Higher Education.

#### **Medium of instruction**

---

<sup>14</sup> Amendment in the Official Gazette No. 27675 of August 17<sup>th</sup>, 2010

<sup>15</sup> Amendment in the Official Gazette No. 28037 of August 26<sup>th</sup>, 2011

<sup>16</sup> Amendment in the Official Gazette No. 27675 of August 17<sup>th</sup>, 2010

**Article 13** – Medium of instruction is Turkish except for the programs with a scientific field based on a foreign language. However, the programs may provide education in foreign language fully or in part (30%) upon the suggestions of relevant committees, resolution of Senate and approval of Council of Higher Education.

#### **Foreign language preparatory programme**

**Article 14** -- The students having totally or partially foreign language education plan and the students of foreign language teaching programme take the “Foreign Language Proficiency Exam”.

Students enrolled in this programme are depended on the principles of Ömer Halisdemir University Foreign Language Preparatory Programme Education and Exam Regulation published in Official Gazette dated 20/04/2006 and numbered 26145.<sup>17</sup>

#### **Beginning education**

**Article 15** - In the units of the university, education begins at the time indicated on academic calendar. The academic calendar of next educational year is specified and announced by the University Senate in May.

#### **Education plans**

**Article 16** - Education plans are organized according to the basis of term. However, the University Senate can take a decision about making a course annual (two terms) by request of the relevant committee. The plans are presented to the Senate by the relevant committee upon the request of the concerned departments. Every year, the changes about the next academic year are determined in the same way by May at the very latest. If there is a change, orientation is made by the relevant committee.

In the plans of education-teaching, theoretical and practical courses, seminar course and internship studies are specified with their weekly hours and time. The courses are composed of compulsory, optional and common compulsory courses. In the plans of education, prerequisite courses and their conditions are specified. Four-year education plans have to involve at least 240-credit courses; vocational school of higher education plans have to involve at least 120-credit courses.

The regulations about internship studies and vocational teaching practices are determined by the Senate upon the request of the relevant committees.

Education plans are specified as weekly credit being at least 27; maximum 33. These limits can only be changed by the Senate decision in compulsory situations.<sup>18</sup>

#### **Attendance**

**Article 17** - Attendance is compulsory in the courses and in seminar and internship studies within the education plans. The students who do not attend more than %30 of theoretical courses and %20 of practical courses are considered absent in the courses and cannot enter the final exam of that course.

Health reports taken by the students are not taken into consideration in the attendance records of the students.<sup>19</sup>

There is not an obligation to continue the courses in the case of the repetition of them which have been continued. However, if there is a repetition of the courses conducted in laboratory and workshop environment specified as practical course in education plans, the attendance is compulsory.<sup>20</sup>

#### **Course credit**

---

<sup>17</sup> Amendment in the Official Gazette No. 27675 of August 17th, 2010

<sup>18</sup> Amendment in the Official Gazette No. 28037 of August 26th, 2011

<sup>19</sup> Amendment in the Official Gazette No. 28037 of August 26th, 2011

<sup>20</sup> Amendment in the Official Gazette No. 27675 of August 17th, 2010

**Article 18 ---** The credits of the courses are determined according to ECTS. ECTS credit is a value which explain all the studies (theoretical and practical courses, seminar, individual study, exams, homeworks, library studies, projects, field studies, internship and graduation thesis etc.) the students have to accomplish in order to be successful in a course. This value is an indicator of how much total working load every course have to complete an academic year full time in any Higher Education Institution.<sup>21</sup>

---

### **Exemption from courses**

**Article 19 ---** The principles of course exemptions are as follows:

a) Exemption exams are opened for the courses determined by the Senate and implemented by the principles of the Senate. The students can take these exams at the beginning of the term when they are going to take the courses for the first time. The students can benefit from this advantage once for each course. Students have to get 70 out of 100 full points to be successful in the exemption exams. The grades taken from the exemption exams are shown as EX and are not involved in academic average.

b) The students enrolled in the university can make an application for the relevant committees to be exempt from all the courses which they get and succeed from the previous higher education institutions for once in first two weeks of the first enrollment education term. The grades taken from the courses whose exemption are approved by the relevant committees are shown in transcript by being transformed into pass grades specified in 30<sup>th</sup> article.<sup>22</sup>

c) For the students who come with lateral and vertical transfer, exemption success evaluation is carried out according to the university which they have come from.<sup>23</sup>

### **Duration of education**

**Article 20 ---** Excluding one year foreign language preparatory class, the students have to complete two year associate degree programs in maximum four years; four year undergraduate programs in seven years; five year undergraduate programs in eight years; six year undergraduate programs in nine years, starting from the period when the courses related to the program they enroll in are given regardless of their enrollment for each term. The duration of the preparatory program is maximum two years.

Students will not dismissed from the school for not paying their tuition fees or renewing registration in maximum duration. However, if the students do not pay their tuition fees and renew registration for consecutive four years, they have to be dismissed from the school with the decision of the relevant committees and the approval of Higher Education Institution.

The procedures and principles of lateral transfer, double major education and maximum education periods are determined by regulations of the university.

The students who cannot be successful the preparatory program of the departments whose language is totally or partly foreign in two years are dismissed from that department. The students who are dismissed from foreign language preparatory programs can enroll in a program which has Turkish as the teaching language at the University with the same program name.

The following regulations are implemented for the students who cannot graduate at the end of the maximum education period:

a) The students who cannot graduate at the end of the maximum education period are given two additional exam right for all the courses they fail by providing the condition of taking the exam.

---

<sup>21</sup> Amendment in the Official Gazette No. 28037 of August 26th, 2011

<sup>22</sup> Amendment in the Official Gazette No. 28037 of August 26th, 2011

<sup>23</sup> Amendment in the Official Gazette No. 27675 of August 17th, 2010

b) Within the context of (a) item of the fifth paragraph of this article, the students who can reduce the number of failed courses to five at the end of two additional exams are given three additional terms period for this five course.

c) The students who have failed in five courses without taking additional exams, four additional terms (two academic years in departments / programs where teaching is based on the passing grade) period is given.

ç) At the end of the additional exam or additional term, the students who fail in one course are given unlimited right of taking the exam of that course, without the benefit of their student rights. The students who do not take the exams to be opened for three educational year consecutively or intermittently are considered to have given up their unlimited exam rights and cannot benefit from this right.

The students who are dismissed from school for not carrying out their exam responsibilities during the year and at the end of the year according to the regulations of this article, and who are unsuccessful from at most one course in preparatory and first class and at most three courses in interim classes, have the right of three exams that can be used for three years although they attended the course.

The courses which have been taken, or given the right to take the exam within the given additional time period are not required to be attended, except the courses which are applied, practical and have not been taken previously.

The adaptation of the students, who cannot complete their undergraduate education, to the vocational schools and their having the associate degree diploma according to the provisions of the Regulations on Associate Degree Diploma or Orientation to Vocational Schools of Those Who Have Not Completed or Cannot Complete Undergraduate Studies which is published in the Official Gazette dated 18/03/1989 and numbered 20112. In the calculation of education period, the time which is spent during registration freezing is not taken into consideration. The penalty period for a student who is dismissed from the university is counted as the duration of his / her education.<sup>24</sup>

### **Minor programs**

**Article 21 ---** The students who are registered in any programme can enroll in a minor program in addition to their undergraduate program if they want. Minor program does not mean a separate undergraduate program.

Minor program is opened upon the request of relevant unit, recommendation of faculty committee and the decision of the Senate. The provisions about minor program are specified by the Senate and implemented with the cooperation of relevant units.<sup>25</sup>

### **Double major program**

**Article 22 ---** The students can follow another undergraduate program which is similar to their own department in terms of subject at the same time. The principles of double major program are specified by the Senate with a provision.

### **Summer School**

**Article 23 –** Summer school might be opened in addition to fall and spring terms. The principals about summer school are arranged in another regulation.

## **PART FOUR**

### **Exams**

#### **Exam Forms**

---

<sup>24</sup>Amendment in the Official Gazette No. 29518 of October 31st, 2015

<sup>25</sup>Amendment in the Official Gazette No. 27675 of August 17th, 2010

**Article 24** – Exams can be done written, oral, practical, written-oral, written-oral-practical, written-practical, oral-practical. The forms of the exams and their percentage is determined by the lecturer of the lesson and announced to the students in the first two weeks of the term.<sup>26</sup>

### **Exam Supervisor and Duration of the Exam**

**Article 25** – The exam supervisor is the instructor who is assigned to teach the course. If there is not any instructor in charge, the board of directors decides who will conduct the exam. The duration of the exam is determined by the instructor who is conducting the exam and it is announced to the students at the beginning of the exam.

### **Exam types**

**Article 26** - The exams applied at the university and guidelines for examinations are:

a) Midterm Exam: At least one midterm exam is held for each course every semester. Term evaluations of the term project, final project, laboratory, workshop and similar studies as separate courses can be substituted for the midterm exam. The number, scope, form and evaluation features of the midterm exams are determined at the relevant committee. At most two courses scheduled in the same semester, except the common compulsory courses, can be conducted on the same day. The midterm program is announced by the relevant unit from the beginning of the semester until at least two weeks before the first midterm exam date. A student who does not take an exam without an excuse, or whose excuse is not valid is deemed to have received zero (0) from that midterm exam. The results of the midterm examinations are announced within fifteen days from the date of the examination.<sup>27</sup>

b) Final Examination: Students who attend the course may take the final examination. These exams are held on the days, hours and places in the program which are prepared for the relevant units and announced at least two weeks before the dates specified in the academic calendar. The results are announced within one week from the exam date. The relevant board of directors decides on the evaluation of a theoretical course and its application with separate exams and, when necessary, their connection with each other.<sup>28</sup>

c) Exemption Examination: The exemption exams for the courses which are determined by the Senate are held at the beginning of the academic year. It is necessary to get 70 out of at least 100 full points, in order to be successful in the exemption examinations. The exemption exams are indicated by EX and are not included in the academic average. Principles which are related to these exams are prepared by the relevant department chairs and submitted to Senate approval.<sup>29</sup>

d) Single Course Exam: Despite having fulfilled the requirements of taking the final exam for graduation, students, whose grade point average is 3.00 or more and who have one course to succeed excluding internship, are considered successful with the letter grade TB. Those who do not want to take advantage of that right with the intention of increasing their grade and thus take the single course exam and those whose grade point average is below 3.00 take the single course exam with the board decision on the date indicated in the academic calendar on condition that they apply with a petition. Mid-term grades are not taken into consideration in these exams and getting at least CC is required to be successful. The grade taken from single course exam is taken into account providing that the students take that exam to increase their grade and they fail to benefit from being successful with the letter grade TB should they be unsuccessful in that exam. Students, who fail in that exam, re-register during the add- drop week.<sup>30</sup>

---

<sup>26</sup> Amendment in the Official Gazette No. 27675 of August 17th, 2010

<sup>27</sup> Amendment in the Official Gazette No. 28386 of August 16th, 2012

<sup>28</sup> Amendment in the Official Gazette No. 27675 of August 17<sup>th</sup>, 2010

<sup>29</sup> Amendment in the Official Gazette No. 27675 of August 17<sup>th</sup>, 2010

<sup>30</sup> Amendment in the Official Gazette No. 29091 of August 17<sup>th</sup>, 2014



e) Dismantled. (Amendment dated 26 August 2011 and numbered 28037 in the Official Gazette)

f) Dismantled (Amendment dated 26 August 2011 and numbered 28037 in the Official Gazette)

g) Makeup Exam: The right for makeup exam can only be substituted for the midterm exam. Students who cannot take the mid-term exam take the makeup exam in accordance with the program made by the related unit within the same academic term on condition that their acceptable and valid<sup>31</sup> excuses are acknowledged by the board of directors. A second right for makeup exam is not given.

Students are obliged to take the exams at the declared time, place and day including the weekend holidays and carry their student IDs and other requested documents with them. Otherwise, their exams shall be declared null and void. Despite being announced,<sup>32</sup> the grade of the students are cancelled providing that they take an exam they are not eligible for.

h) Retake Exam: The right to take the retake exam can only be used for the course(s) having been taken in the related semester or academic year and by means of which the students have the right to take the final exam but as a result of which they fail in that exam or they do not take the exam despite meeting the requirements to take the final exam. Those exams are conducted on the dates indicated in the academic calendar and on the date, time and place determined by the program prepared by the related units. The exam results are announced within a week from the exam date. The terms of achievement implemented in the final exams are implemented in the retake exams in exactly the same way. The effect ratio of the make-up exam grade to the achievement grade is the same as that of the general exam grade. Makeup exam grade is used as a substitute for the final exam grade. The right to makeup examinations can be used for courses that are successfully completed by benefiting from the conditional achievement right and for the courses the grade of which is to be upgraded. In this case, however, the score of the last exam taken is valid. . The students who want to take the retake exam for the course that have been conditionally achieved and/ or who want to increase their scores have to inform the Student Automation System of this request on the dates specified in the academic calendar. Students who fail to take the examination of the course (s) / course (s) selected will be considered unsuccessful in the course(s).<sup>33</sup>

i) Additional exam: Students who cannot graduate at the end of the maximum period will be entitled to two additional examinations in scope and conditions under paragraph (a) of the fifth paragraph of Article 20 and three additional examinations under the scope and conditions of paragraph (6) in accordance with the concerned board decision. Students who are entitled to two additional exams use these rights during the first and second final exam period following the semester in which they have completed their maximum study period. Students who are granted three additional examinations are taken to the exams at the dates announced in the academic calendar at the beginning of each academic year and the records of those who succeed in all the courses they are responsible for are re-registered and resume their studies on condition that they apply for that. The midterm exam grade is not taken into consideration in these exams, and in order to be successful, it is necessary to get at least CC grade.<sup>34</sup>

i) Unlimited Exam: It is the right of examination given under the scope and conditions of the fifth paragraph (ç) of Article 20. Unlimited exam rights are used during the final exam periods when the courses are opened. The length of time students take this exam is not taken into consideration within the study period. Students who use the right to unlimited exams cannot register for classes and cannot take advantage of student rights except for the right to exams. Students who use the right to unlimited exams continue to pay student tuition / tuition fee per course. In these exams the mid-term

---

<sup>31</sup> Amendment in the Official Gazette No. 28386 of August 16<sup>th</sup>, 2012

<sup>32</sup> Amendment in the Official Gazette No. 27675 of August 17<sup>th</sup>, 2010

<sup>33</sup> Amendment in the Official Gazette No. 28892 of January 24<sup>th</sup>, 2014

<sup>34</sup> Amendment in the Official Gazette No. 29518 of October 31<sup>st</sup>, 2015

grade of the students is not taken into consideration and it is required to get at least a CC grade in order to be successful.<sup>35</sup>

### **Cheating in the exams**

**Article 27** — Those who cheat, attempt to cheat and help other student(s) cheat during the exam(s) are considered to have received zero from those exams and are subject to the principles of the Higher Education Institutions Student Discipline Regulations issued by the Higher Education Council and published in the Official Gazette dated 18/8/2012 and numbered 28388.<sup>36</sup>

### **Announcement of exam results, finalization of objections and grades**

**Article 28** — The exam results are announced by the related units. Within seven days from the date of the announcement of the exam results, the students may appeal the examination results by applying in writing to the dean / directorate regarding the reason for the mistake of fact. If the mistake of fact is determined by the commission consisting of the related course manager, the department / program chairperson and the dean / deputy assistant, the deficiencies are reported to the dean / directorate. When the deadline of seven days is over, grade changes requested by either the course instructor or the students themselves are not put into operation. Requests for change of grades made in due time shall be finalized by the related board of directors and sent to the Department of Student Affairs within fifteen days the latest following the deadline for application for change.

Objections made to the exams of the common compulsory courses that are made centrally by the Rectorate are examined and concluded by the Central Examination Unit.<sup>37</sup>

### **Keeping the exam document**

**Article 29** — The exam documents are delivered to the student affairs department of the relevant unit together with the academic records. The exam documents excluding the academic records are kept for at least two years by the Student Affairs Office.

## **PART FIVE**

### **Assessment and Graduation Certificate**

#### **Final Grade**

**Article 30-** The grades obtained from the exams are evaluated out of 100 and thus the final grade is determined. The academic standing of any course is determined by the final grade. The final grade is determined by evaluating the achievement grade obtained in the final exams conducted at the end of the semester and the final grade obtained in the studies conducted within the semester. Studies carried out within the semester include the attendance in the courses and practices, field-work, practice, homework, project, internship, workshop, seminar, laboratory and the like. When determining the student's semester final grade, these studies may be evaluated to a certain extent together with a midterm exam in the final week of the semester specified in the academic calendar. The effect of the final exam on the academic standing has to be at least 40% and at most 60%. The students shall be notified of the success rate of the midterm final grade and the final exam and of the manner of application of the semester studies for the success of the student by the instructor in charge in the first two weeks of the semester.

A relative evaluation system is used to calculate the success grade. The arithmetic average and distribution function of the course success grades of all students taking that course are taken into consideration. The code of practice of the relative evaluation system is determined by the Senate.

Course Final Grade and Factors are Determined as follows:

Final Grades (lettering) Factors

---

<sup>35</sup> Amendment in the Official Gazette No. 29518 of October 31<sup>st</sup>, 2015

<sup>36</sup> Amendment in the Official Gazette No. 29091 of August 17<sup>th</sup>, 2014

<sup>37</sup> Amendment in the Official Gazette No. 29091 of August 17<sup>th</sup>, 2014

AA	4,00
BA	3,50
BB	3,00
CB	2,50
CC	2,00
DC	1,50
DD	1,00
FD	0,50
FF	0,00

The following terms will refer to the definitions given herein:

- a) P: Successful in annual courses at the end of the first semester,
- b) EX: Successful in the exemption exam conducted by the University,
- c) NI: The grade of the courses not considered in the weighted average,
- d) NA: Not successful as not having the right to take the final exams because of not meeting the requirements of attendance and/or application ,
- e) Has been dismantled<sup>38</sup>
- f) TB: Successful in single course taking the general academic average into consideration. (TB grades are not added to the grade point average.)<sup>39</sup>

Students who get one of the grades of AA, BA, BB, CB, CC, NI, and EX in any course is considered to have achieved the course. Students who get DC or DD grades from one or more courses shall be considered to have achieved the course(s) on condition that the academic average of all courses registered by writing the course registration form during the semester in which the course is taken is 2.00 and above.<sup>40</sup>

### **Grade Point Average**

**Article 31** — Students' success is determined by calculating the semester academic standing and general academic averages. The multiplication of the credit of a course with the coefficient of the final grade provides the weighted grade of that course.

The semester academic average is calculated by dividing the total of the weighted points of the courses taken during the semester in the course plan by the total of the credits of the courses. Annual courses are included in the spring semester average.

The general academic average is calculated by dividing the sum of the weighted points to be calculated on the basis of the achievement grades of all the courses the student has to take in the study period by the credit sum of the courses taken.

In the calculation of the academic average, two digits are considered after the comma. If the third digit after the comma is 5 or greater, the second digit is incremented by one.

Minor and double major courses are not taken into account in the calculation of academic averages. If there are courses the students repeat, the latest grade they get is included in the

---

<sup>38</sup> Amendment in the Official Gazette No. 29091 of August 17th, 2014

<sup>39</sup> Amendment in the Official Gazette No. 29091 of August 17th, 2014

<sup>40</sup> Amendment in the Official Gazette No. 29091 of August 17th, 2014

academic average.<sup>41</sup>

Students may take classes in which they took DD, DC and CC grades to raise their academic average if they wish. The latest grade they receive from these courses is included in the academic average.<sup>42</sup>

### **Repeat**

**Article 32** — If students get FD, FF or NA grades and if their general academic average is below 2.00, they have to repeat that/those course(s) in the first semester the course is provided.<sup>43</sup>

If the unachieved course is an elective course, students may take other elective courses by the decision of the related board instead of this course, until the end of the course add-drop week. Students have to achieve that/those elective course(s) unless they take another elective course instead of the one(s) they fail.

### **Graduation and graduation date**

**Article 33** - In order to be able to graduate from the department / program in which a student is registered, according to the education / training plan of the department / program the students shall be successful from all the courses he / she needs to take and if there is a compulsory internship. The date of graduation is the date on which the graduation date, the last day of the exam period successfully completed the education and training plan, or the successful completion of studies such as internship, graduation paper, field work. Students who do not achieve the minimum amount of credit required by the program and whose general academic average is less than 2.00 cannot graduate.

### **Graduation documents**

**Article 34** - Certificates of graduation are "Temporary Graduation Certificate", "Diploma", "Diploma Supplement" and "Certificate Accepting Diploma".

a) Temporary Graduation Certificate: The graduated student is a photographed documentary signed by the deputy director (dean / director) given until the diploma is issued. The shape and information of this document are determined by the Rectorate and are returned when the diploma is taken.

b) Diploma: Information on the form and above is the basic graduation certificate signed by the dean / director and the rector determined by the Rectorate.

c) Diploma Attachment: A graduated document approved by the Council of Higher Education issued in addition to diplomas to graduates.

d) Diploma replacement document: This is the second copy of the diploma stated to be given due to loss in case of loss of diploma. Shape and signature authorities are determined by the Rectorate.<sup>45</sup>

e) Students who have completed their education without any disciplinary punishment for eight years at Undergraduate, four semesters at the pre-graduate level will receive Honor Certificate for those with a GPA of 3.00-3.49 and Honor Certificate for those above 3.50.

In order to receive any graduation certificate, it is obligatory for the student to fulfill all obligations related to the tuition / tuition fee and to return the student ID card. Diplomas and provisional graduation certificate are given to the owner or legal representative either personally or through the official institution in which they work. The forms of the graduation certificates are prepared by the Department of Student Affairs.

## **PART SIX**

### **Record Clearing and Disconnection**

---

<sup>41</sup> Amendment in the Official Gazette No. 29091 of August 17th, 2014

<sup>42</sup> Amendment in the Official Gazette No. 27675 of August 17<sup>th</sup>, 2010

<sup>43</sup> Amendment in the Official Gazette No. 28037 of August 26<sup>th</sup>, 2011

### **Record clearing**

**Article 35** - In case of the written request of the student personally, the registration shall be deleted and the relationship with the University shall be canceled by the Student Affairs Office or the related dean / directorate. The tuition fee / tuition fee for students who want to cancel the registration is due and pays the student ID card.

### **Disconnect**

**Article 36** - In the following cases, the decision of the relevant board of directors dismisses the student's relationship with the University;

- a) Those found to be deficiencies or falsifications in documents submitted for registration,
- b) Those who agree that they are enrolled in more than one associate degree or at the same time more than one undergraduate program at the same time, except open education programs that are not restricted by quotas,
- c) Those who get punishment of "Removal from Higher Education Institution" according to Higher Education Institutions Student Discipline Regulation<sup>50</sup>
- d) Those who are to the disconnected state according to the second and fourth paragraphs of Article 20.

To the student in the state specified in (a), even if he/she graduates from college, graduation certificates are canceled and necessary legal action is taken.

### **Giving high school diploma**

**Article 37** - A student whose registration has been canceled in the university or who has been interrupted or graduated shall be granted either a high school diploma upon his / her request, a university enrollment date and the reason for leaving by reason of leaving university.

## **PART SEVEN**

### **Excuses and Related Transactions**

#### **Justified and valid excuses**

**Article 38** - These are justified and valid excuses:

- a) a health-related excuse, documented by the report of the student to the university or to the private health institutions that have official or official patient admission authority
- b) learning interval with the decision of the Council of Higher Education due to result of disruption of teaching in accordance with the third paragraph of subsection (2) of subsection (d) of the first paragraph of Article 7 of the Higher Education Act No. 2547
- c) interrupt the learning of the student due to natural disasters provided that the territory is documented by a document to be issued in the capacity of the greatest proprietor
- d) documentation that the student has to take a break in learning and acceptance by the relevant Board of Directors due to the lack of anyone else to look after in case of severe illness of first and second degree blood and mild relatives
- e) proof by official document that for economic reasons a student has to take a break
- f) conviction or imprisonment of a student who has not removed being of a student due to an offense or does not require it, according to the Disciplinary Regulations to which the student is subject in relation to the content and consequences of the sentence awarded by a criminal court
- g) Military recruitment in case of losing or delaying the deferment whatever the learner is
- h) Stuck for a while due to the emergence of out-of-school scholarships, internships, research and other opportunities to contribute to the education and learning.
- i) Those who represent the University or our country in international sporting events and whose excuse is accepted by the University Executive Board

j) Other excuses to be approved by the relevant Administrative Board and approved by the University Executive Board

#### **Actions related to excuses**

**Article 39** - In the case of a justified and valid cause, the decision of the relevant board of directors shall be taken into consideration to be excused. The justified and valid reasons for the acceptance of the excuse must be communicated to the relevant dean of residence or the school administration within one week from the end of the excuse together with the evidentiary documentation. Applications not made on time are not accepted.

The rights to which the excused students can benefit from the decision of the relevant board of directors are given below:

a) Exemption Examination: It is the examination placed in the first paragraph (g) of the 26th Article of this Regulation.

b) Permission (Interval of Registration): Registration may be renewed up to half of the normal academic year (Interval of Registration) not later than one year each time, within the renewal period. This right can be used within the normal learning period, and the duration of the permit is not included in the maximum learning period.

At the end of the leave, the student continues his / her education by performing the necessary procedures. However, the health board report and the license holders shall certify that they are in a position to continue their education in the same way. Students are not allowed to take the test while they are excused. During the excused period, the examination of the applicant is considered invalid.

## **PART EIGHT**

### **Miscellaneous and Final Provisions**

#### **Notification and address reporting**

**Article 40** - Any notification shall be deemed to have been completed by the registered student at the time of address termed registration. If they change their address when they register, they will not be informed to the related student affairs or if the students who gave incorrect and incomplete address are notified to their current address in University, they will be notified.

#### **Authority**

**Article 41** - The subjects required by the differences in the education and training programs of the faculties and schools and the other subjects related to the education and examinations which are not included in this Regulation can be arranged by the decision of the related boards and the approval of Senate. In addition, the University Senate can make arrangements for implementation directly.

#### **Special students**

**Article 42** - Those who are deemed sufficient to pursue university courses and other university students may register for up to two courses in a semester as a special student, with the decision of the relevant board of directors, in order to increase their knowledge on specific topics. These students must comply with all the rules set for the lesson they are writing. Students in this status are not granted diplomas. However, a certificate is given by the Student Affairs Office indicating their status. Special students pay the tuition fee for that semester. Those who have previously been suspended from any higher education institution cannot become private students.

#### **General appearance and dressing**

**Article 43** - It has been abolished.

Regulation removed from the enforcement

**Article 44** - Ömer Halisdemir University Associate Degree and Undergraduate Education-Examination and Examination Ordinance published in the Official Gazette dated 14/9/2004 and numbered 25583 has been abolished.

Provisional Article 1 - Abolished from the enforcement.

Provisional Article 2 - Removed from enforcement.

Provisional Article 3 - Removed from enforcement.

**Provisional Article 4** - Students enrolled in the 2010-2011 academic year, who have completed one or two semesters of registration, and students who are in the preparatory class in the 2010-2011 academic year; Senior students in undergraduate and undergraduate programs enrolled at the University during the 2005-2006 academic year may take all of the courses they have taken in the past years but failed in the exam. However, these students also benefit from the provisions in favor of the student in the current regulation. For students enrolled at the university, the calculation of the maximum period of time in the first paragraph of the 20<sup>th</sup> item shall be applied from 2014-2015 academic year.

#### **Enforcement**

**Article 45** - The second paragraph of Article 6 of this Regulation is applied to the students who have registered since the 2010-2011 academic year and the other items are applied to the students who have registered since the 2005-2006 academic year. Students enrolled in the University before 2005-2006 academic year; Ömer Halisdemir University published in the Official Gazette dated 14/9/2004 and numbered 25583 is subject to the provisions of Associate Degree and Undergraduate Education-Examination and Examination Regulations. However, these students also benefit from the provisions in favor of the student in the current regulation.

#### **Executive**

**Article 46** - The provisions of this Regulation shall be executed by Ömer Halisdemir University Rectorate.