

**PROCEDURES AND PRINCIPLES REGARDING THE ACTIONS TO BE TAKEN FOR
UNDERGRADUATE AND ASSOCIATE DEGREE STUDENTS WHO ARE STUDYING AT
NISANTASI UNIVERSITY AND HAVE COMPLETED THEIR MAXIMUM EDUCATION PERIOD**

**CHAPTER ONE
Purpose-Scope-Ground**

Purpose

ARTICLE 1- To determine the principles regarding the procedures to be applied to associate and undergraduate students who have completed the maximum education period.

Scope

ARTICLE 2- These application principles include the principles that will be applied to students who have completed the maximum education period and according to the total number of courses that they have never taken, did not fulfill the attendance requirement and/or failed.

Ground

ARTICLE 3- According to Article 44 of Law No. 547; excluding the one-year foreign language preparatory class, starting from the semester in which the courses related to the program they are enrolled are given, regardless of whether they are registered for each semester or not; Students have to complete their two-year associate degree programs within a maximum of four years, their four-year undergraduate program within a maximum of seven years, their five-year undergraduate program within a maximum of eight years, and their six-year undergraduate program within a maximum of nine years.

CHAPTER TWO

Starting Dates of Maximum Periods

ARTICLE 4- Pursuant to the decision of the Higher Education Executive Board dated 15.07.2015, the starting of the maximum education period for all students registered as of 26.11.2014 has been determined as the 2014 – 2015 academic year.

Maximum Education Periods

ARTICLE 5- Except for the one-year foreign language preparatory class, starting from the semester in which the courses related to the program they are enrolled are given, regardless of whether they are enrolled for each semester; Students have to complete their two-year associate degree programs in a maximum of four years and their undergraduate programs with a four-year education period within a maximum of seven years. The preparatory education period is two years maximum.

Procedures to be applied for final year students at the end of the maximum education period

ARTICLE 6-

- (1) At the end of their maximum education period, students who have six or more courses that they have never taken and/or have not fulfilled the course attendance requirement cannot take the end-of-maximum period supplementary exams. Students in this situation are dismissed from the University.
- (2) Students who are entitled to take the end-of-maximum period exams are given the right to take two additional exams at the end of the maximum period for all the courses they have taken and failed before, regardless of the number of courses. The grade obtained from the end-of-maximum period supplementary exam replaces the success grade for that course. Additional Exams are held on dates determined by our university at the end of each semester and are announced on our university's website.

- (3) Those who reduce the number of courses remaining for graduation to a maximum of five or at least two courses, including the courses that they have never taken and/or took but did not fulfill the attendance requirement, at the end of the additional exams are given three semesters, and students who have five courses left without taking the additional exams are given an additional four semesters. At the end of the additional periods given, students who have more than one course left for graduation are dismissed from the University. Students who are given the additional period have to enroll for the semester by paying the contribution/tuition fees determined by the Board of Trustees of Nisantasi University.
- (4) At the end of the additional exams, students who fail one (1) course for graduation are given the right to take unlimited exams for the failed course. At the end of the additional period, the registrations of students who are responsible and fail more than 1 (one) course are deleted.
- (5) Students who cannot obtain the required grade point average for graduation despite having obtained a passing grade in all the required courses in order to graduate from the program they follow, are given unlimited exam rights in the courses they wish to increase their grade point averages. Students in this situation can take the exams of the courses for which they are responsible, together with other students, on the dates when the single course exams are held in the semesters when that course is opened. The 27th article of Nisantasi University Regulation on Undergraduate and Associate Degree Education and Examination is applied to these students.
- (1) Students who did not complete the internship application even though they have obtained a passing grade in all the required courses in order to graduate from the program they follow, are given the right to complete the internship application.
- (2) Whereas the students who are entitled to unlimited exams are required to attend the applied courses which have application and have not been taken before, there is no requirement to attend courses other than these. The method applied to other normal students is applied in the evaluation of the success grade of the courses that require attendance. In order to be successful in the courses that do not require attendance, it is necessary to get at least a "DD" grade from the exam.
- (3) Students who have the right to take unlimited exams continue to pay the student contribution fee/tuition fee determined by the Board of Trustees of Nisantasi University for each course in which they take the exam. However, these students are not allowed to benefit from other student rights other than the right to take the exam. Students who do not fulfill their financial obligations will not be admitted to the exams and these students will be deemed not to have taken the exam.
- (4) The scores of the students out of 100 in the additional exams are accepted as they are. It is entered into the system as a letter grade according to its equivalents in the letter grade conversion table in the Nişantaşı University Regulation on Undergraduate and Associate Degree Education and Examination.
- (5) Students who have the right to unlimited exams, who have never taken the exams for three consecutive or intermittent academic years, are deemed to have waived their right to unlimited exams and their registration is deleted.
- (6) At the end of the maximum period supplementary exams, students who cannot reduce the total number of courses that failed remaining for graduation, that never taken before, and that the attendance requirement is not met, to five are dismissed from the University.
- (7) In cases not written in these procedures and principles; Nisantasi University Regulation on Undergraduate and Associate Degree Education and Examination, the relevant provisions of the Higher Education Law No. 2547 and the provisions determined in the relevant senate resolutions are applied.

CHAPTER THREE

General Provisions

Enforcement

ARTICLE 7- (1) These procedures and principles enter into force from the date they are accepted by the Nisantasi University Senate.

Execution

ARTICLE 8- (1) These procedural principles are executed by the Rector of Nisantasi University.

Resolution 3. The equivalents of the grading systems used in the transcripts of the students who will transfer laterally to our University from abroad were discussed in the 4-point grading system. As a result of the negotiations; It was unanimously decided to accept the equivalents of the grade systems used in the transcripts of the students who will laterally transfer to our university in the 4-point system as follows.

EQUIVALENTS OF GRADING SYSTEMS USED ABROAD IN THE 4-POINT GRADE SYSTEM**ENGLAND**

Postgraduate Degree*	Bachelor's Degree	Grade Point Average in Transcript	Equivalent in the 4th Letter System	Grade Equivalent in the 4-point Grade System
Distinction	First Class Honors	70+	A	4
Merit	Second Class Honors, Upper Division	65-69	A-	3,7
		60-64	B+	3,3
Pass	Second Class Honors, Lower Division	50-59	B	3
Pass (PGDip and PGCert)	Third Class Honors	45-49	C+	2,3
		40-44	C	2

CTS (European Credit Transfer System)

ECTS Grade	Equivalent in 4 Letter System	Grade Equivalent in the 4-point Grade System
A	A	4
B	B+	3,3
C	B	3
D	C+	2,3
E	C	2
FX	F	0
F	F	0

GERMANY

Germany Grade	Grade Equivalent in the 4-point Grade System
1	4,00
1,1	3,93
1,2	3,87
1,3	3,80
1,4	3,73
1,5	3,67
1,6	3,60
1,7	3,53
1,8	3,47
1,9	3,40
2	3,33
2,1	3,27
2,2	3,20
2,3	3,13
2,4	3,07
2,5	3,00
2,6	2,93
2,7	2,87
2,8	2,80
2,9	2,73
3	2,67
4	2,00

SWITZERLAND

Switzerland Grade	Grade Equivalent in the 4-point Grade System
6	4
5,5	3,5
5,2	3,2
5	3
4,5	2,5
4	2

FRANCE

France Grade	Grade Equivalent in the 4-point Grade System
20	4
19	3,8
18	3,6
17	3,4
16	3,2
15	3
14	2,8
13	2,6
12	2,4
11	2,2
10	2

ITALY

Italy Grade	Grade Equivalent in the 4-point Grade System
110	4
109	3,95
108	3,91
107	3,86
106	3,82
105	3,77
104	3,73
103	3,68
102	3,64
101	3,59
100	3,55
99	3,5
98	3,45
97	3,41
96	3,36
95	3,32
94	3,27
93	3,23
92	3,18
91	3,14
90	3,09
89	3,05
88	3
87	2,95
86	2,91
85	2,86
84	2,82
83	2,77
82	2,73
81	2,68
80	2,64
79	2,59
78	2,55
77	2,5
76	2,45
75	2,41
74	2,36
73	2,32
72	2,27
71	2,23
70	2,18
69	2,14
68	2,09
67	2,05
66	2