FENERBAHÇE UNIVERSITY

ASSOCIATE AND UNDERGRADUATE TRAINING-EDUCATION REGULATION

SECTION ONE

Preliminary Provisions

Purpose

**ARTICLE 1** - (1) The purpose of this Regulation comprises of regulating the methods and principles with respect to student acceptance, enrollment, training-education, measurement, and assessment processes pertaining to the associate and undergraduate level training and education conducted at Fenerbahçe University, including English Preparatory Program.

Scope

1. - (1) This Regulation covers the provisions regarding the diploma education and training activities carried out and conducted under faculties, college and vocational schools of higher education affiliated to Fenerbahçe University.

Basis

1. - (1) This Regulation is prepared by basing on Articles 14, 43, 44 and 49 of Higher Education Law Number 2547 dated 4/11/1981.

Definitions

1. - (1) The following terms and expressions listed below have the meanings given next to them:
2. Unit: Faculties, college and vocational schools of higher education affiliated to Fenerbahçe University,
3. Unit Board: Boards of faculties, college and vocational schools of higher education affiliated to Fenerbahçe University,
4. Unit Manager: Deans of faculties under Fenerbahçe University, directors of college and vocational schools of higher education,

ç) Administrative board of the unit: Administrative board of the unit of faculties, college and vocational schools of higher education affiliated to Fenerbahçe University,

1. Head of Department: Department heads of faculties, college and vocational schools of higher education affiliated to Fenerbahçe University,
2. Double Major Program: A program that allow students who meet the success condition and other conditions to take courses from two diploma programs of the University simultaneously and receive two separate diplomas,
3. Advisor: Academic staff assigned to take care of students' education and training at Fenerbahçe University,
4. Exchange Programs: Programs carried out within the framework of protocols with higher education institutions in Türkiye or abroad,

ğ) GPA: Grade Point Average,

1. Credit: National/local credit of any course, consisting of the total number of theoretical lecture hours and half of the weekly hours corresponding to laboratory, practice, workshop, studio, and similar studies,

ı) Board of Trustees: Fenerbahçe University Board of Trustees,

 Board of Trustees Chairperson: Fenerbahçe University Board of Trustees Chairperson,

1. SIS: Fenerbahçe University Student Information System,
2. Student Workload: In addition to the in-class hours, all the time that the student spends on educational activities such as laboratory, workshop, clinical practice, homework, application, project, seminar, presentation, exam preparation, exam, internship, workplace training, on-site training, Credit Transfer System (ECTS) stands for value,
3. SAD: Fenerbahçe University Student Affairs Directorate,
4. ÖSYM: Measuring, Selection and Placement Center,
5. ÖSYS: Student Selection and Placement System,
6. Program: Diploma Programs at associate or undergraduate level,

ö) Rector: Rector of Fenerbahçe University,

1. Elective Course: Courses other than compulsory courses,
2. Senate: Fenerbahçe University Senate,
3. Ongoing Study: Ongoing/continuing studies throughout the semester/year, measurement, and assessment of which could last till end of semester/year-end evaluation period,

ş) International Common Associate/Undergraduate Program: The program opened within the framework of the protocol signed with a higher education institution abroad with the decision of the relevant scientific committee, the recommendation of the Senate and the approval of the Higher Education Council,

t) University: Fenerbahçe University

u) University Administrative Board: Fenerbahçe University Administrative Board

ü) Minor Program: A program that does not mean a separate undergraduate program within the University, does not replace a diploma program, and is awarded a certificate in return for a limited number of courses on a specific subject, provided that the student enrolled in a diploma program meets the stipulated conditions,

v) SGPA: Semester Grade Point Average,

y) YÖK: Higher Education Board.

SECTION TWO

**Student Admission and Matriculation**

Program Quotas and Student Admission

**ARTICLE 5** - (1) The quotas of the programs are determined by the proposal of the Senate, the decision of the Board of Trustees and the approval of YÖK.

1. The following are matriculated for the programs:
2. Those placed by ÖSYM,
3. Those who are successful in the special talent exam,
4. Those admitted from foreign student quota,

ç) Those whose lateral transfer applications are accepted,

1. Those whose applications are accepted within the scope of special student and exchange programs,
2. Those placed with special decisions taken by YÖK,
3. Procedures regarding admissions and matriculation other than placements through ÖSYM and YÖK are made in accordance with higher education legislations of the University and the decisions of the Senate.

Lateral transfer, vertical transfer, orientation, special student, and foreign national students

1. - (1) Lateral transfer, vertical transfer, recognition of previously acquired qualifications, transactions regarding adjustment, special students and foreign students are carried out in accordance with the relevant legislation, the relevant regulations of the University and the principles determined by the Senate.

National and international student exchange

1. - (1) The procedures of a student coming to the University within the framework of exchange programs are carried out according to the agreement signed within the framework of the exchange program and the provisions of the relevant legislation.

Double major and minor programs

1. **-** (1) Double major and minor programs are conducted in accordance with the relevant provisions of the legislations in practice as well as other regulatory practices of the University.

Special student

1. - (1) Students enrolled in a higher education institution in Türkiye or abroad can take courses from the University as private students.

Tuition fee

1. - (1) Tuition at the University is subject to a fee. Methods and principles with respect to the tuition fees in all programs are determined by the Board of Trustees and announced prior to the commencement of the academic year.
2. Students are obliged to pay the relevant tuition fee within the period specified on the academic calendar. Any student failing to pay the tuition fee is not registered, nor registry renewal or freezing/suspension is made. A student of this status is not allowed to make avail of any studentship rights. Students on full scholarship are exempt from this provision. Other procedures with respect to scholarships are conducted according to the relevant regulatory practices of the University.
3. In the event the student takes courses less than the ECTS and/or credit load of the semester responsible for the duration of normal education, they pay the annual tuition fee in full.
4. ECTS and/or credit fee of the courses to be taken by the student cannot be more than the annual tuition fee. In such a case, tuition fee determined for the training-education year is collected.
5. The Board of Trustees determines the procedures and principles regarding which ECTS and/or credit data will be considered in the calculation of tuition fees and course hour fees.
6. Taking into consideration the year of registration in the University, any student failing to complete the registered program within its normal education term, pays such tuition fee per credit and/or ECTS specified by the Board of Trustees for that year, corresponding to the courses they shall be taking. In the event the total fee payable by the student for the courses to be taken exceeds the tuition fee for the current year, then the tuition fee of that current year is applicable.
7. Double major and sub-branch students do not pay any tuition fee in addition to the tuition fee they have paid for the major program in the normal education term of the major programs. Students failing to complete the double major or sub-branch program within the normal study term of the registered major branch or in the extra year granted, pay such tuition fee per credit/ECTS of those courses as determined by the Board of Trustees.
8. Students renewing their registry upon paying the tuition fee are refunded such fees for the terms and at rates specified by the Board of Trustees, in case of leaving the University and interrupting contact for any reason.
9. Private students and students in exchange programs pay the tuition fee to the higher education institution in which they are registered. However, 80% of the tuition fee paid by students registered in foundation higher education institutions is transferred to the University by the foundation higher education institution in which they are registered.
10. Students taking courses in summer schools as special students pay the tuition fee to the institution of higher education they are taking said courses from.
11. According to the provision of Article 54 of Law No. 2547, the tuition fees paid by students who are suspended from the University will not be refunded.
12. Summer school education is subject to tuition fee further to such training and education fee paid for Fall and Spring semesters. No fee refund is made to any student registering in the courses upon paying the summer school tuition fee, in the event of leaving the University or withdrawing/receding from summer school.
13. Principles regarding scholarships are determined by the decision of the Senate and the approval of the Board of Trustees.

New registry

**ARTICLE 11** - (1) The student enrolls and registers in accordance with the principles specified by the University. Registry of any student failing to comply with these principles is not made.

(2) Initial registry procedures of students are made by SAD on such dates announced by the University in accordance with the calendar specified by ÖSYM.

1. Registries of students determined to be registered despite not bearing the prerequisites for final registry, losing such prerequisites at a later stage, or registering with untrue/incorrect and misleading statements, are cancelled.

Re-registration and course registration

**ARTICLE 12** - (1) The student re-registers every semester and registers for the courses over SIS within the term set forth and specified on the academic calendar.

1. The student who renews their registration makes their course selection and completes their final course registration with the approval of the advisor.
2. Any student failing to register for the courses within the terms/time specified on the academic calendar for course registry and course inclusion/leaving cannot enter any courses or exams. They are not allowed to benefit from any of the rights granted to students. This period is included in the education term of the student.
3. Students, starting from the third semester, are allowed to leave two courses at most from the courses they register for every semester, excluding prerequisite courses, with the approval of their advisor and take new courses as a substitute.
4. Students who are required to repeat courses from previous semesters, take these courses together with the courses required in the registered semester. Notwithstanding the foregoing, the total ECTS value of the courses that could be taken by the student in this way is 45 the most.
5. Students with an overall grade average of 3,00 minimum can register for courses from upper classes upon the approval of their advisor without exceeding the ECTS value of 45 pertaining to the semester they will be registering for. Success grades of the courses taken from the upper classes are included in the overall grade point average. The methods and principles regarding courses taken from the upper classes are specified by the Senate, while financial provisions are set forth by the Board of Trustees.
6. The student completes the course registry process by having the courses they will be taking in their registered semester approved by their advisor over SIS. Primary liability in conducting such procedures regarding re-registration and registry of the courses is on part and account of the student.
7. Students failing to complete the practical training/clinic practice and other similar activity despite succeeding in all the courses included in the education schedule, renews their registry as long as this study continues, excluding the summer school.
8. Semesters where re-registration is not made are considered as being included in the maximum education period as well.
9. Students failing to renew their registries within the maximum duration of

education; consecutively two years in associate programs and four years in undergraduate programs, can be dismissed with the decision of the University Administrative Board and the approval of YÖK.

1. Re-registration procedure of students participating in exchange programs can be made outside the term specified on the academic calendar, with the decision of the related administrative board unit.
2. Students attending compulsory English preparatory program under Foreign Languages Program and fulfilling the prerequisites towards English language at the end of the Fall semester and attending optional English preparatory program can enroll in the courses opened in the spring semester of the program they will be studying if they no longer wish to continue the program. The tuition fee in this case is determined by the decision of the Board of Trustees.
3. Students who successfully completed the compulsory English preparatory

exam program as well as students attending optional English preparatory program under Foreign Languages School can take courses from the freshman year courses of the training-­education program they are registered during the summer school at the end of the preparatory program.

Withdrawing from a course

**ARTICLE 13** - (1) After the add and drop period ends, students can withdraw from the course they have registered for until the deadline specified in the academic calendar with the opinion of their advisor. Students withdrawing from any course are given the letter grade “W”. Throughout the term of education, it is allowed to withdraw from no more than two courses in associate programs, and no more than four courses in undergraduate programs.

1. No fee refunding is made regarding course withdrawal procedures.
2. As a result of withdrawal from the courses, the number of courses registered by the student in any semester is not allowed to fall below three.
3. Students are not allowed to select another course in the same semester in place of the courses withdrawn from.
4. English preparatory program students and freshman/first class students are not allowed to enter any processes towards withdrawal from courses. No course withdrawal process can be made during summer school.

Keeping records

**ARTICLE 14** - (1) With the purpose of monitoring the educational status of the students in the coming years, necessary archiving works are made by the Student Affairs Directorate.

**SECTION THREE**

**Principles Related to Training and Education**

Language of Education

**ARTICLE 15 -** (1) Other than programs whose scientific field is any foreign language, language of education in the University is Turkish. Notwithstanding the aforesaid, for students coming via exchange programs, upon recommendation by the unit board and approval of the Senate, it is possible to be given education in one of the languages of education in the University.

Principles of Education

**ARTICLE 16** - (1) Education in the University is based on course passing principle and is conducted according to the credit system. Courses to be included in the curriculum/course Schedule, courses to be deleted/removed from the program as well as courses to be adapted in place of the foregoing, are decided for by the Senate upon recommendation of the unit board.

1. In addition to primary, secondary, open and distance education models, teaching can be carried out through methods enabled by technological advancements.
2. Course schedules are designed and updated by taking into consideration the Turkish Higher Education Competencies Framework, level five for associate programs and level six competence definitions for undergraduate programs, and Major Area Competence (TYT) definitions and credit intervals as well as basing them on corporate learning outputs of the University, characteristics of the programs, student focused education approach and by clearly stating the knowledge, skills and competence levels that students are expected to gain when they successfully complete the relevant program.
3. Course schedule are designed in parallel to the aim and objectives of the relevant plan, by basing on the achievements acquired by the program, lectures and laboratories, papers and assignments, projects, practical applications, workshops, internship training, seminars, clinical practices, thesis, technical visits and other similar learning activities including the contents and learning outputs of learning, teaching, measurement and assessment methods and approaches as well as workload of the student and realized for each and every training-education semester to bear a value of 30 ECTS.
4. Measurement and evaluation tools and methods may include methods, multiple­choice tests, right-wrong tests, fill-in tests, matching tests, oral exams, open-ended written exams, short answer exams and similar alternative techniques, as well as alternative measurement and evaluation tools and techniques like observations, interviews, anecdote recording, check list, rubric (graded scoring scale), portfolio (personal development file, peer evaluation, self-assessment and evaluation, performance evaluation and Project/product/work evaluation.
5. Answer key where the assessment techniques and scoring used in the evaluations of the exams are explained in general and/or assessment criteria are prepared prior to the application of the test. Following application of the exam, detailed answer key and/or assessment criteria are shared with the students.
6. Courses included in the formal training-education plans and approved by the Senate, can be taught either partially or entirely through distant education in accordance with the framework of principles specified by YÖK and the principles determined by the Senate.

Academic year, summer school and academic calendar

**ARTICLE 17** - (1) An academic year consists of fall and spring semesters, each of which covers at least 70 working days, excluding exams.

1. Summer school can be opened with the decision of the Senate. Summer school consists of a period of lectures and a subsequent exam period. The total number of hours of any course opened in summer school is equal to total hours of the same course in the relevant semester. The duration of the summer school is a maximum of eight weeks including time for lectures and exams. It is not mandatory to take any courses from summer school. Summer school is not taken into consideration in calculating normal education term.
2. The dates and durations of registration, course, exam, and other similar activities in an academic year are indicated on the academic calendar. The academic year is finalized by the proposal of the rectorate and the approval of the Senate. The Senate may delegate authority to the Rector to make partial changes to the academic calendar in emergencies if they clearly define their limits.
3. Upon recommendation of the units and the decision of the Senate, certain lectures, laboratory studies, studio works, workshops as well as other similar practices, applications and exams could be made on weekdays after work hours and/or Saturdays and Sundays.

Duration of Education

**ARTICLE 18** - (1) Maximum periods granted for students at associate and undergraduate level to complete their educations are, starting from the semester in which the courses of the program they are enrolled in are given, four years for two-year associate programs, seven years for four-year undergraduate programs, eight years for five-year undergraduate programs, and nine years for six-year undergraduate programs regardless of whether registration is made for every semester, except for the one-year foreign language preparatory class. Students who cannot graduate from the program they are registered at the end of these periods, can continue with their education if they pay the tuition fee corresponding to the relevant semester within the framework of provisions indicated under articles 44 and 46 of Law number 2547. Students of this status can take part in lectures, practical applications, internships, exams and such similar practices and exercises. These students do not benefit from other rights granted to students who have not exceeded the maximum period, but their student status continues.

1. In respect to additional exam rights granted at the end of the education term and maximum education term, provisions under article 44 of Law number 2547 are implemented.
2. For students who are placed by vertical transfer, the time that passes for the additional course/courses they take to meet their graduation conditions is counted in the maximum education period.
3. The semesters spent in local/abroad higher education institutions within the scope of exchange programs, are included in the maximum education period.
4. The suspension period of students from the university for a certain period is counted in the maximum period of study.
5. The periods spent in the previous program of the students who enroll in equivalent programs through lateral transfer from within and outside the University are included in the maximum period of study.
6. Maximum durations of those students making lateral transfer from the program being currently educated at, to any different program by means of the central placement score are calculated following adaptation to the program they have been transferred to, upon reducing the durations of the years or semesters they are adapted to, from the maximum term of the program.

Credit and grade point transfer

**ARTICLE 19** - (1) Students who request credit and grade transfer, submit the documents that can form the basis of credit and grade transfer to the secretary of the unit where they are registered at with a petition, during the course registration period of the first semester they are registered to the University. Following the term indicated, students cannot make requests regarding credit and grade transfer. The administrative board of the unit decides on the student's requests for credit and grade transfers, covering the entire education period, for once, in accordance with the principles determined by the Senate. After this decision, students cannot take the course/courses they are exempt from during their education period at the University.

1. Credit and grade transfer of students going to another institution of higher education, either locally or abroad, making lateral or vertical transfer or continuing with their education under any double major program are decided within the framework of the relevant legislations.
2. Overall Grade Point Average (OGPA) of any student placed through vertical transfer is calculated over the courses taken from the associate program and duly adapted to the undergraduate program as well as those courses taken during the undergraduate education.

Taking courses from other institutions of higher education

**ARTICLE 20** - (1) A student enrolled in university diploma programs taking courses offered at another higher education institution as a private student or exchange student is subject to the approval of the relevant unit's board of directors upon the student's application. Procedures regarding this subject, are conducted within the framework of Regulation on the Principles of Transition between Associate and Undergraduate Degree Programs in Institutions of Higher Education, Regulation on the Principles of Double Major, Minor and Inter-Institutional Credit Transfer provisions published on the Official Gazette Issue number 27561 dated 24/4/2010.

1. Students are allowed a maximum of two semesters in special student status and the course load cannot exceed the normal course load specified in this Regulation for each semester. The courses taken in summer school are not considered in the calculation of the permitted semester and students cannot exceed the course load that they can take in the summer school.
2. The courses taken by students as special students or as exchange students, which will be counted towards fulfilling the obligations in the diploma program, their credit, ECTS and grade adaptations, and which courses in the diploma program they will be exempted from in return for these courses are evaluated and decided by the relevant unit administrative board. The language of education of the course taken and succeeded by the student is required to comply with the education language condition of the course that the student would be exempted from.
3. Semesters spent under the status of special student and exchange student where courses are taken, are counted in the term of education.

Education programs and courses

**ARTICLE 21** - (1) Education programs comprise of theoretical lectures, laboratories, practical works, thesis, projects, internships, clinic applications and other similar practices that must be successfully completed to graduate from the relevant program.

1. The credit and ECTS values of the theoretical, laboratory, application, project, internship, and other similar courses that will be included in the lesson plan of each diploma program are recommended to the unit board by the department chair. After the program is accepted by the unit board, it is finalized with the approval of the Senate.
2. Courses in the education program can be separated into groups and sub-groups as mandatory and elective. Every student is obliged to take the mandatory courses included in the program of registry. Students determine the elective courses under their respective quotas in accordance with their interest as well as recommendations of their advisors. These elected courses are finalized by the approval of the advisor.
3. Elective courses are divided into sub-groups and cover at least 25% of the credit and/or ECTS of the entire course plan.
4. The distribution of the courses, laboratories, practical applications, and other similar activities according to semesters or years, weekly hours, credit/ECTS value and, if any, the conditions, are finalized by the decision of the board of the unit and the approval of the Senate.
5. The course required to be succeeded at in advance registering to a course is a prerequisite course. Prerequisite courses are recommended to the unit board by the relevant department chair and the board's decision becomes final after the Senate's approval. Prerequisite courses are indicated on the training-education program. Decisions with respect to initiation of any prerequisite bearing course enter effect in the following economic year unless there is any provision otherwise.
6. Internships, clinical practices, graduation projects, graduation studies and other similar works are conducted in accordance with the principles prepared for each program's characteristics.

Foreign language education

**ARTICLE 22** - (1) Education in foreign language as well as principles of foreign language education are determined by the Senate.

1. In order for a student to be able to start a program that teaches in a foreign language or has a compulsory foreign language preparatory class, they are required to pass the proficiency exam held by the Department of Foreign Languages or get the score determined by the Senate from one of the foreign language exams accepted by the YÖK/ÖSYM/Senate, provided that it is in the relevant language, or they can continue with the foreign language preparatory class and must be successful within two years at the latest. Students’ level of education is determined by level stipulation exam made by the Foreign Languages Department.
2. Students who are not successful in the foreign language competence exam are enrolled in the foreign language preparatory class. Students who are successful in the competence exam made in the preparatory class at the end of the first semester or who gets the score deemed sufficient by the Senate in one of the foreign language exams specified in the second paragraph, is entitled to study in the program in which they are placed in the second semester. The term of foreign language preparatory education is maximum two years, and it is not counted in the term of the program and maximum education duration. If a student in a program with a mandatory foreign language preparatory class is unsuccessful at the end of the second year, their enrollment is deleted. However, a student in this situation can be placed in programs under the same title that give education in Turkish in accordance with the related legislations.
3. Any student entitled to register in such programs of the University providing education in Turkish, could if so desires, attend foreign language preparatory class of one year. Preparatory class tuition fee is collected from students in these circumstances. The one- year period spent in the preparatory class is not counted in the period of study. Students who voluntarily attend the foreign language preparatory class continue to the program for which they are entitled to enroll at the end of one year.
4. Other matters related to foreign language teaching are made in accordance with Article 49 of the Law No. 2547, the provisions of the Regulation on The Principles to Be Observed in Foreign Language Teaching and Foreign Language Teaching in Institutions of Higher Education published in the Official Gazette dated 23/3/2016 and numbered 29662, and in accordance with the Senate decisions.
5. Students who do not speak Turkish and are accepted to programs whose language of instruction is Turkish, must have a "TOMER B2" or equivalent score to start their education. Students must prove their Turkish language proficiency with the placement exam held by Fenerbahçe University Turkish Teaching Application and Research Center or with language documents they will receive from other higher education institutions in Türkiye or Yunus Emre Institute. Students not in possession of B2 language level start with the Turkish language preparatory class opened within the University. Preparatory class tuition fee is collected from students of this status. The one-year period spent in the preparatory class is not counted in the period of study.
6. Provisions of this Article are applicable to students registered via lateral or vertical transfer as well as special students.

Advisory

**ARTICLE 23** - (1) Each student making their registration is appointed with an advisor among the faculty members by the related department/program presidency prior to the course registrations of the first semester.

1. The advisor observes the student throughout the duration of education, advises them about their professional development, career, and course selection matters and upon assessing and evaluating the course status together with the student, gives approval to the student’s course selection.
2. The advisor announces their weekly program as well as their office hours during the course enrolment period and course inclusion/deletion week. If an advisor is not able to be present in the University on the grounds of a valid excuse, reports their condition to the head of the department and announces it to the students via SIS. In the event the related department head deems necessary, another faculty member can be assigned in place of the advisor faculty member.
3. The advisor is a faculty member who observes the academic achievement status of the students throughout the duration of their studies, provides support to their success and development, who works in coordination with the academic units and faculty members, and meets at least once a year every semester with the students they are advising apart from the course registration period.

Internships and clinical practices

**ARTICLE 24** - (1) Internship and clinical applications are done within the framework of the principles accepted by the Senate in public institutions, professional organizations, non­governmental organizations, private sector enterprises or international organizations that accept students.

SECTION FOUR
Exams and Assessment

Attending courses

**ARTICLE 25** - (1) Students must attend classes, practices, exams and other academic studies deemed necessary by the instructor.

(2) Students' attendance at classes is monitored by the instructor. The contribution of course attendance to participation in midterm and final exams or to the semester letter grade is explained by the instructor in the course syllabus given to students at the beginning of the semester.

Exams

**ARTICLE 26** - (1) Exams consist of in-semester exam, end-of-semester/end-of-year exams, exemption exams, makeup exams, three course exams, additional exams, special talent exams and resit exams. Principles regarding the exams are as follows:

1. In-semester exam: From every course, at least one in-semester exam is made. In­semester evaluations of any projects, graduation papers/assignments, laboratories, workshops, and similar studies of ongoing character and that has continued throughout the whole semester could substitute this exam. In-semester exams might not be held in respect of those studies of ongoing character by means of resolutions of the relevant unit board to that end. Quizzes, assignments, representations and such similar in-semester measurement and evaluation activities are made at times deemed appropriate by the relevant faculty member without announcement in advance or otherwise.
2. End-of-semester/end-of-year exam: It is held at the end of the semester/year in which the course is completed. Students who fulfill the attendance requirement by registering for courses take the end-of-semester/end-of-year exam. Students who do not take the end-of-semester/end-of-year exam of a course are considered unsuccessful in that course. If projects, final papers, laboratories, workshops and similar studies continue throughout the semester/year, they are considered ongoing work, and the assessments made based on such studies can replace the end-of-semester/end-of-year exam.
3. Exemption exam: exemption exam could be held for certain courses at the beginning of the semester. Exemption exam is held for the students applying, at the pre-announced times and in accordance with the statutory regulations and resolutions of the University to that effect. Students who are successful in this exam are exempt from the courses they are successful at.

ç) Make-up exam: Students who cannot take the mid-term exam(s) due to their excuses and whose excuses are accepted by the unit board of directors, use their exam rights on the date determined by the unit board of directors in accordance with the academic calendar. Make-up exams for mid-term exams are held before the start of the final exams. The student who cannot take the exams due to an excuse submits the document stating his/her excuse as an attachment to the petition to the unit he/she is affiliated with, within 3 business days following the end of the exams at the latest. No make-up exams are held for final exams.

1. Three-course exams: From students who have taken all curriculum courses required for graduation in associate and undergraduate programs,

1) and receive (FF) or (FD) grades in a maximum of three courses included in their grade point average are given the right to take an exam for a maximum of three courses in which they received these grades,

2) and do not receive (FF) or (FD) grades but whose GPA is below 2.00 are given the right to take exams for a maximum of three courses in which they received (DD) and/or (DC) grades in order to increase their GPA,

3) and received (FF) or (FD) grades in only one or two courses, if their GPA is below 2.00 in addition to one or two courses in which they received (FF) or (FD) grades, in order to increase their GPA, they are given the right to take exams for a maximum of three courses in total, out of one or two courses in which they received a (DD) or (DC) grade.Students in this situation apply to the Directorate of Student Affairs with a petition within 7 days after the final exam results are announced. After examining the student's situation, the Student Affairs Directorate notifies the student and the relevant faculty members in which courses they will be given the right to take an exam. Three course exams cannot be taken from courses that have obligations such as internship, clinical practice and project. Students' success status and general grade point averages are calculated based on the grades they receive from these exams. These exams are paid and exam fee amounts are determined by the Board of Trustees every year.”

1. Extra exam: Among senior students who cannot graduate at the end of the maximum period, those who meet the following conditions may be given the right to take an additional exam within the framework of the principles determined by the Senate and the financial provisions determined by the Board of Trustees:
2. Students who are likely to be dismissed from the University due to their GPA below 2.00 despite getting a passing grade in all courses required to graduate from the program they are enrolled in.
3. Students, who despite having met and fulfilled their obligations towards attending the courses, including those of the preparatory class, likely to be dismissed from the University on grounds of failing to fulfill their in-year and year-end exam obligations in accordance with Article 44 of Law Number 2547.
4. Special talent exam: It is held in accordance with the procedures and principles determined by the unit boards of the units that accept students with special talents or that have courses that require special talent in the lesson plan in accordance with the provisions of this Regulation and the relevant regulations of the University.
5. Resit exam: Resit exams are held during the exam period specified in the academic calendar and the exam dates are announced to students before the start of the exam period. Only resit exams for courses taken in the relevant semester can be taken. No make-up exams are organized for resit exams. Resit exams are not held for English Preparatory Program courses and at the end of summer school. If a condition is specified in the course syllabus for taking the final exam, this condition is also valid for taking the resit exam. A student who cannot meet this condition cannot take the resit exam. Students who meet the requirement to take the final exam but do not take it for any reason or who take the exam and receive a grade of (FF) or (FD) can take the resit exam. There is no need to apply to take the resit exam. Students whose course grade is declared as (FF) or (FD) can take the resit exam of the relevant course. The resit exam score replaces the final exam score. The course grade is recalculated and the new course grade is announced by the instructor until the deadline for missing grades. Resit exams cannot be taken for courses with a Withdrawn (W) or Incomplete (I) grade. Resit exams cannot be taken for courses in which passing grades have been received, in order to increase grades or similar purposes. Resit exams are not held for courses such as internship, clinical practice, project and studio for which there is no final exam.
6. Exams of common-coded and multi-group courses can be held concurrently. While assessments of such courses can be made individually for each course or jointly according to the decision of the senate.
7. Exam papers are kept by the relevant unit administrations for two years from the date of the exam and are destroyed at the end of the second year.
8. Exam grades of students who enter exams despite not being entitled, are considered invalid.
9. Exams are held in accordance with the exam implementation principles determined and announced by the relevant units. Students must comply with the exam order administered by the examiners in the exam hall, in and around the exam venue. Regardless of their excuse, students who do not comply with the exam order, prevent, or delay the provision of the exam, and make it difficult to conduct the exam in a healthy way, will not be admitted or kept in the exam. The provisions of the Higher Education Institutions Student Disciplinary Regulation and other relevant legislation are applied to these students.

Achievement grades and coefficients

**ARTICLE 27** - (1) Students are given a letter grade for each course at the end of the semester they are registered. This letter grade is given by the instructor teaching the course. The instructor is free to choose the method he/she will use in grading and may assign letter grades by adopting the method he/she deems appropriate, including the relative method.

(2) The instructor determines the method of calculating the letter grade, the contribution of the students' attendance to the midterm and final exams or the semester letter grade, and the midterm exams, homework, practice and similar studies for which they are responsible and their contribution to the semester letter grade, conditions for participating in the final exam, if any, and other issues affecting the letter grade and these are explained in the course syllabus given to students at the beginning of the semester and announced in the student information system.

(3) The success grade of a course is determined according to the weighted average of the mid-semester/year assessments and end-of-semester/end-of-year assessments.

(4) Achievement grades are expressed with letters. Achievement grades, grade range of 100 and their coefficient values are shown below

|  |  |  |  |
| --- | --- | --- | --- |
| **Associate/Undergraduate** | **Letter Success****Grade** | **Grade Interval** | **Achievement Coefficient** |
| Excellent | AA | 90-100 | 4,00 |
| Very Good | BA | 85-89 | 3,50 |
|  | BB | 80-84 | 3,00 |
| Good | CB | 70-79 | 2,70 |
|  | CC | 60-69 | 2,00 |
| Passes | DC | 55-59 | 1,50 |
|  | DD | 50-54 | 1,00 |
| Unsuccessful | FD | 40-49 | 0,50 |
|  | FF | 0-39 | 0,00 |
| Absent | A | — | 0,00 |
| Failed from courses without | U | — | — |
| Passed from courses without | S | — | — |
| Withdrawn from the course | W | — | — |
| Incomplete | I | — | — |
| Not responsible/Exempted from | E | — | — |
| Course persisting | P | — | — |
| Repeat | R | — | — |
| Non-Credit Course | N | — | — |
| Excused | M | — | — |
| Deleted | K | — | — |
| Transfer | T | — | — |

1. Any student receiving from any course any of the letter grades “AA”, “BA”, “BB”, “CB”, “CC”, “DC”, “DD”, “S”, “E”, is deemed as having succeeded from that course.
2. Any student receiving from any course any of the letter grades “FD”, “FF”, “U”, “A”, is deemed as having failed that course. “A” letter grade of those students failing to fulfill the respective attendance requirements of any course, is processed as “FF” letter grade in calculating grade averages.
3. In the event the student withdraws from the course within the terms specified on the academic calendar, in order to identify the status of the student on their transcript, letter grade “W” is used.
4. For courses with incomplete assessment process, where no letter grades are entered, it is given letter grade “I” temporarily. “I” letter grade not transformed within the relevant period is converted into “FF” letter grade for the corresponding course.
5. Students who have transferred from other higher education institutions or participated in exchange programs are given a letter grade for the courses they have taken before, in accordance with the provisions of the relevant legislation.
6. If any of the internships, clinical practices and other similar studies are without credit, any one of the letter grades “S” or “U” is given depending on the success status of the student; whereas in case of credit is given, any one of the letter grades in the range “AA”- “FF” is given according to the success status of the student.
7. Undergraduate students whose overall GPA and semester GPA are at least 2.00 are considered successful. Of these students, those with a GPA of 3.00-3.49 for that semester, provided that they receive a passing grade in at least 24 ECTS courses at the end of a semester and do not have a failed course, are considered honor students for the semester, and those whose grade point average is between 3.50-4.00 are considered high honor students for the semester. The list of these students is announced at the end of each semester. Students who have received disciplinary punishment according to the provision of Article 54 of Law No. 2547 during that semester cannot be honor or high honor students.

Announcement of grades

**ARTICLE 28** - (1) Faculty members are obliged to announce results over SIS of all in­semester as well as semester-end studies and activities towards assessment and evaluation of the students’ achievement status.

1. A course's end-of-semester achievement list is given to the instructors during the time that SIS is open to the instructors and is finalized and delivered to the relevant unit by the instructor within the period specified in the academic calendar.

Objection to the grade points

**ARTICLE 29** - (1) Objection to grades is made within no later than 3 workdays following announcement of the exam results on SIS page, by filing an application in writing to the unit where the student is registered. Those who exceed this period lose their right to object. Upon objection, the exam paper is examined by the instructor of the course within 3 working days at the latest after the end of the objection period; the result is reported to the relevant unit management in writing and with justification. When necessary, the head of the relevant unit may establish a three-person commission consisting of the lecturer of the course and two related lecturers to examine the exam paper. The commission concludes its examination within 10 days at the latest following the end of the objection period. Conclusion of the objection process is resolved by the head of the relevant unit and reported to SAD, and it is also announced to the student who objects within 3 working days. No further notice is made for notifications.

Grade point averages

**ARTICLE 30** - (1) The success of the student is determined at the end of each semester with SGPA and GPA.

 (2) Grade point average is calculated by dividing the sum of the values found by multiplying the ECTS value of each course included in the grade point average and the coefficient of the grade received from that course, by the total ECTS value of these courses. If this process is done for courses with a letter grade in a semester, SGPA is obtained; if it is done for all the courses that have a letter grade since the student has started the education program in which they are registered GPA is obtained. Grade point averages are indicated in the form of two digits after the comma.

1. The GPA of the student who changes a department/program while attending any higher education institution is calculated by considering the letter grades of the courses taken in the previous department/program and all the courses that have a letter grade in the department/program they continue with.
2. When calculating the grade point average, the last grade and ECTS value of the repeated compulsory course is taken as basis; In the case of repeating an elective course or taking another course instead of that course, the grade and ECTS value of the last course taken are taken as basis.
3. In calculating grade point averages, grades ranging from "AA" to "FF" are considered. In calculating GPA, the most recent grade received from the repeated courses is taken into consideration.
4. For the student to be deemed successful, their GPA should be at least 2,00. In the case of taking courses from the summer school, GPA is calculated by considering the letter grades of the courses in the summer school.
5. Students who cannot achieve a GPA of 2.00 at the end of each semester are given an academic inadequacy warning via SIS.

Course repetition

**ARTICLE 31** - (1) Students are required to take once again courses from which “FD”, “FF”, “U” and “A” letter grades are received, in the first semester these courses are opened. If the courses withdrawn from are under scope of compulsory courses, students are required to take these courses in the first semester they are opened.

1. In place of any elective course not succeeded, another elective course contained in the program can be taken.
2. Students can repeat courses taken in previous semesters in order to increase their GPA.
3. Students who have passed all their courses but have not been able to raise their GPA to 2.00 are obliged to increase their GPA to at least 2.00 by enrolling in the courses they choose from the curriculum unless they use their three-course exam right.
4. If students fail a course that has been removed from the curriculum as a result of the change in the curriculum, they take the course/courses that are matched with the failed course from the course plan to which that course belongs, provided that the ECTS value of the failed course is not less.

**SECTION FIVE**

**Graduation Conditions, Deleting Registry, Freezing/Suspending Registry, Re-
Opening Registry and Ex-matriculation**

**Graduation, giving a vocational school diploma to those who cannot graduate and adaptation to the vocational school of higher education**

**ARTICLE 32** - (1) To the students who successfully complete at least 120 ECTS courses in the associate degree program, at least 240 ECTS in the 4-year undergraduate program, at least 300 ECTS in the 5-year undergraduate program, and at least 360 ECTS in the 6-year undergraduate program, with a GPA of at least 2.00 and who fulfill their other obligations are given the diploma and diploma supplement of the program they are registered at.

1. Students who complete at least four semesters of associate degree programs, excluding the preparatory class, are awarded an associate degree diploma, in accordance with the provisions of this Regulation.
2. Students who successfully complete a program of at least eight semesters, excluding the preparatory class, are awarded an undergraduate diploma, according to the provisions of this regulation.
3. Diploma is prepared in accordance with the regulations of the University regarding graduation documentation as well as relevant legislations. On the diploma, the name of the program in which the student is registered at, that is approved by YÖK, is included.
4. Within the framework of the provisions of this Regulation, students can graduate by fulfilling the graduation conditions before their normal education period by taking courses from upper classes, exemption from courses, taking courses from summer school and similar practices. In this case, the annual tuition fee for the relevant academic year is charged.
5. Within the framework of the decisions of the Senate, documents indicating the level reached by the students during their education period in computer, foreign language or other vocational formation complementary fields can also be given.
6. According to the Turkish Penal Law dated 26/9/2004 and numbered 5237, excluding those who were convicted of crimes against the personality of the State and those who were suspended from higher education institutions by taking disciplinary punishment, in accordance with the provisions of the Law No.2547, students are given an associate degree in the program they are studying. Applications to be filed to receive an associate diploma are not limited to any term.
7. Those who have passed all the courses of at least four semesters of an undergraduate program or at least 60% of the total credits or ECTS value of that undergraduate program but have not completed or cannot complete the undergraduate program, on the condition that they apply within 6 months from the date of dismissal, can be adapted to similar and appropriate programs of vocational schools within the University. However, according to Law No. 5237, those in this situation must not have been convicted of crimes against the personality of the State and not be removed from higher education institutions by taking disciplinary penalties.
8. Students with a GPA of 3.00 to 3.49 graduate as honor students, and students with a GPA of 3.50 or above graduate as high honor students.
9. In order for a student to be eligible for an associate degree or undergraduate graduation/diploma, it is mandatory to have taken at least 60 ECTS worth of courses at the University.
10. Issues regarding the graduation degrees and graduation rankings of students who are eligible for graduation are regulated by the directive.

Ex-matriculation

**ARTICLE 33** - (1) In the following cases, the student's registration is canceled by the decision of the unit administrative board:

1. It is understood that they will not be able to continue their education due to mental illnesses documented by the health report issued by the authorized health institution.
2. Failing to have final registration procedure made properly.
3. Realizing at a later stage that they are not entitled to final registry.

 ç) Further to failing to have final registry procedures, their excuse was not accepted by the administrative board of the unit.

1. Being one of the students in status requiring deleting registry as listed and specified under Law Number 2547. Deregistering at your own request.
2. To cancel registration at one's own request.
3. Registries of students transferred to another higher education institution for any reason are deleted upon receiving the final matriculation letter coming from the relevant higher education institution concerned.
4. If a newly registered student wants to leave the University within the period from the date of registration until the end of the first semester, they must pay the tuition fee they are obliged to pay for the relevant semester and no refund is made from the paid tuition fee.
5. If the student leaves the University within the matriculation period, registration renewal and add-drop periods, the courses registered in the relevant semester are dropped from their registrations. Students who leave the University after the end of this period are withdrawn from the course for the courses for which a semester-end exam grade has not been formed. If end of semester achievement grade has been generated, courses are entered in their record together with their respective grades.
6. Ex-matriculation procedure is not to be made via mail. For ex-matriculation, it is required to be applied in writing by the student or their legal representative.
7. Students who want to cancel their registration must fulfill all their financial responsibilities before the semester/year in which the application for deregistration is made. These students must not have any obligation to the University and must return the items and equipment provided to them by the University for use undamaged.
8. To the student whose registration is cancelled, a document showing the courses they took at the University and their grades is given upon request.

Freezing/suspending registry and re-opening registry

**ARTICLE 34** - (1) In the event that the reasons stated below arise or are documented by the student, the student's registration may be frozen/registered by the decision of the University Administrative Board after the decision of the unit administrative board:

1. Suffering from any health problem documented by a committee report received from a hospital.
2. Education being suspended upon the decision of YÖK.
3. Students suspend their education on grounds of acts of natural disasters.

ç) Due to the severe/emergency healthcare problems of their spouse or first-degree relatives by blood or affinity, or because of the absence of first-degree relatives by blood or affinity the sibling must take care of them due to a serious/urgent illness.

1. Conscription by way of losing the right of deferment or revoking the postponement.
2. Condition of detainment.
3. Conviction that does not remove the status of student or does not require removal from the University.
4. Martyrdom of their spouse or one of their first degree relatives by blood or marriage, or becoming a veteran by being injured in a way that needs care.

ğ) Other causes accepted by the administrative board of the unit.

1. For the registration freeze/suspension request to be taken into consideration, the student must have registered for the relevant semester/year and apply to the relevant unit directly or through their legal representative for the request within 30 days from the date of occurrence of any of the reasons stated in the first paragraph. Students are required to enclose the documents evidencing their rightful and valid reasons at the time of their application. Applications are concluded by the administrative board of the unit.
2. The maximum registry freezing/suspension term on one single occasion is two semesters. In total, registry could be frozen /suspended for a maximum duration of four semesters. In mandatory circumstances, these terms and durations could be extended by a resolution of the University’s Administrative Board to that effect. In cases of military service, detention and conviction, the records can be frozen/suspended for the duration of these situations.
3. In the event the cause for freezing/suspension is continued with or any other cause listed under the first paragraph arises, registration freezing/suspension term could possibly be extended up to the maximum permissible term by implementing the same method.
4. In case the excuse ends before the registration freeze/suspension period, the student may request the opening of their registration by fulfilling the obligations determined by the unit.
5. Rules applicable to students freezing/suspending their registries are as follows:
6. During the term of their registration freezing/suspension, the student is not entitled to transfer the courses taken from another institution to their education program at the University.
7. Students who are suspended in accordance with the provision of Article 54 of Law No. 2547 cannot freeze their registration.
8. In case of freezing/suspending registration/registry, student’s maximum education term prescribed under Article 44 of Law Number 2547 are not in effect or applicable. During the period of suspending/freezing registration, the student is not granted any right towards repetition of any laboratories, practical applications, in-semester as well as semester-end exams not taken. Students whose registries are frozen/suspended, renew their registrations at the end of these terms and continue from their educations from the position left.
9. Students who have frozen/suspended their records due to health reasons have to certify that their health status has improved with a health report if they want to open their registration before or at the end of the period.
10. When registration is frozen / suspended, documents provided while entering and enrolling at the University are not returned to the student.
11. Students are not entitled to the scholarships granted by the University throughout the term of freezing/suspending of their registries.
12. Tuition fees of students freezing/suspending their registries are specified by the Board of Trustees.
13. Courses taken in the relevant semester by students whose registration suspension procedures are completed, are deleted from their records.

Ex-matriculation

**ARTICLE 35** - (1) Students who are unsuccessful or who have been dismissed from the University or who have left the University due to their graduation must complete the ex­matriculation procedures determined by the University to receive their diplomas or documents belonging to them in their files.

1. In the event the student is ex-matriculated from the University during the terms of registry, registry renewal and course including-leaving, any courses enrolled for in the relevant semester are deleted from their records. Students who are ex-matriculated from the University after the end of this period are withdrawn from the course for the courses for which a semester-end exam grade has not been formed. If end of semester achievement grade has been generated, courses are entered in their records together with their respective grade.
2. The student, who is ex-matriculated from the University for any reason, should not have any obligations to the University, fulfill all previous financial responsibilities including the semester/year they were ex-matriculated from, and return the goods and equipment provided to them by the University for use, undamaged.

**SECTION SIX
Miscellaneous and Final Provisions**

Discipline

**ARTICLE 36** - (1) Disciplinary procedures of students at the university are carried out in accordance with the provisions of Article 54 of Law No. 2547.

Notices

**ARTICLE 37** - (1) All kinds of notifications that must be made to the students officially are announced via the e-mail address created by the University for the student and to the address specified by the students during registration to the University, in accordance with the provisions of the relevant legislation. Notifications made in return for signature at the faculty are also valid instead of registered mail. Students are responsible for monitoring the messages sent to the e­mail address provided by the University and updating their contact information in each registration period.

(2) Students who do not notify the Student Affairs Directorate in writing within one week even though they have changed the address they have given during registration to the university, or who have reported it incorrectly or incompletely, cannot claim that they have not been notified if a notification is made to their current address.

(3) In circumstances where the student cannot be reached, any announcements made in writing on official notice boards within premises of the University, reserved for the students also serve as notices.

Circumstances lacking any provision, uncertain conditions and settlement of disputes

**ARTICLE 38** - (1) In cases where there is no provision in this Regulation, other relevant legislation provisions and decisions of YÖK, Senate and University Administrative Board are applied.

(2) To resolve the hesitations that may arise during the implementation of the provisions of this Regulation and to solve the problems that may arise during the adaptation process of the students who enrolled in any associate and undergraduate program before the date of entry into force of this Regulation, the Senate, University Administrative Board, Rector, unit board, administrative board of the unit, and the department chair are authorized.

(3) To resolve the disputes regarding the use of the powers given in this Regulation; the head of department is tasked to resolve disputes between lecturers or advisors and the program/division head, the administrative board of the unit is tasked to resolve disputes between lecturers or advisors and the department chair, the administrative board of the unit is tasked to resolve conflicts between the head of the program/division and the head of the department, and the unit board is authorized to resolve disputes between the department chair and the administrative board of the unit. The resolution of disputes is decided after receiving a written application from one or both sides in accordance with the related legislation by the unit authorized by this paragraph regarding the resolution of disputes.

Annulled Regulation

1. - (1) Fenerbahçe University Associate and Undergraduate Education Regulation published in the Official Gazette dated 26/9/2022 and numbered 31965 has been abolished.

Effect

1. - (1) This Regulation shall enter into force on the date of its publication, effective from the beginning of the spring semester of the 2023-2024 academic year.

Execution

1. - (1) Provisions of this Regulation are executed by Fenerbahçe University Rector.