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**REGULATION**

From Nisantasi University:

**NISANTASI UNIVERSITY REGULATION ON ASSOCIATE DEGREE AND UNDERGRADUATE EDUCATION AND EXAMINATION****CHAPTER ONE****Purpose, Scope, Ground and Definitions Purpose**

**ARTICLE 1 – (1)** The purpose of this regulation is to determine the procedures and principles regarding registration, education, examination and evaluation in associate and undergraduate programs of Nisantasi University.

**Scope**

**ARTICLE 2 – (1)** This Regulation applies to the provisions regarding the education and training processes applied in the associate and undergraduate programs offered by formal and distance education at Nisantasi University, summer education and English preparatory programs, as well as student admission, enrollment, success and graduation conditions.

**Ground**

**ARTICLE 3 – (1)** This Regulation has been prepared on ground of the Higher Education Law No. 2547 dated 4/11/1981.

**Definitions**

**ARTICLE 4 – (1)** In this Regulations;

- a) Academic unit: Refers to the faculty, college, conservatory and vocational school within Nisantasi University.
- b) ECTS: Refers to the European Credit Transfer System.
- c) Head of Department: Refers to the heads of departments in faculties, colleges, conservatories and vocational colleges within Nisantasi University.
- ç) Advisor: Refers to the faculty member assigned by the administrative board for the proposal of the faculty / college / conservatory / vocational school / department / major / art major/ program to which the students of Nisantasi University are enrolled to deal with education and other problems.
- d) Dean: Refers to the deans of the faculties within Nisantasi University.
- e) Faculty: Refers to the faculties affiliated to Nisantasi University.
- f) GPA: Refers to the overall weighted grade point average.
- g) Board: Refers to the faculty board in faculties, the college board in colleges, the conservatory board in conservatories, and the vocational school board in vocational schools.
- ğ) Credit: Refers to the national credits of the courses in the curriculum of the semester that the student will attend.
- h) Undergraduate: Refers to higher education covering a program of at least eight semesters after secondary education.
- i) Make-up exam: Refers to the exams given for students who cannot attend the midterm exams for a valid reason and whose excuses are accepted by the relevant administrative board.
- j) Vocational School: Refers to the vocational schools affiliated to Nisantasi University.
- j) Board of Trustees: Refers to Nisantasi University Board of Trustees.
- k) Common compulsory course: Refers to the courses of Atatürk's Principles and History of Revolution, Turkish Language, Foreign Language specified in subparagraph (i) of the first paragraph of Article 5 of the Law No. 2547, Occupational Health and Safety in faculties that train graduates who can become occupational safety specialists in accordance with the Occupational Health and Safety Law dated 20/6/2012 and numbered 6331, and other courses prescribed by the Council of Higher Education.
- l) Department of Student Affairs: Refers to Nisantasi University Student Affairs Department.
- m) Curriculum: Refers to the curriculum prepared by the departments and adopted by the Senate.
- n) Associate degree: Refers to higher education covering a program of at least four semesters after secondary education.
- o) Prerequisite course: Refers to the course that requires to be successful in one or more of the courses in the previous semester or years.
- ö) OSYM: Refers to the Measuring, Selection and Placement Center (in Turkey).
- p) Special student: Refers to a student who applies to take a course from another higher education institution while studying at an associate degree or undergraduate level in a higher education institution at home or abroad.
- r) Rector: Refers to the Rector of Nisantasi University.
- s) Elective courses: Refers to the courses that the student can take by choosing among the courses specified in the curriculum.
- ş) Senate: Refers to Nisantasi University Senate.
- t) University: Refers to Nisantasi University.
- u) University Administrative Board: Refers to Nisantasi University Administrative Board.
- ü) Semester course load: Refers to the total of national/ECTS credits of all the courses that the student is enrolled for in the semester.
- v) Final exam: Refers to the final exam held at the end of the semester in which the course is taught.
- y) YOK: Refers to the Council of Higher Education (in Turkey).

- z) Administrative Board: Refers to the faculty administrative board in faculties, the college administrative board in colleges, the conservatory administrative board in the conservatory, and the vocational school administrative board in vocational schools.
- aa) College/conservatory Director: Refers to the directors of the college/conservatory/vocational colleges within Nisantasi University.
- bb) Compulsory courses: Refers to the courses that the student has to take.

## **CHAPTER TWO**

### **Principles Regarding Application, Entry, Admission and Enrollment to the Programs, Academic Advisory and Student Disciplinary Action**

#### **Student admission**

**ARTICLE 5 –** (1) Student admission to university programs is carried out within the framework of the criteria determined by YÖK and ÖSYM.

(2) In order to register in the undergraduate or associate degree programs of the university, it is necessary to be placed in the relevant program by ÖSYM and not to be registered in a formal program at the same level in another higher education institution. However, the general and special conditions to be sought for students to be admitted to some departments are determined by the Senate by taking the opinion of the relevant board.

(3) The registration procedures of those who have the right to final registration are carried out in accordance with the procedures approved by the University within the framework of the provisions of the Law No. 2547, on the dates announced by the Rectorate and with the required documents.

(4) Candidates with an excuse can also register through their representatives, provided that they comply with the provisions of paragraphs one to three.

(5) Students who do not fulfill their financial obligations and do not apply in accordance with the announced principles lose their right to register.

(6) The candidate who registers to the University within the specified period and whose registration procedures are completed becomes a University student and benefits from student rights.

(7) Students who are found to have inaccuracies, falsifications and/or deficiencies in the documents they submit will be dismissed from the University regardless of the semester they are in.

#### **(Amended: OG-12/9/2021-31596) Turkish and foreign language preparatory education and exemption procedures**

**ARTICLE 6 –** (1) The objectives, implementation and examinations of the education/training programs to be conducted in the compulsory and optional foreign language preparatory classes of Nisantasi University, implementation of the education and examinations of the common compulsory foreign language courses and the works and procedures regarding the exemption are carried out in accordance with the provisions of the Regulation on the Principles to be Applied in Foreign Language Education and in Education in a Foreign Language at Higher Education published in the Official Gazette dated 23/3/2016 and numbered 29662. The relevant procedures and principles are determined by the Senate to show the implementation of the provisions of the aforementioned Regulation..

(2) Turkish proficiency and exemption procedures for foreign students are carried out in accordance with the procedures and principles determined by the Senate.

#### **Lateral transfer, vertical transfer, double major and minor**

**ARTICLE 7 –** (1) Lateral transfer, vertical transfer, double major and minor student admissions and registrations to the undergraduate and associate degree departments of the university are carried out in accordance with the provisions of the Regulation on the Principles of Transfer between Associate Degree and Undergraduate Degree Programs, Double Major, Minor and Inter-Institutional Credit Transfer in Higher Education Institutions, published in the Official Gazette dated 24/4/2010 and numbered 27561 and the Nisantasi University Directive For Double Major and Minor. Lateral transfers are limited to the announced quotas, and the adjustment procedures are carried out by the boards of the relevant academic units by converting the grades of the student's department to the grading system specified in the Article 25.

#### **Special student and exchange programs**

**ARTICLE 8 –** (1) The principles and procedures regarding the students who will participate in exchange programs and those who will take courses as special students are determined within the framework of the provisions of Article 22 of the Regulation on the Principles of Transfer between Associate Degree and Undergraduate Degree Programs, Double Major, Minor and Inter-Institutional Credit Transfer in Higher Education Institutions

(2) **(Amended: OG-12/9/2021-31596)** Higher education institution students who meet the application requirements determined by the relevant faculty/school/conservatory/vocational school administrative board can take the courses given in undergraduate/associate degree programs as special students. Financial obligations for special student are determined by the Board of Trustees for each semester.

(3) Candidates applying for special student status to programs where the medium of instruction is English have to first meet the requirements for the English level of the relevant faculty/program.

(4) Upon request, these students are given a document showing the courses they are enrolled in and the grades they have obtained from these courses. This document is not a diploma or a rating. Students enrolled in university diploma programs cannot take courses as special students.

(5) Student exchange and internship programs can be implemented within the framework of bilateral agreements between the University and a domestic or foreign higher education institution. Within this framework, students can be sent to the relevant universities

by the University for a maximum of two semesters for associate degree programs and a maximum of four semesters for undergraduate programs. During the specified period, the student's registration at the University continues and this period is counted from the education period. Within the framework of the relevant agreements, the student pays the tuition fee to the University.

(6) Sending exchange students to a higher education institutions which there is no agreement with, is decided by the resolution of the relevant board and the approval of YÖK.

(7) The courses to be taken by the student within the framework of the exchange program are determined by the exchange programs coordinator and the department/program head, taking into account the course content, local and ECTS credits, and are decided by the relevant administrative board. The student cannot claim a right for the adjustment of the courses that are not specified in the decisions of the administrative board, but taken by the student.

(8) Course selection and equivalence procedures and grade adjustments of students who study within the framework of bilateral agreements at home and abroad are made by the relevant department/program heads by converting them to the grading system in the Article 25.

(9) The equivalence procedures of the courses taken by the student from higher education institutions at home and abroad are made by the relevant department/program heads by converting them to the grading system in the Article 25.

(10) The course grades of the students in the departments that carry out a joint program for a double diploma within the framework of bilateral agreements, are evaluated by taking into account the grade conversion table accepted by the University.

#### **Registration renewal and course enrollment**

**ARTICLE 9 –** (1) Students are obliged to renew their registrations and complete the course enrollment procedures by fulfilling their financial responsibilities within the periods specified in the academic calendar, within the framework of the principles determined by the Senate and the University Administrative Board. The student makes the course selection for each semester and does the final course enrollment with the approval of his/her advisor.

(2) Students who do not fulfill their financial obligations cannot enroll in courses, renew their registration, freeze their registration and benefit from their student rights. The semester that the registration is not renewed is counted from the normal education period.

(3) **(Amended: OG-12/9/2021-31596)** Students must enroll in all courses in the first and second semesters. The student has to be enrolled in the compulsory course/courses that he/she has never taken or has not met the attendance requirement or has failed (FF) after meeting the attendance requirement. He/She takes other courses determined by the relevant committees instead of the courses removed from the curriculum.

(4) **(Amended: OG-12/9/2021-31596)** It is not obligatory to take the same course in repeating an elective course taken before. In case the elective course has been removed or not opened in that semester, another elective course can be taken from the same elective group instead.

(5) **(Amended: OG-12/9/2021-31596)** The education and training study load that a student will take in a semester is completed with the student's request and the approval of the advisor. This load cannot exceed the ECTS load of the semester in which the course will be taken. However, final year students can enroll for a maximum of 15 ECTS (Maximum 3 courses if the equivalent of the courses taken exceeds 15 ECTS) in addition to the semester's ECTS course load.

(6) **(Amended: OG-12/9/2021-31596)** The principles regarding the course load that can be taken by students enrolled in double major and minor programs and students making lateral and vertical transfers are as follows:

a) Students enrolled in double major and minor programs can enroll in a maximum of 15 ECTS equivalent courses (at most 3 courses if the equivalent of the courses taken exceeds 15 ECTS) in addition to the semester's ECTS course load.

b) Students making horizontal and vertical transfers can enroll in a maximum of 15 ECTS equivalent courses (at most 3 courses if the equivalent of the courses taken exceeds 15 ECTS) in the following semester, in addition to the semester's ECTS course load.

(7) **(Amended: OG-12/9/2021-31596)** Those with a GPA of 3.00 and above can enroll in a course with a maximum ECTS load of + 5 ECTS (in case of exceeding +5 ECTS, a maximum of 1 course), provided that they have taken and succeeded in all their courses until the semester they are in. The success grades of the students who take courses from the upper class are included in the general weighted grade point average and the semester average of the courses.

(8) Students who have to take the course again despite completing the normal education period are obliged to enroll in the course in accordance with the academic calendar, provided that they pay the determined fee, regardless of the condition of attendance to the course.

(9) Students cannot simultaneously register for overlapping courses in their formal education programs. However, except for laboratory or applied courses, the course/courses that he/she has to take again after meeting the attendance requirement or distance education courses are out of this scope.

(10) **(Amended: OG-12/9/2021-31596)** Students cannot benefit from the rights in the fifth, sixth and seventh paragraphs of this article at the same time.

#### **Tuition fee, contribution per credit**

**ARTICLE 10 –** (1) Tuition fees are determined by the Board of Trustees at the beginning of each academic year. Students who have left the University voluntarily or who have been dismissed in accordance with the provisions of the relevant legislation are obliged to pay the full tuition fee for the academic year they are enrolled.

(2) A student who certifies that he/she cannot continue his/her education with a medical board report from a full-fledged State or university hospital or who has passed away is refunded the fee for the period of absenteeism.

(3) Payment schedule and dates of annual tuition fees are announced for each academic year. It is not possible for a student who does not fulfill his/her financial responsibility to re-register. Students who do not fulfill their financial obligations within the framework of the payment plan, the student affairs system is closed for all transactions except messages.

(4) Issues regarding scholarships and discounts to be given to students are determined within the framework of Nişantaşı University Directive For Scholarship.

#### **Academic Advisory**

**MADDE 11** – (1) For each student, an advisor is appointed among full-time academic staff with the recommendation of the relevant department head office and the decision of the relevant board. Until the advisor is appointed, the student's advisory services are given by the head of the department.

(2) The advisor guides and assists the student in solving the problems related to attendance, course enrollment, monitoring of success and education.

(3) The procedures such as determining the courses that the student will take each semester during their education, registration renewal and enrollment, dropping a course and taking a new course are carried out with the approval of the advisor within the framework of this Regulation.

(4) The student is responsible for errors and/or deficiencies in the course enrollment procedures. The student is obliged to apply to his/her advisor within the period specified in the academic calendar for course enrollment.

(5) The advisor, who will not be able to be at the University due to a valid excuse during the enrollment period, notifies the department head office in a letter. The head of the department appoints an academic staff temporarily instead of this advisor and announces this to the relevant academic unit and students.

#### **Student disciplinary actions**

**ARTICLE 12** – (1) Disciplinary actions of students are carried out and implemented in accordance with the provisions of the 54th article of the Law No. 2547 and the Higher Education Institutions Student Disciplinary Regulation published in the Official Gazette dated 18/8/2012 and numbered 28388.

### **CHAPTER THREE**

#### **Principles on Education**

##### **Academic year academic calendar**

**ARTICLE 13** – (1) **(Amended: OG-12/9/2021-31596)** The academic year consists of fall and spring semesters of 14 weeks each. Final exams are not included in this period. The start, end and exam dates of the academic year are announced each year with the academic calendar determined by the Senate. When necessary, the education period can be regulated by the Senate.

(2) Education and exams are not held on public holidays. However, if necessary, teaching and exams can be held on Saturdays and Sundays, by the decision of the Senate.

(3) (3) With the decision of the relevant boards and the approval of the Senate, summer education may be opened in addition to the academic year. The provisions of the relevant legislation are applied about the summer education and the summer education is carried out within the framework of the relevant directives of the University.

##### **Education period and contribution**

**ARTICLE 14** – (1) The maximum education period for full-time student status is four academic years in associate degree programs, seven academic years in four-year undergraduate programs, eight academic years in five-year programs and nine academic years in six-year programs. The time spent in foreign language preparatory programs is not included in these periods. The subparagraph (c) of the first paragraph of Article 44 of the Law No. 2547 and the Procedures and Principles regarding the Procedures for the Undergraduate and Associate Degree Students who are studying at Nişantaşı University and have completed their maximum education period, are applied to those who cannot graduate from the education programs they are enrolled at the end of the maximum period.

(2) For the courses that the student who has completed the normal education period has taken but failed and/or never taken in order to graduate, pays the contribution determined for the tuition per course/credit. The amount of contribution to be paid for these courses cannot be more than the tuition fee determined for that year.

##### **Language of education**

**ARTICLE 15** – (1) The language of education at the university is Turkish. With the approval of the Senate, some programs or courses can be held in English/Turkish, only in English or in another language, due to their characteristics..

##### **Cirriculum**

**MADDE 16** – (1) Education at the university is carried out according to the curriculum determined by the Senate, taking into account the compulsory, common and elective courses. The curriculum of a department/program and the changes to be made in these plans are prepared by the relevant academic unit boards and come into effect with the approval of the Senate.

(2) Course credits are determined by the Senate, taking into account the diploma level of the relevant program by the Council of Higher Education, the credit range determined according to the higher education qualifications framework for the field, and the working hours of the students.

(3) Course credits are calculated based on the workload within the framework of the principles determined by the Senate, taking into account the learning outcomes which means the contribution of that course to the knowledge, skills and competencies that will be gained by the student who has completed the relevant diploma program., the theoretical and/or applied course hours clearly determined, and the required working hours of other activities foreseen for the students.

(4) The credit of a course consists of the sum of the weekly theoretical hour of that course and half of the practice and laboratory hours. The ECTS value of the course is determined according to the principles of the European Credit Transfer System. The credit and ECTS value of each course is specified in the curriculum.

(5) The courses in the curriculum include theoretical courses, seminars, practices, studio, laboratory and workshop studies, practical studies, sketches, field application, thesis, project, graduation work, internship, on-the-job professional practices and similar studies. Courses can be compulsory or optional. The courses and applications of the programs in one semester are finalized with the proposal of the relevant academic unit board and the approval of the Senate.

(6) Foreign language-supported programs can be conducted for students who have obtained foreign language proficiency. In the programs conducted in a foreign language, enrollment in courses, its implementation, conducting the exams and other issues are regulated according to the directive or the Senate principles.

(7) **(Amended: OG-12/9/2021-31596)** The distribution of courses according to semesters or years, weekly, theoretical and laboratory, all kinds of practice hours, credit value and conditions, if any, are determined by the decision of the relevant boards.

(8) The student is obliged to take and succeed in all compulsory courses in the curriculum and elective courses in the prescribed credit.

(9) Curriculums and weekly course schedules are submitted to the Senate with the decisions of the relevant academic unit. Curriculums approved by the Senate are announced within the period determined in the academic calendar before the start of education.

(10) Internships are out-of-school studies that are carried out between semesters according to the characteristics of the education and training program and aim to improve the ability of the student to transfer the knowledge gained to the field of practice, but are not compulsory for each department/program. The internship application principles are carried out within the scope of the internship directives determined by the proposal of the relevant academic unit board and the approval of the Senate.

(11) Graduation project is a personal or group work that shows that the student has reached the desired level of professional knowledge and skill and is carried out under the supervision of advisors.

(12) Seminars are studies prepared and presented by the teaching staff and students within the framework of a subject related to the education and training program, and developed controversially.

(13) On-the-job professional practices are carried out in the eighth semester of undergraduate programs in accordance with the provisions of the relevant legislation.

(14) Education and training study load consist of all the education and training work for that semester shown in the curriculum for each semester.

#### **Quality processes**

**ARTICLE 17 –** (1) Internal and external quality assurance practices for the continuous improvement of education and training processes and other issues related to the continuation of education are determined by the Senate in accordance with the basic principles determined by the Council of Higher Education on these issues.

### **CHAPTER FOUR**

#### **Exam, Success Evaluation and Graduation**

##### **Implementation principles of university common courses**

**MADDE 18 –** (1) University common courses are carried out by the Common Courses Coordinatorship affiliated to the Rectorate.

##### **Assessment-Evaluation**

**MADDE 19 – (1) (Amended: OG-12/9/2021-31596)** Assessment and evaluation methods consist of at least two assessment activities, namely midterm (midterm) and end-of-semester (final) exams. Midterm exams are made as written exams and/or student-based exams. Exam dates are announced in the academic calendar. The contribution of the midterm evaluations to the success grade is 40%, and the contribution of the final exam to the success grade is 60%.

(2) **(Amended: OG-12/9/2021-31596)** It is obligatory to attend 80% of language preparatory class courses, 70% to theoretical courses, and 80% to applied courses such as laboratory and workshop in a semester. The attendance requirement for Aircraft Maintenance and Repair, Air Traffic Control and Aviation Electrical and Electronics undergraduate programs is 90%. A list for each course of students who have not fulfilled the obligation to attend classes is given to the dean's office/college/conservatory/vocational school directorate on the day the courses specified in the academic calendar end and are announced before the exams. These students are deemed absent from the specified course and are not accepted to the final exam of that course. These unsuccessful students are given a grade of NA. The attendance criteria of the students enrolled in distance education programs are determined by the academic unit offering the course and announced in the first week of the semester.

(3) A student who obtains an (FF) in a course of programs other than the preparatory program does not have to continue when he/she takes this course again. Students who fail to take NA (due to absenteeism) are required to attend the course. In any case (in FF or NA cases), the student has to attend projects, workshops, laboratories, practice, homework and similar studies, midterm and final exams within the scope of the course curriculum.

(4) The periods in which students assigned by the University in national team and inter-university sports matches or cultural events cannot continue their education due to the fact that they have to participate in these activities and preparatory studies are not taken into account in the calculation of the attendance period.

(5) If approved by the Senate, some of the courses in the daytime and evening education programs can be given through distance education in line with the approval of YOK.

(6) Assessment and evaluation processes of the same coded courses belonging to the department/program are made jointly. The Common Courses Coordinatorship determines how the assessment and evaluation processes of the courses conducted with a common code at the associate and undergraduate level throughout the university will be carried out.

(7) **(Amended: OG-12/9/2021-31596)** Final exam schedules are prepared by the relevant administrative boards and are announced two weeks before the start of the semester at the latest. Exams are held at the place, day and time announced in the program.

(8) **(Amended: OG-12/9/2021-31596)** The semester-end success list and exam documents of a course are delivered to the dean's office/directorate by the instructor within the period specified in the academic calendar from the date of the exams.

#### **Recognition and adjustment of previously acquired qualifications**

**ARTICLE 20 – (1)** The procedures for recognition and adjustment of previously acquired qualifications are carried out in accordance with the Nişantaşı University Directive For Principles on Recognition of Previously Acquired Qualifications, Course Equivalence and Adjustment.

#### **Exams**

**ARTICLE 21 – (1) (Amended: OG-12/9/2021-31596)** Exams consist of midterm, quiz and midterm studies, excuse exam, final exam, make-up exam, single course exam and grade raising exams. Except for the projects or practice-based courses, at least one midterm exam and one final exam are held between the evaluation activities of each course. If the instructor of the course deems it appropriate, he/she can evaluate homework, laboratory and similar work during the semester while giving the final (final) grade. The course success grade of the student is appreciated by the instructor, taking into account the midterm and final exam results, the work done during the semester and the attendance to the courses. The way the exams are conducted is announced to the student by the instructor at the beginning of each semester by specifying them in the course monitoring form.

(2) Midterm exams are held at least once in each academic semester, within the period specified in the academic calendar, in relation to each course, in written or on a student-based. However, exams for practical or courses having very special characteristics can be made verbally or by evaluating the student's work during the semester/year. The method by which the examinations of the courses will be held in this way due to their characteristics is decided by the proposal of the relevant department or program head offices and the administrative board of the relevant academic units, and the Rectorate is notified within one week at the latest after the start of the semester. The dates, places and times of the midterm exams are planned and announced by the dean's offices. Final/end-of-year exams are planned and announced by the relevant academic units, taking into account the dates specified in the academic calendar. If needed, midterm and final/year-end exams can also be held on Saturdays and Sundays.

(3) **(Amended: OG-12/9/2021-31596)** Quizzes and mid-term studies are the quizzes and mid-term studies that the instructor makes during the semester when he/she deems it necessary within the scope of the course curriculum.

(4) Student-based exams are exams conducted in the form of field study, practice, homework, projects, workshops, seminars, laboratories and so on.

(5) The excuse exam is for students who cannot attend the midterm exam due to their excuses. Students who cannot take the midterm exams due to their excuses submit the document stating their excuses to the secretariat of the faculty/college/conservatory/vocational school within three working days at the latest following the end of the excuse. With the decision of the relevant academic unit board, those whose excuses are deemed appropriate are given the right to take the exam. The make-up exam for the midterm exams is held before the final exams, on the date to be determined by the relevant academic unit administrative board. The student cannot attend classes or exams during his/her sick leave or excused periods, and if he/she takes exams or any evaluation activity during his/her sick leave or excused period, his/her grades will be deemed invalid.

(6) The final exam is the exam held at the end of each semester for the courses opened in that semester. There is no make-up exam for the final and make-up exams.

(7) Make-up exam is the right given to students who cannot take the final exam or who fail with an FF. Students failing due to attendance cannot take the make-up exam.

(8) The grade increase exam is the right given to the students who could not complete the graduation requirements only because their GPA is below 2.00 despite being successful in all courses, on the condition that they can increase their GPA to 2.00 or above from a maximum of three courses of their choice. The grades of the courses requested to increase grades cannot be higher than CC. Students can take the grade increase exam on the announced date, provided that they fulfill their financial obligations. The grade obtained at the end of the exam replaces the old grade. In these exams, excuses are not accepted and make-up exam provisions are not applied.

(9) **(Amended: OG-12/9/2021-31596)** A single course exam is the right to take an exam on the dates determined in the academic calendar for a single course for which students who have not completed the maximum education period defined in Article 44 of the Law No. 2547, have met the attendance requirement from all courses and received an FF grade for graduation. A student who cannot increase his/her GPA to 2.00 even if he/she gets the highest grade (AA) as a result of a single course exam is not entitled to a single course exam. A single course examination right is not granted for courses that require practice, such as graduation projects, internships, professional practices, and on-the-job professional practices. Students who want to take the single course exam must apply to the relevant academic unit

with a petition until the date specified in the academic calendar. The relevant academic unit administrative board examines the situation of the students and decides on the applications by taking the opinions of their advisors. Students can take a single course exam on the announced date, provided that they fulfill their financial obligations. In order to be considered successful, students must get at least a DD grade from this exam. Students who are not successful in a single course exam have to take this course again in the relevant semester. Students can take advantage of the single course exam once at the end of each semester they are enrolled. Those who do not use the right to a single course exam in the semester are deemed to have waived this right.

#### **Conducting exams**

**ARTICLE 22** – (1) Exams are held on the day, place and time announced in accordance with the principles determined by the Senate and the academic calendar. However, exams for courses and applications that must be held outside the University can also be held outside the University buildings.

(2) Exams are organized and administered by the instructors assigned to teach that course. If the responsible instructor cannot be present at the University on the day of the exam, the department head office/program chair decides who will conduct the exam.

#### **Objection to exam results**

**ARTICLE 23** – (1) Students, who object to their grades at the end of midterm, final, make-up, excuse, grade increase and single course exams, make an objection to the department or program chair of the relevant academic unit to which the code of the course is affiliated, in writing or electronically via OBIS within five working days after the grades are announced. The student's objection is examined by the lecturer of the course in terms of mistake of fact and announced to the student. If the student's objection to the result of this evaluation continues, a commission of three people, one of whom is the lecturer of the course, will reevaluate the objection in terms of whether there is a mistake of fact or not. The result is reported in writing to the head of the department or program. The head of the department or program reports the result in writing to its dean's office or directorate. The Dean's Office/Directorate announces the result in writing to the student and if there is a change in the success grade, the result is also notified to the Department of Student Affairs.

#### **Retention of exam documents**

**ARTICLE 24** – (1) All kinds of exam documents are retained in accordance with the Higher Education Institutions and Higher Education Institutions Standard File Plan with Retention Period.

#### **Success Grade**

**ARTICLE 25** – (1) **(Amended: OG-12/9/2021-31596)** A student's success grade consists of the average of the midterm grade of that course and the final grade. The contribution of the midterm evaluations to the success grade is 40%, and the contribution of the final exam to the success grade is 60%. Students with a passing grade below 50 are considered unsuccessful. Success grade and coefficients are shown in the table below.

| Success Level             | Letter Grade | Equivalent for 100-point<br>grading system | Equivalent for 4-point<br>grading system |
|---------------------------|--------------|--------------------------------------------|------------------------------------------|
| Excellent                 | AA           | 90 – 100                                   | 4.00                                     |
| Good-Very Good            | BA           | 85 – 89                                    | 3.50                                     |
| Good                      | BB           | 80 – 84                                    | 3.00                                     |
| Fair-Good                 | CB           | 70 – 79                                    | 2.50                                     |
| Fair                      | CC           | 60 – 69                                    | 2.00                                     |
| Pass                      | DC           | 55 – 59                                    | 1.50                                     |
| Pass                      | DD           | 50 – 54                                    | 1.00                                     |
| Fail                      | FF           | 0 – 49                                     | 0.00                                     |
| Exempt                    | M            | ---                                        | ---                                      |
| Satisfactory/Successful   | S            | ---                                        | ---                                      |
| Insufficient/Unsuccessful | U            | ---                                        | ---                                      |
| Incomplete                | I            | ---                                        | ---                                      |
| Not Attended              | NA           | ---                                        | ---                                      |
| Didn't take the exam      | -1           | ---                                        | ---                                      |

a) **(Amended: OG-12/9/2021-31596)** A student who obtains AA, BA, BB, CB, CC, DC, DD or S grades from a course is deemed to have succeeded in that course.

b) A student who obtains FF, NA or U grades in a course is considered unsuccessful in that course.

c) **(Repealed: OG-12/9/2021-31596)**

ç) Grade (NA) is given to students who do not fulfill their course attendance requirements or fail because they do not meet the requirements for course applications. (NA) grade is treated as FF grade in the GPA calculation.

d) **(Amended: OG-12/9/2021-31596)** Grade (-1) is given to students who cannot take midterm or final exams. These students submit an application with a petition within 5 working days from the date of the midterm exam of that course and state the excuse of not being able to take the exam. The student whose excuse is accepted can take the make-up exam instead of the midterm exam, and the grade he/she will obtain is entered into the system as the current grade of the relevant course. Students who do not take the final exam at the end of the semester can take the make-up exam on the date specified in the academic calendar. The (-1)

grade of the student who does not take the make-up exam is automatically converted to an (FF) grade regardless of their work during the semester, and the grade of (FF) is treated in the calculation of grade point averages.

e) Grade (S) is given to students who are successful in the course that is not included in the average in the curriculum.

f) Grade (U) is given to students who fail the course that does not enter the average in the curriculum.

g) Grade (I) is given to students who could not complete their studies such as thesis or project due to compulsory reasons.

Success grades of the students in this situation are given within fifteen days at the latest after the end of the final exams or before the course enrollment of the following semester starts. (I) grades that have not been notified within this period are converted to FF grades.

#### **Overall Weighted Grade Point Average**

**ARTICLE 26** – (1) Overall weighted grade point average (GPA) is the value to be found by multiplying the success grade coefficient obtained from each course with the ECTS credits and dividing the result by the total ECTS credits.

(2) In the GPA calculation, the three-digit transaction is carried out after the comma and the display is made over two digits. In the rounding process, if the third digit after the comma is 0-4, round down, and if it is 5-9, round up.

(3) The final grade is valid for the courses taken in order to increase the overall weighted grade point average. Courses not taken are not included in the average calculation.

(4) Internship/graduation project courses in associate degree programs and Personal Education Program courses in undergraduate programs are evaluated as S/U and are not included in the grade point average.

#### **Completion of education and its degree**

**ARTICLE 27** – (1) A student who is successful in all the courses in the curriculum of the department or program he/she is enrolled in, completed two hundred and forty (240) ECTS credits at undergraduate level and one hundred twenty (120) ECTS credits at associate degree level and increased his/her GPA to at least 2.00, and who is fulfilled his compulsory internship obligations, if any, is considered to have completed his / her education, and the diploma specified in the 28th article is awarded to him with the decision of the relevant academic unit administrative board.

(2) The student is given a graduation transcript showing all courses, credits, grades and degrees taken during his/her education and a diploma supplement upon graduation.

(3) Students who meet the graduation requirements early, on the condition that they take courses actively for at least six semesters, can graduate in a shorter time than the stipulated education period.

(4) Students who are entitled to receive a diploma must submit a dismissal document to be obtained from the relevant academic units in order to receive their diploma.

(5) The graduation date of the student is the date of the decision of the relevant administrative board regarding the graduation of the student.

#### **Diploma**

**ARTICLE 28** – (1) Those who successfully complete their education in the faculties, conservatory and colleges of the university according to this Regulation are awarded a bachelor's degree by specifying the name of the faculty, conservatory, college and department.

(2) Those who successfully complete their education in the vocational schools of the university according to this regulation are given an associate degree diploma by specifying the vocational school and program name.

(3) Students who have not completed their undergraduate education, but have passed all the compulsory and elective courses in the curriculum until the end of the fourth semester, and the courses specified in the first paragraph of the 5th article of Law No. 2547, in accordance with the provisions of this Regulation, and whose GPA is 2.00 at least at the end of the fourth semester, are awarded an associate degree diploma within the framework of the relevant legislative provisions and YOK decisions.

(4) Graduation and diploma procedures are carried out in accordance with Nisantasi University Senate Principles on Diploma and Certificates.

#### **Honors and high honor students**

**ARTICLE 29** – (1) **(Amended: OG-12/9/2021-31596)** Except for summer education, students who have graduated with a grade point average of at least 3.00 – maximum 3.49 are considered honor students, and those with a minimum of 3.50 and higher are considered high honor students. However, these students must not be disciplined in any semester during their education and must have taken and succeeded in all courses including the semester they are in.

## **CHAPTER FIVE**

### **Miscellaneous and Final Provisions**

#### **Permanent and temporary leave**

**MADDE 30** – (1) The registration of students who want to leave the university for good will be deregistered. The principles for deregistration are as follows:

a) Students who want to deregister from the university apply to the secretariat of the relevant faculty/college/conservatory/vocational school with a petition. Even if these students did not continue their education, did not renew their registration, left voluntarily or their registration was canceled in accordance with the provisions of the relevant legislation, they are obliged to pay the price determined by their financial obligations, including the previous years and the academic year in which he/she was registered.

b) Students who have registered or re-registered at the beginning of the academic year and want to leave after a while, must fulfill their financial obligations for that year, including the previous years.

c)Deregistration cannot be done by mail. The student must submit a written application in person. However, in special cases, provided that the financial obligations are fulfilled, the student can cancel his/her registration from the University through his/her legal representatives (notarized).

ç) The student who deregistered his/her final enrollment is dismissed from the University. The diploma in its file is returned. In this case, the student's registration shall not be reopened..

d)Every year in August, the University registration of a student who is found to be dead according to the records of the civil registry is deleted.

e)The provisions of this paragraph are also applied to students whose registration has been canceled due to reasons not included in this Regulation.

f) Other procedures and principles regarding the deregistration procedures are regulated by the Senate.

(2) If the student is temporarily on leave from the University for a compelling reason accepted by the relevant board, his/her registration is frozen. The principles regarding registration freezing are as follows:

a)Due to disease, documenting the fact that there is no one else to take care of in case of an emergency illness of first-degree relatives, natural disasters, study abroad, military service suspension, arrest or detention and other reasons deemed justified by the relevant board of directors; a maximum of two semesters leave at a time in associate degree programs and a maximum of four semesters leave at a time in undergraduate programs can be granted to the student.

b) The student makes the request to freeze the registration in writing directly to the relevant academic unit secretariat.

c) The student requesting the registration freeze attaches the relevant valid document to the petition.

ç) **(Amended: OG-12/9/2021-31596)** The student whose registration freeze request is accepted cannot participate in the learning activities during this period, and cannot take the midterm and final exams of the semester in which the registration is frozen. This period is not counted from the education period.

d) In the event that a compelling reason requiring the registration freeze occurs in the middle of the semester, the student is deemed to have frozen his/her registration from the beginning of that semester.

e)Students who request a registration freeze must first fulfill all their financial obligations. The registration of the student who does not fulfill his financial obligations is not frozen.

f)The final registration freeze period of the student is specified in the decision of Administrative Board.

#### **Notification and address notifying**

**ARTICLE 31** – (1) All kinds of notifications are deemed to have been completed by registered mail or courier mail to the permanent address that the student has given during registration to the University.

(2) The notifications to be made to the address given by the students who have given the wrong or incomplete address and phone number they have given when registering to the university, or who have changed their address and phone number but have not reported this to the Advisor and the Department of Student Affairs with a petition, are valid.

#### **Cases where there is no provision in the regulation**

**ARTICLE 32** – (1) In cases where there is no provision in this regulation, the provisions of other relevant legislation and the decisions of the Council of Higher Education, Board of Trustees, Senate and Administrative Board are applied.

#### **Repealed regulation**

**ARTICLE 33** – (1) Nişantaşı University Regulation on Undergraduate and Associate Degree Education and Examination published in the Official Gazette dated 28/10/2018 and numbered 30579 has been repealed.

#### **Enforcement**

**ARTICLE 34** – (1) This Regulation enters into force on the date of its publication, to be valid from the fall semester of the 2020-2021 academic year.

#### **Execution**

**ARTICLE 35** – (1) The provisions of this regulation are executed by the Rector of Nisantasi University.

| <b>Of The Official Gazette in which the Regulation was Published</b> |              |
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| 18/10/2020                                                           | 31278        |
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