

REGULATION

Altınbaş UniversityALTINBAS UNIVERSITY ASSOCIATE AND UNDERGRADUATE EDUCATION
AND EXAMINATION REGULATIONPART ONE
Initial Provisions**Objective**

ARTICLE 1- (1) The purpose of this Regulation is to regulate the principles regarding enrollment, education, training and examinations in faculties, colleges and vocational schools other than the Faculties of Medicine and Dentistry of Altınbaş University.

Scope

ARTICLE 2- (1) This Regulation covers the provisions regarding the education and examinations carried out in the faculties, colleges and vocational schools of Altınbaş University other than the Faculties of Medicine and Dentistry.

Basis

ARTICLE 3- (1) This Regulation has been prepared based on Articles 14 and 44 of the Higher Education Law dated 4/11/1981 and numbered 2547.

Definitions and abbreviations

ARTICLE 4- (1) In this Regulation;

- a) ECTS: European Credit Transfer System,
- b) Unit Faculty, college, vocational school affiliated to the university,
- c) Dean: The deans of the faculties affiliated to Altınbaş University,
- ç) GPA: General Weighted Grade Point Average,
- d) Relevant board: The board of the unit affiliated to the university,
- e) Related board of directors: The board of directors of the unit affiliated to the university,
- f) Director Directors of colleges and vocational schools affiliated to the university,
- g) Board of Trustees: Altınbaş University Board of Trustees,
- ğ) ÖSYM: Measurement, Selection and Placement Center Presidency,
- h) Rector: Altınbaş University Rector,
 - ı) Senate: Altınbaş University Senate,
 - i) University Altınbaş University,
 - j) UYK University Administrative Board,
 - k) YANO: Semester Weighted Grade Point Average,
 - l) COUNCIL OF HIGHER EDUCATION Presidency of the Council of Higher Education,
 - m) YÖKSİS: Higher Education Information System.

PART TWO

Principles Regarding Quotas, Registration and Admission

Quotas, admission and registration

ARTICLE 5- (1) The number of students to be admitted to associate degree and undergraduate diploma programs affiliated to the University is determined by the Senate every year, proposed to YÖK after the approval of the Board of Trustees and finalized by the decision of YÖK.

(2) In order to be able to enroll in the associate degree and undergraduate programs of the university, it is necessary to be placed in the relevant program by ÖSYM and not to be enrolled in another program in formal education at the same level.

(3) The principles regarding the admission of international students to the University are determined by the directive issued by the Senate.

(4) Final registration dates and registration documents are determined by YÖK and announced by ÖSYM. It is also announced on the official website of the University. Candidates who are eligible for final registration to the University can make their final registration process within the announced periods, via e-Government or by coming to the University with an individual application. Student candidates who have a valid excuse can register through their proxies they have given power of attorney. Registration cannot be made with missing or invalid documents. The original of the documents required for registration, the barcoded printout taken from e-Government or a copy approved by the University by seeing the original is accepted.

(5) Student candidates who do not register within the announced deadlines or do not provide the documents required for registration on time are deemed to have given up their right to enroll and cannot claim any rights.

Acceptance of special students and guest students

ARTICLE 6- (1) Special students are students who are enrolled in a higher education institution recognized by YÖK in Turkey or abroad and are allowed to take courses from the University.

(2) The opportunity to be a special student can be used for a maximum of two semesters during a program. This period can be extended upon the request of the student and only with the decision of the Higher Education Council within the framework of the following conditions:

a) The student has been diagnosed with a serious illness that cannot be treated in the province of residence due to his/her education after his/her placement in the higher education institution, or the progression of the existing disease has been documented with a medical board report from a state hospital or a state university hospital.

b) The proposal of the University Administrative Board stating that it is not possible for the student to continue his/her education at the higher education institution where he/she is enrolled due to acts such as assault and violence.

(3) With the approval of the School of Foreign Languages Directorate, special or guest students may be accepted to the English Preparatory Program.

(4) Students studying in programs whose medium of instruction is Turkish must document that their English language level is sufficient in order to take courses in programs whose medium of instruction is English.

(5) Special students are obliged to fulfill the obligations specified in this Regulation regarding courses and exams. Special students are not awarded diplomas and titles. However, they are given a transcript showing the courses they have taken and their grades.

(6) Within the scope of national and international student exchange programs or as a special student, the grades and ECTS credits related to the courses or applications taken from another higher education institution at the same level can be counted instead of the obligations in the diploma program they are registered with the decision of the relevant board of directors. The application in this regard is made according to the provisions of the Regulation on the Principles of Transferring Between Associate Degree and Undergraduate Programs, Double Major, Minor and Credit Transfer Between Institutions in Higher Education Institutions published in the Official Gazette dated 24/4/2010 and numbered 27561 and the principles determined by the Senate.

(7) Students who take courses from another university within the scope of the exchange program or as a special student continue to pay the tuition fee to the University.

(8) Students who are accepted to the University as special students pay the tuition fee determined by the Board of Trustees to the University at the time of registration.

(9) The time the student spends as a special student is included in the period of study.

(10) A guest student is a person who is not enrolled in any university, but who wants to increase his/her knowledge and experience in a certain field, to acquire university environment, culture and acquisition and to follow the courses carried out for this purpose, who is at least a high school graduate and who is allowed to take courses at the University. The acceptance of guest students and the courses they will take are decided by the board of directors of the relevant academic unit. Guest students pay the fee determined by the Board of Trustees. They cannot benefit from student rights except for class attendance. Guest students are given a document showing the courses they have taken and their grades, provided that they fulfill the obligations specified in this Regulation.

Student admission through horizontal and vertical transfer

ARTICLE 7- (1) Transfer of associate degree and undergraduate students from intra-institutional, inter-institutional and foreign higher education institutions is made according to the Regulation on the Principles of Transferring Between Associate Degree and Undergraduate Programs, Double Major, Minor and Inter-Institutional Credit Transfer in Higher Education Institutions, the conditions in the ÖSYM guide of the relevant year and the provisions of the relevant directive.

(2) The adjustments of the students who have enrolled in the programs of the University from another higher education institution and / or transferred in any way are made by the relevant faculty / school / vocational school administrative boards at the beginning of the semester / year in which they will register for the first course. The opinion of the department/program offering the course is taken for course adjustment. The courses that are considered successful or conditionally successful by these students are recorded on the transcript as letter grades as stipulated in the first paragraph of Article 18 and the third, fourth, fifth and sixth paragraphs of Article 25.

(3) The semester in which the students who enrolled in the University with horizontal or vertical transfer are exempted from the courses they have taken and passed during their previous higher education, with the decision of the relevant board of directors, and the semester in which they will be adjusted is determined. The undergraduate weighted grade point averages of the students enrolled with vertical transfer are calculated over the courses taken in the associate degree program and the courses taken during undergraduate education.

(4) Students enrolled in programs where the medium of instruction is English must certify their English language proficiency determined by the Senate at the time of enrollment in order to start their education. Students who are successful in the English language exam organized by the School of Foreign Languages or who certify that they are successful in national or international exams, the equivalence of which is accepted by YÖK or the Senate and the validity period of which is determined by the Senate, at the level determined by the Senate, start their education directly in the program they enrolled in by horizontal or vertical transfer. Those who do not certify their English proficiency level, whose certificates are insufficient or who fail the exam conducted by the School of Foreign Languages are enrolled in the English preparatory program.

Registration for double major and minor programs

ARTICLE 8- (1) Students can enroll in a second associate degree or undergraduate program in addition to the associate degree or undergraduate program they are currently pursuing and receive a second diploma within the scope of a double major program.

(2) Students who continue their undergraduate program can participate in a minor program in order to improve their knowledge, skills and competence in another program. Those who successfully complete the minor program are awarded a certificate.

(3) Double major and minor programs are carried out in accordance with the provisions of the Regulation on the Principles of Transition, Double Major, Minor and Inter-Institutional Credit Transfer between Associate and Undergraduate Programs in Higher Education Institutions and the relevant directives.

Students with disabilities

ARTICLE 9- (1) Disabled students enrolling at the University submit a medical report showing the type and degree of disability to the relevant personnel during registration. Necessary academic, administrative, physical, psychological and social support activities are carried out for students with disabilities by the Dean of Students' Office and the Altınbaş Unit without Barriers. The situations and demands of students with disabilities are evaluated together with the coordinators of the Accessible Altınbaş Unit and academic advisors in academic units, and the necessary arrangements for their needs are taken into consideration and fulfilled.

(2) Students with disabilities are obliged to comply with the provisions of this Regulation. However, if they have difficulty in fulfilling the requirements of education and training activities and exams due to their disabilities, the advisor, coordinator and the instructor in charge of the relevant course make the necessary arrangements by providing support from the Altınbaş Unit without Disabilities to overcome the difficulties in question. If the student is unable to fulfill the requirements of the course according to the type and degree of disability, it is ensured that they take another course equivalent to that course. If necessary, the exam location, duration and format can be changed and made suitable. Additional materials such as special alphabets, computers, magnifying glasses and people or tools to help reading or writing are provided.

Identity card

ARTICLE 10- (1) According to the provisions of this Regulation, students who are registered to the University are given a student ID card with a photo by the Registrar's Office. Graduated and dismissed students are obliged to submit their student ID cards to the Registrar's Office.

Notification and address notification

ARTICLE 11- (1) Students are obliged to follow the written announcements made by the University throughout their education period. All kinds of written notifications to be made to the students are deemed to be completed by sending them to the postal address they have notified to the University during the first registration or updated later, to the e-mail address given by the University or by being announced by the relevant academic unit. Students are obliged to notify the Registrar's Office in writing of any changes in their contact addresses within one week at the latest. The notification to be made to the students who have not notified the change in this way, or who have given an incorrect or incomplete address, is sent to the last address in their registration files and in the system, and the notification is deemed to have been notified according to Article 35 of the Notification Law No. 7201 dated 11/2/1959.

PART THREE

Principles Regarding Education and Training

Academic year

ARTICLE 12- (1) An academic year consists of two semesters, each consisting of at least 14 weeks of courses followed by final exams, or at least 28 weeks of courses followed by final exams.

(2) The duration and dates of registration, courses, exams and similar activities covered by the academic year are regulated by the academic calendar determined by the Senate and announced by the Rectorate.

(3) Summer school can be opened outside the fall and spring semesters with the decision of the Senate. The summer school is organized for a maximum of eight weeks, including seven weeks of courses and exams following this period.

(4) The principles regarding summer education are determined by the Senate.

Language of instruction

ARTICLE 13- (1) The language of instruction at the University is Turkish and/or English. In some programs or international joint diploma programs, education and training may be provided in a foreign language other than English, in whole or in part.

Duration of study

ARTICLE 14- (1) In accordance with Article 44 of Law No. 2547, excluding the one-year foreign language preparatory class, the maximum duration for associate degree programs with a two-year education period is four years, the maximum duration for undergraduate programs with a four-year education period is seven years, the maximum duration for undergraduate programs with a five-year education period is eight years, and the maximum duration for undergraduate programs with a six-year education period is nine years.

(2) The maximum duration of preparatory education is two years. Students are not dismissed due to non-payment of tuition fee and non-renewal of registration within the maximum period. However, with the decision of the authorized boards of the University and the approval of YÖK, students may be dismissed due to non-payment of tuition fee and non-renewal of registration for four consecutive years.

(3) In order to graduate from the diploma program they are enrolled in at the end of the maximum periods, senior students are given two additional exams for all failed courses. At the end of these exams, those who reduce the number of failed courses to five courses are given three semesters for these five courses, students who fail up to five courses without taking additional exams are given four semesters / two academic years; those who fail one course are given the right to take the exams of the course they failed without limitation, without benefiting from the right to be a student.

(4) Although they have received a passing grade in all the courses required for graduation from the program they are following

Final semester/senior year students who have been dismissed due to their inability to meet the grade point averages stipulated for them to be counted are given the right to take unlimited exams from the courses they wish to raise their grade point averages. Of these, attendance is not required for courses other than applied courses and courses that have an application and have not been taken before. Students who do not take the exams to be opened for a total of three consecutive or intermittent academic years are deemed to have given up the right to unlimited exams and cannot benefit from this right. Students who have unlimited rights continue to pay the student tuition fee per course in which they take the exam. However, these students cannot benefit from other student rights other than the right to take exams.

(5) The procedures and principles of horizontal transfer, vertical transfer and double major education and the maximum education periods are determined according to Article 44 of Law No. 2547 and the provisions of the Regulation on the Principles of Transferring Between Associate and Undergraduate Programs, Double Major, Minor and Inter-Institutional Credit Transfer in Higher Education Institutions.

(6) The period of suspension of enrollment is not counted towards the maximum period of study.

(7) The time spent by students who are suspended from the University is counted from their education period.

(8) The periods spent in domestic or foreign higher education institutions within the scope of exchange programs are included in the duration of education.

Tuition and scholarships

ARTICLE 15- (1) Education at the University is subject to a fee. Tuition fees are determined every year by the Board of Trustees upon the proposal of the University Executive Board. The tuition fee is charged for one academic year.

(2) Scholarships continue for the maximum duration of education as specified in Article 44 of Law No. 2547

It does.

(3) Courses taken in optional summer education are subject to a fee per ECTS credit of the course. In summer education Whether the scholarship rates will be applied or not is determined by the Board of Trustees.

(4) Semester course registrations are made after the tuition fee is paid within the periods specified in the academic calendar. Students who do not pay the tuition fee within the deadline; cannot register for courses, renew registration, freeze registration and cannot benefit from student rights.

(5) Tuition fees for international students are determined by the Board of Trustees.

(6) Students who have completed their maximum period of study pay the fee determined by the Board of Trustees per ECTS credit of the courses they have taken.

Foreign language proficiency and compulsory foreign language preparatory program

ARTICLE 16- (1) The foreign language proficiency of students enrolled in associate degree and undergraduate programs whose medium of instruction is wholly or partially a foreign language by being placed by ÖSYM through central exams, international students or students enrolled by transfer is determined by a proficiency exam conducted by the School of Foreign Languages.

(2) According to the results of the foreign language proficiency exam, those who are found to have a sufficient level of foreign language proficiency and those who certify that they are successful at the level determined by the Senate in international exams whose equivalence is accepted by the Council of Higher Education and whose validity period is determined, start studying directly in the first year. Those who do not participate in the foreign language proficiency exam or whose foreign language level is not sufficient according to the results of this exam continue the compulsory foreign language preparatory program for one year. The duration of the foreign language preparatory program is maximum two years.

(3) Students who fail at the end of the second year in the foreign language preparatory program can transfer to an equivalent program with Turkish as the medium of instruction at the University if they request, or they can apply for placement to Turkish programs by ÖSYM for students who fail in compulsory foreign language preparatory classes.

(4) Students enrolled in programs whose medium of instruction is Turkish may optionally enroll in a one-year foreign language preparatory program. The one-year period spent in the foreign language preparatory program is not counted from the maximum education period. Students who continue foreign language preparatory education continue directly to their own programs regardless of their success at the end of one academic year.

Scope of education, credit values of courses and teaching plans

ARTICLE 17- (1) The education program consists of theoretical courses, applications, homework, projects, laboratory and workshop studies, practical studies, internships, sketches, seminars, graduation thesis, vocational training and similar studies.

(2) The curricula including the code, name, content, ECTS credit value, compulsory and elective type, prerequisites, application and internship principles of the courses to be included in the course plans according to the semesters in associate degree and undergraduate programs are determined by the relevant boards upon the proposal of the department / program head and are decided by the Senate.

(3) The courses in the course plans include theoretical courses as well as in-class and out-of-class learning and practice activities such as applications, laboratory, clinical work, workshop, homework, project, seminar, presentation, exam preparation, exam, internship. Courses may be compulsory, co-compulsory, elective or prerequisite. Compulsory courses are the courses that the student is obliged to take in the course plan. Common compulsory courses; Atatürk's Principles and History of Turkish Revolution, Turkish language and foreign language courses included in the subparagraph (i) of the first paragraph of Article 5 of Law No. 2547. Elective courses are the field, common and free elective courses in the course plan of the program in which the student is enrolled.

courses dependent on the choice of the student. Prerequisite and prerequisite course; In order to be able to take a course, the course that must be taken and succeeded before this course is defined as a prerequisite course, and the course that depends on the success of a prerequisite course to be taken is defined as a prerequisite course. Prerequisite and pre-requisite course(s) are shown in the education programs. Students are obliged to take all compulsory courses of the program they are enrolled in and the type and number of elective courses shown in the course plans.

(4) Courses are included in the department/program curriculum with weekly course hours, national credits and ECTS credits. The national credit of a course consists of the sum of the weekly theoretical hours and half of the practical and laboratory hours of that course. Bologna criteria are applied in the calculation of ECTS credits. All types of educational activities and total workload of the student are credited and the ECTS credit of each course is determined. Some courses or applications may be counted in the student workload but may not be included in the weighted grade point average. ECTS credits are taken as basis in the calculation of course load, success evaluation and grade point average.

(5) In education plans, each academic semester is organized as 30 ECTS credits. The total number of courses and applications required for graduation is 120 ECTS credits in associate degree programs, 240 ECTS credits in four-year undergraduate programs, 300 ECTS credits in five-year undergraduate programs, and 360 ECTS credits in six-year undergraduate programs.

(6) The definitions and credits of the activities such as courses, laboratories, practices, internships and theses that make up the curriculum of the international joint diploma program and the distribution of the curriculum between the universities conducting the program are carried out within the scope of the protocol between the two universities.

(7) After the changes to be made in the course plans are accepted by the relevant committees, they are discussed in the Education, Curriculum and Adjustment Commission and become final with the decision of the Senate. In order to prevent students from losing their rights, the course plan changes are made once a year in May with the adjustments as a rule and start to be implemented as of the fall semester of the next academic year.

(8) International joint undergraduate programs, student exchange and internship programs can be implemented within the framework of bilateral agreements with domestic or foreign higher education institutions. Course and credit transfers can be made. These programs are carried out within the scope of bilateral agreements and protocols according to the principles determined by the Senate.

(9) Joint diploma programs for undergraduate education can be organized within the framework of international agreements. The principles regarding the education and training of international joint diploma programs are determined by the Senate within the framework of bilateral agreements.

Course exemption

ARTICLE 18- (1) Newly enrolled students submit the transcript and the original or approved copy of the course contents to the relevant dean's office/directorate in addition to a petition for the courses they have completed during their previous higher education within the week of registration. Exemption procedures are finalized within five working days by the relevant commission of the academic units within the framework of the Regulation on the Principles of Transition Between Associate Degree and Undergraduate Programs, Double Major, Minor and Inter-Institutional Credit Transfer in Higher Education Institutions and the provisions of the relevant directive. The board of directors of the relevant unit discusses and decides on the exemption and adjustment procedures. The code, name, ECTS and success grade of the course(s) that the student has taken and succeeded in during his/her previous higher education and the code, name, ECTS and success grades of the course(s) that are accepted as equivalent at the University and granted exemption are converted into the grades in Article 25 and shown in a table. In addition, the semester / year to which the course is adjusted is included in the decision. The decision is sent to the Student Affairs Department. The Student Affairs Department processes the exemption and adjustment decision into the student information system.

Registration renewal, course registrations and course load

ARTICLE 19- (1) Students are required to register for courses within the periods specified in the academic calendar at the beginning of each academic semester/year until they complete their maximum period of study. In order to renew registration, students must have fulfilled their financial obligations, if any, including the semester/year in which they want to renew their registration. Students who have not fulfilled this condition cannot register for courses and renew their registration.

(2) Students who fail to renew their enrollment and register for courses are considered as suspended (inactive) students. Students in this status cannot take courses and exams and cannot benefit from student rights. The periods of non-renewal of registration by not paying the tuition fee are counted from the maximum period of study.

(3) Students who fail to renew their registration for four consecutive academic years (eight semesters) are dismissed from the University with the decision of the board of directors of the relevant academic units and the approval of YÖK.

(4) Students who have paid the tuition fee make their course registration on the system within the periods specified in the academic calendar. Course registrations are finalized with the approval of the advisor.

(5) Newly enrolled first-year students are obliged to take all courses of the first two semesters of the program they are enrolled in. They take a total of 60 ECTS courses in an academic year. Those who enroll in the first year with ÖSYS, international student enrollment, transfer or vertical transfer and request exemption from the courses they have taken and passed during their previous education can take courses from the upper class, provided that they do not exceed the 31 ECTS limit up to the ECTS total of the course / courses granted exemption by the relevant boards.

(6) Starting from the third semester, course registration is made according to GPA. Students are enrolled in the failed courses from the previous semester/year, absent courses, courses in the curriculum of the current semester, respectively.

register.

(7) Taking courses from lower semesters: Students with a GPA between 2.50-2.99 can take one course more than the normal course load of 30 ECTS in a semester, and students with a GPA of 3.00 and above can take two courses in order to improve their grades from the courses / courses they have failed and never taken from the lower semesters or courses with a grade of BB or below. In case of a repeated course, the last grade obtained in the semester is valid. Students who cannot complete the 30 ECTS credit load in a semester for any reason may take courses in accordance with the sixth paragraph, provided that they stay within the 30 ECTS limit.

(8) Taking courses from the upper semester: Students with a GPA above -3.50 can take a maximum of two courses not exceeding 8 ECTS. In case of a retaken course, the last grade received in the semester is valid.

(9) Senior students who can graduate with the courses they will enroll in the last two semesters, the sum of the ECTS they have successfully completed;

- a) 40 ECTS in two-year associate degree programs,
- b) 160 ECTS in four-year undergraduate programs,
- c) 220 ECTS in five-year undergraduate programs,
- d) 280 ECTS in six-year undergraduate programs,

In the event that the student has a course load greater than the normal course load in a semester, they can take three courses regardless of their ECTS or a total of 42 ECTS courses regardless of the number of courses.

(10) Students enrolled in a double major or minor program may take three courses, regardless of their ECTS, or a total of 45 ECTS courses, regardless of the number of courses, more than the normal course load in one semester, together with the courses to be taken in the major.

Adding and dropping courses

ARTICLE 20- (1) After registering for courses at the beginning of the fall and spring semesters, students can make changes in the form of adding or dropping courses with the approval of the advisor within the dates specified in the academic calendar.

(2) The course registrations of students who are newly enrolled in the University due to additional placement, vertical transfer and similar reasons, and whose exemption and adjustment procedures are ongoing, may be postponed until after the add-drop dates, provided that they are made within one week following their registration.

(3) Students cannot add or drop courses in any way after the add and drop dates in the academic calendar.

Academic counseling

ARTICLE 21- (1) For each student who starts his/her education in the department/program in which he/she is enrolled, an advisor is appointed from among the faculty members/officials working in the department/program recommended by the head of the relevant department/division and defined in the system.

(2) The academic advisor helps and guides students to adapt to University life from registration to graduation. They monitor and evaluate the student's course status together with the student. Assists students in planning their education and training processes. Makes suggestions during the course selection process and ensures complete course registration. Approves the courses selected. Contributes to the development of the student's academic, social, cultural, cognitive aspects and personality.

Principles of attendance

ARTICLE 22- (1) Students are required to attend at least 70% of the theoretical courses and at least 80% of the practical courses that they take for the first time in the program they are enrolled in or that they will repeat because of previous absences. Students who fail to meet the attendance requirement are considered unsuccessful in that course due to absenteeism and cannot take the end-of-semester/end-of-year and make-up exams.

(2) Attendance is compulsory in the repetition of courses failed due to absenteeism. Students who are unsuccessful in practice-based courses even though they fulfill the attendance requirement are obliged to continue the course when they take it again. In courses with both practice and theory, students who are successful in the practice part do not have to attend the practice part when they take the course again.

(3) Students who represent our country/University at home or abroad in fields such as sports, cultural, scientific, artistic activities or who participate in sports competitions and preparatory studies of national teams are considered to be on leave with the decision of the relevant board of directors during this period.

(4) The procedures related to the health report are carried out according to Altınbaş University Student Health Services Directive.

(5) When the theoretical courses that have been taken in previous semesters and the attendance requirement has been met are taken again, the attendance requirement is not required, but it is compulsory to register for the course.

(6) Students' attendance status is entered into the student information system by the instructors of the course. Students can monitor their attendance/absenteeism status on the system. If the absenteeism rate exceeds 30% in theoretical courses and 20% in practical courses, the system automatically assigns a grade of NA (absent) to the student.

PARTFOUR

Exams, Evaluation Principles and Grades

Exams

ARTICLE 23- (1) Exams consist of midterm exams, performance, project, homework, thesis and portfolio, make-up exams, final exams, make-up exams, foreign language proficiency exams, and additional exams for graduation. Except for courses based entirely on project or application, at least one midterm exam, final exam and make-up exam are held from each course. These exams can be written, oral (presentation), both written and oral and/or practical.

(2) During periods of distance education in times of global pandemic, disaster, crisis and similar situations; exams to be applied using digital environments (open-ended, open-ended questions that prioritize reasoning and analysis or multiple-choice online exams to be applied with or without supervision), assignments, online quizzes, performances, projects (design, application and portfolio to be delivered digitally), Learning Management System (LMS) activities, LMS usage analytics and similar alternative measurement and evaluation methods can be used. In times of global epidemics, disasters and crises; distance education activities, exams, measurement and evaluation principles are implemented in accordance with the decisions of YÖK and Senate in a legally transparent, explainable and auditable manner by applying the exam security measures allowed by digital environments.

(3) In-semester studies such as exams, performance, project, homework, portfolio and application and their effect on the success grade are determined by the instructor of the relevant course according to Article 25 and announced to the students via the system at the beginning of the semester.

(4) The final grade of the courses based on application such as laboratory, workshop, project, design and graduation project, which do not require midterm and / or final exams due to their characteristics, is given by taking into account the student's work during the semester. Students who fail such courses cannot take the make-up exam.

(5) 22. Students who meet the conditions specified in the first paragraph of Article 1 and are eligible to take the semester / year-end exam from a course can take the make-up exam from the courses they failed and from the courses in which they received a grade of BB or below in order to raise their grade. The grade obtained in the make-up exam replaces the semester / year-end exam. However, this grade is not taken into account if the students who take the exam in order to raise the grade get a grade of FF.

(6) Make-up exam; It is an exam held instead of a midterm exam. Students who cannot take the midterm exams due to valid excuses submit the document stating their excuses to the relevant dean's office / directorate within five working days at the latest following the end of their excuses in a petition. Students whose excuses are deemed appropriate by the relevant board of directors are given an excuse exam right for each exam they did not take. Exams cannot be taken during the report period. Students whose excuses are not deemed appropriate are considered unsuccessful in the exam / exams they did not take. There is no make-up exam for semester / year-end final and make-up and summer school exams.

(7) Students who do not take the exams are considered to have used their exam rights.

(8) If necessary, with the decision of the relevant board of directors and the approval of the Rectorate, courses and exams can be held on Saturdays and Sundays except religious and national holidays.

(9) Examination documents and all portfolio, project and similar materials used in the evaluation of the success grade are kept by the relevant unit for five years from the date of the exam.

(10) Special examination methods determined by the relevant unit board within the framework of the provisions of this Regulation can be applied according to the disability status of disabled students.

Announcement of exam results and objection

ARTICLE 24- (1) Midterm, final and make-up exam results are announced on the system on the dates specified in the academic calendar.

(2) Students can object to the grade by applying to the relevant academic unit with a petition within three working days at the latest from the announcement of the grades. The instructor of the course makes a re-examination within three working days at the latest after the objection is submitted to him/her and notifies the relevant unit in writing. If there is a grade change, it is sent to the Student Affairs Department immediately with the decision of the relevant board of directors. The grade change is announced on the system by the Student Affairs Department.

(3) If any material error in the announced grades is noticed by the instructor responsible for the course, he/she notifies the relevant academic unit in writing within three working days at the latest after the announcement of the grades, together with the reason for the corrected grade. The grade change is sent to the Registrar's Office immediately with the decision of the relevant board of directors. It is announced in the system by the Student Affairs Department.

Success evaluation and grades

ARTICLE 25- (1) The success evaluation of a course is calculated by taking the effect rates of midterm exams, semester studies and semester / year-end exam grades on the success grade and applying one of the Direct Assessment System (DAS) and / or Relative Assessment Systems (RAS). The success evaluation method and the effect rate of the studies within the scope of the course plan on the final success grade are specified in the course syllabus and announced to the students at the beginning of the academic semester by the instructor of the course.

Table 1: Absolute Evaluation Table Score

<u>Values</u>	<u>Lettered Achievement</u>	<u>Success</u>
	<u>Note</u>	<u>Coefficient</u>

91-100	AA	4,00
82-90	BA	3,50
73-81	BB	3,00
64-72	CB	2,50
55-63	CC	2,00
50-54	DC	1,50
45-49	DD	1,00
0-44	FF	0,00

(2) The midterm and final exams have a 60% effect on the final grade and the final exam has a 40% effect on the final grade. For courses that do not require midterm and/or final exams due to their characteristics, such as laboratory, workshop, project, design and graduation project, the final letter grade is given as the final letter grade, taking into account the student's work during the semester. In periods of distance education during global epidemics, disasters and crises, success evaluation is applied in accordance with the decisions of YÖK and the Senate.

(3) Each academic unit determines the final course passing grade and the minimum grade to be obtained from the final exams.

(4) Exam results are entered into the student information system as numerical grades. The faculty member chooses one of the absolute or relative evaluation principles and letter grades are assigned by the system depending on the selected system.

(5) The success grade of a course is converted into the letter grade and success coefficient in the table above according to the principles determined by the Senate.

(6) The principles regarding the above-mentioned letter grades and other letter grades regarding the success status are shown below:

a) AA, BA, BB, CB, CC, CC, DC, DD and S are successful letter grades. However, in order to graduate, the student's GPA must be at least 2.00.

b) FF, NA and U are unsuccessful letter grades.

c) NA: It is given if the attendance requirement is not met. The student is considered unsuccessful in the course in which he/she receives NA and this course is treated as an FF grade.

ç) S: It is given to the courses that are successful as a result of the proficiency and exemption exams and to the successful courses that are not included in the grade point average. S grade is counted in the total ECTS credits, it is not included in the GPA calculation.

d) U: It is given to the courses failed as a result of the proficiency and exemption exams and to the unsuccessful courses that are not included in the grade averages.

e) M: It is the grade that is counted in the total ECTS credits and not included in the GPA calculation in case the grades received by the student cannot be converted into the YÖK grade conversion table and the University grade system, while exemption is given to the courses taken and succeeded during the previous higher education and graded S, G, M.

f) I: Incomplete grades are given to students who, due to illness or other compulsory reasons, have not been able to fulfill some of the work required for the course even though they have been successful. A student must complete his/her deficiencies within fifteen days from the date of the final exam of the course in which he/she received an I grade. Otherwise, the I grade automatically turns into an FF grade. However, with the decision of the relevant board of directors, the period described above can be extended.

(7) The course grades of the students studying in student exchange and/or joint diploma programs are entered into the transcript by the Registrar's Office with the decision of the relevant board of directors according to the Senate decisions and the principles of exemption and adjustment procedures.

(8) The absolute system is used in converting final grades and similar exam results into letter grades, such as supplementary exams, excuse, exemption, final grades changed by appeal or court decision.

Academic achievement grade point average

ARTICLE 26- (1) The academic success of students is monitored by the YANO (Semester Weighted Grade Point Average) of the courses they have taken in the semester they have completed and the GANO (General Weighted Grade Point Average) calculated for all the courses they have taken. In units that provide annual education, the year is taken as the basis instead of the semester in the YANO/GANO calculations. GPA and GANO is the value obtained by dividing the sum of the values obtained by multiplying the success coefficient of the grades obtained from each course, excluding S, U, M grades, by the ECTS credits of that course by the sum of the ECTS credits of these courses.

(2) The weighted semester/year grade point average is shown in the transcript at the end of each semester/year, two digits after the comma.

(3) In the calculation of the YANO for a semester / year, only the courses belonging to that semester / year are taken into consideration; In the GANO calculation, all the courses taken by the student are taken into consideration. The last letter grade obtained from the repeated courses is considered valid.

Course repetition

ARTICLE 27- (1) Students who fail the courses they have enrolled in as a result of the semester/year-end exams by receiving the letter grades of FF, NA and U, regardless of their grade point average, must first repeat the courses they failed in the semester in which the course is offered, then take the course(s) they have never taken from the lower semester/year, if any, and then take the courses of the current semester, provided that they do not exceed the maximum student workload.

Graduation supplementary exams

ARTICLE 28- (1) Students who have not completed the maximum period of study pursuant to Article 44 of Law No. 2547 are given the right to take additional exams at the end of the fall, spring and summer semesters for three courses (excluding applied, applied, project, workshop courses and internship practices) that they have failed by fulfilling the attendance requirement for graduation.

(2) Final semester students who have received a passing grade in all the courses required to graduate from the program they are following, but whose GPA is below 2.00, are entitled to unlimited exams from the courses they wish to raise their grade point average. However, if they get a lower grade than their current grade, this grade is not taken into account. Attendance is not required for courses other than applied courses, courses with applications and courses that have not been taken before.

(3) Students who do not take the exams to be opened for a total of three consecutive or intermittent academic years are deemed to have given up their unlimited exam right and cannot benefit from this right. Students who have unlimited rights continue to pay the student contribution fee / tuition fee per course in which they take the exam. However, these students cannot benefit from other student rights other than the right to take exams.

(4) The grades obtained in the additional exams are recorded on the transcript as the final success grade of the course. If the grade to be obtained in these exams is below the current grade, it is not taken into account. There is no make-up exam for additional exams.

Graduation and degree of graduation

ARTICLE 29- (1) In order for the student to be eligible for graduation; successfully complete 120 ECTS credits in two-year associate degree programs, 240 ECTS credits in four-year undergraduate programs, 300 ECTS credits in five-year undergraduate programs, 360 ECTS credits in six-year undergraduate programs according to the provisions of this Regulation, including all compulsory and elective courses, practices, internships and similar studies in the curriculum of the diploma program in which the student is enrolled, and have a weighted grade point average of at least 2.00 out of 4.00, and in order to graduate from international joint undergraduate programs, the obligations and graduation conditions at both universities must be met.

(2) Students who successfully complete the compulsory courses and the required number of elective courses in the common curriculum of the international joint diploma program, meet the minimum credit/AKTS amount and minimum weighted GPA required by both universities, and successfully complete other studies determined by both universities are eligible to graduate from the program. In the international joint diploma program, the graduation grade point average is determined by summing the grade point averages at Altınbaş University and the partner university and dividing by two.

(3) Provided that they have not received any disciplinary penalty other than warning, students with a graduation weighted GPA between 3.00 and 3.49 are honor students, and students with a GPA of 3.50 and above are high honor students. This information is indicated on the student's transcript.

Diploma and diploma supplement

ARTICLE 30- (1) Students who successfully complete their education and training in the program they are enrolled in, meet the graduation requirements, and fulfill all their financial and administrative obligations are awarded a diploma and a diploma supplement showing the program information, courses taken and success grades.

(2) Students who successfully complete the international joint diploma program are awarded a Bachelor of Laws (LL.B. Köln / İstanbul Altınbaş) diploma by the University of Cologne Faculty of Law and a Bachelor of Laws (LL.B. Köln / İstanbul Altınbaş) diploma by Altınbaş University Faculty of Law. The diplomas indicate that the program is a joint program.

(3) In case of loss or damage to the diploma, a second copy of the diploma is issued to the student who applies to the Student Affairs Department with a petition and an advertisement published in a local or national newspaper.

(4) Graduating students are given a temporary graduation certificate until their diplomas are prepared. Students can also obtain a graduation certificate via e-government.

(5) In addition to the diploma and diploma supplement, graduating students are given a transcript showing all the courses they have taken, their applications, their grades, and their honors, if any.

(6) Students studying in undergraduate programs, provided that they have successfully completed all the courses and other obligations of the first four semesters of the relevant program, excluding the preparatory class, and that their GPA is at least 2.00, can be dismissed with the decision of the relevant board of directors upon request and receive an associate degree diploma according to the principles determined by the provisions of the Regulation on the Receipt of Associate Degree Diploma or Adjustment to Vocational Schools by Those Who Have Not Completed or Cannot Complete Their Undergraduate Education published in the Official Gazette dated 18/3/1989 and numbered 20112.

(7) The adjustment of students who have not completed or cannot complete their undergraduate education to vocational schools is made within the framework of the provisions of Law No. 2547 and the Regulation on the Regulation on the Associate Degree Diploma or Adjustment to Vocational Schools for those who have not completed or cannot complete their undergraduate education.

Registration freeze

ARTICLE 31- (1) Students who want to suspend their enrollment apply to the relevant dean's office / directorate with a petition stating the reason until the end of the last day of the add-drop week specified in the academic calendar.

(2) With the decision of the relevant board of directors, provided that the tuition fee is paid, at least one semester and at most two semesters in associate degree programs and at most four semesters in undergraduate programs, not exceeding two semesters at a time

registration can be suspended.

(3) Enrollment may be suspended after the add-drop week due to military service, illness, natural disasters, extraordinary circumstances or other unforeseen reasons.

(4) Periods of suspension of enrollment are not counted towards the maximum period of study.

(5) Students who freeze their enrollment cannot benefit from active student rights during the period they freeze their enrollment.

(6) Students whose registration freeze period is over continue their education by registering for courses in the following semester.

(7) Students who have frozen their registration for two semesters; If they want to continue their education at the end of the first semester if the reason for the freeze disappears, they apply to the relevant dean's office / directorate with a petition stating the reason.

Deregistration and dismissal

ARTICLE 32- (1) Students who wish to deregister voluntarily apply in writing to the Student Affairs Department. Disenrollment procedures are completed after the approval of the relevant units. Students who voluntarily deregister from the University cease to be students.

(2) In international joint undergraduate programs, students who are dismissed from one of the higher education institutions are also dismissed from the other higher education institution.

(3) In case of a request for deregistration after new registrations made by ÖSYM with central placement, transfer registrations and international student registrations, the deregistration process can be carried out provided that the financial obligations determined by the Senate are fulfilled.

(4) Within the framework of the provisions of Article 54 of Law No. 2547, the registration of the student who is sentenced to expulsion from the University is deleted.

(5) Students who transfer to another higher education institution are deregistered upon receipt of an official letter from the higher education institution to which they transferred.

(6) Pursuant to Article 44 of Law No. 2547, students are not dismissed due to non-payment of the contribution or tuition fee and non-renewal of registration within the maximum periods. However, with the decision of the University Executive Board and the approval of YÖK, students may be dismissed if the tuition fee is not paid for four consecutive years and the registration is not renewed.

(7) According to Article 44 of Law No. 2547, students who fail to successfully complete the preparatory class of programs whose medium of instruction is wholly or partially a foreign language within two years are dismissed from the program. Students who are dismissed from the preparatory class of programs whose medium of instruction is wholly or partially a foreign language may enroll in an equivalent program whose medium of instruction is Turkish in their higher education institutions.

(8) Students who are proven to have enrolled in the University with false documents are dismissed.

(9) Students who graduate from the University complete their dismissal procedures by obtaining approval from the relevant units before receiving a temporary graduation certificate or diploma.

Discipline

ARTICLE 33- (1) Disciplinary procedures of students are carried out according to Article 54 of Law No. 2547.

(2) Students who are suspended from the higher education institution for any reason cannot participate in education and social activities during this period and cannot enter the facilities of the University.

PART FIVE

Miscellaneous and Final Provisions

Cases where there is no provision

ARTICLE 34- (1) In cases where there are no provisions in this Regulation; the provisions of the relevant legislation, the decisions of the Council of Higher Education, the Senate and the University Executive Board are applied.

Repealed regulations

ARTICLE 35- (1) Altınbaş University Associate and Undergraduate Education and Examination Regulation published in the Official Gazette dated 3/8/2021 and numbered 31557 has been repealed.

Transitional provisions

PROVISIONAL ARTICLE 1- (1) Provided that it is limited to the 2023-2024 academic year, students who do not have courses that can be taken in the semester; If their grade point average is 2.50 and above, they can take one course, and those with a grade point average of 3.00 and above can take up to two courses from the upper semester with the decision of the Faculty Executive Board.

Enforcement

ARTICLE 36- (1) This Regulation enters into force in the fall semester of the 2023-2024 academic year.

Execution

ARTICLE 37- (1) The provisions of this Regulation shall be executed by the Rector of Altınbaş University.