

**OSTIM TECHNICAL UNIVERSITY**  
**REGULATION ON ASSOCIATE AND UNDERGRADUATE DEGREE EDUCATION AND EXAMINATIONS**

**PART 1**

**Purpose, Scope, Basis, and Definitions**

**Purpose**

**ARTICLE 1** – (1) The purpose of this Regulation is to set out the principles related to student admission and registration, associate and undergraduate degree education, and examinations concerning the associate and undergraduate degree programs offered in the faculties and schools of OSTIM Technical University.

**Scope**

**ARTICLE 2** – (1) This Regulation comprises the terms and conditions related to student admission and registration, associate and undergraduate degree education, and examinations concerning the associate and undergraduate degree programs offered in the faculties and schools of OSTIM Technical University.

**Basis**

**ARTICLE 3** – (1) This Regulation was prepared in accordance with Articles 14, 43, and 44 of the Higher Education Law No. 2547 dated 4<sup>th</sup> November 1981, and the Additional Article 174 of Law No. 2809 on the Organization of Higher Education Institutions dated 28<sup>th</sup> March 1983.

**Definitions**

**ARTICLE 4** – (1) Definitions of the terms in this Regulation are as follows:

- a) ECTS: European Credit Transfer System,
- b) Relevant faculty board: Boards of faculties or schools within OSTIM Technical University,
- c) Relevant board of directors: The administrative boards of faculties or schools within OSTIM Technical University,
- d) Board of Trustees: OSTIM Technical University Board of Trustees,
- e) Undergraduate program: A higher education program of at least eight semesters,
- f) Associate degree program: A higher education program of at least four semesters,
- g) RO: OSTIM Technical University Registrar's Office,
- h) Rector: Rector of OSTIM Technical University,
- i) Senate: OSTIM Technical University Senate,
- j) University: OSTIM Technical University,
- k) Administrative Board of the University: Administrative Board of OSTIM Technical University

## **PART 2**

### **Principles Concerning Education**

#### **Medium of Instruction**

**ARTICLE 5** – (1) The medium of instruction is English in the faculties and Turkish in the vocational schools within the University. However, courses, which have to be taught in Turkish or another language, or deemed appropriate to be taught in Turkish or another language are determined by the Senate.

(2) Registration for the courses that are taught in English requires the provision of documents regarding proficiency in English.

(3) For students, who are placed in or admitted to or transferred from another institution to the programs that are taught in English, proficiency in English or enrollment in the English Preparatory Class is determined in accordance with the provisions of the OSTIM Technical University English Preparatory Class Regulation published in the Official Gazette No. 30845 dated 18<sup>th</sup> July 2019

#### **Period of Study**

**ARTICLE 6** – (1) The period of study is two years (four semesters) for associate degree programs and four years for undergraduate degree programs (eight semesters).

(2) The maximum period of study is four years (eight semesters) for associate degree programs and seven years (fourteen semesters) for undergraduate degree programs.

(3) The period of the English Preparatory Class is not included in the period of study and the maximum period of study.

(4) The semesters, during which the student is granted a leave of absence by the relevant administrative board and the semesters, during which the student suspended from the University for one or two semesters is suspended, are not included in the period of study and the maximum period of study.

(5) All semesters, during which the student is registered or spent unregistered due to non-renewal of registration from the date of their first registration to an associate or undergraduate degree program, are included in the period of study and the maximum period of study.

(6) The number of semesters to be transferred by the student, who had been registered in another higher education institution and registered in the University with a horizontal/vertical transfer or reregistered through the student selection and placement system, is determined by the relevant administrative board based on the time spent in the previous institution or program. The periods specified in the decision are included in the period of study and the maximum period of study.

(7) The semesters, which have been studied in higher education institutions in Turkey or abroad within the scope of exchange programs, are included in the period of study and the maximum period of study.

(8) Students, who fail to graduate within the maximum period of study starting from the semester during which the courses related to the program they are registered are offered, become extended students regardless of whether they were registered for each semester. The rights to register and continue their education at the University and the procedures for dismissal from the University are executed in accordance with the principles determined by the Council of Higher Education and the Senate, within the framework of the provisions of Articles 44 and 46 of the Law No. 2547.

#### **Academic Year**

**ARTICLE 7** – (1) An academic year consists of two semesters of at least fourteen weeks each. The first semester is called the Fall Semester, and the second semester is called the Spring Semester. The academic calendar is determined by the Senate. The Senate may extend the term of

the semester or offer summer education when it deems necessary. The principles concerning the summer school are determined by the Senate.

(2) The periods and dates of registration, lectures, exams, and similar activities in an academic year are organized by the academic calendar.

(3) The courses to be offered in the semesters and summer school are determined by the relevant department and decided by the relevant administrative board. The arrangements regarding the groups, capacities, and, if any, other criteria of these courses are carried out by the relevant department.

### **Education program**

**ARTICLE 8** – (1) A program is prepared by the relevant department(s) and initiated with the proposal of the relevant board, the decision of the Senate, and the approval of the Council of Higher Education.

(2) The curriculum of a program consists of lectures, laboratories, practices, workshops, studios, internships, and similar studies, and the distribution of these studies to the semesters.

(3) Changes regarding the name of a program and the period of study are proposed by the relevant department(s) and are decided by the Senate upon the recommendation of the relevant committee.

(4) Changes in the curriculum of a program and the principles concerning the adaptation of students to these changes are proposed by the relevant department(s) and decided by the Senate with the recommendation of the relevant board.

### **Double Major Program**

**ARTICLE 9** – (1) Students, who are registered with an undergraduate program at the University, may be granted to register in another undergraduate program at the University in addition to this undergraduate program. This second program is called the double major degree program. Students, who complete this program, are awarded a double major undergraduate diploma in addition to the undergraduate program diploma they are registered with. Principles concerning the double major programs are determined by the Senate.

### **Minor program**

**ARTICLE 10** – (1) Students, who are registered with an undergraduate degree program at the University, may be granted the right to register in a minor program, consisting of a certain number of courses of another undergraduate degree program or a certain number of interdisciplinary courses at the University. A minor program is not an undergraduate degree program. Students, who complete this program, are awarded a certificate. Principles concerning minor programs are determined by the Senate.

### **International Joint Undergraduate Degree Program**

**ARTICLE 11** – (1) International joint education programs, including associate and undergraduate degree programs, can be carried out by establishing cooperation with international higher education institutions and other institutions.

(2) The procedures and principles concerning the international joint undergraduate degree program are determined by the Senate.

### **National and International Student Exchange Programs**

**ARTICLE 12** – (1) Student exchange programs can be implemented according to an agreement to be signed between the University and local or international higher education institutions. Students can study at local or international universities for one or two semesters within the framework of these programs. Exchange programs are implemented in line with bilateral agreements, and the procedures and principles determined by the Council of Higher Education (CoHE).

(2) The grades obtained from the courses specified within the scope of the exchange program corresponding to the courses offered within the undergraduate degree program, and the grades determined according to the grade conversion table approved by the Senate, are recorded in the student status document upon the decision of the relevant committees.

(3) Students, who register within the scope of the exchange program, are not awarded any diplomas or titles. They are given a student status document displaying the courses and grades.

### **Certificate program**

**ARTICLE 13** – (1) Principles concerning the certificate programs are determined by the Senate.

### **Students with disabilities**

**ARTICLE 14** – (1) Special arrangements can be made in courses and exams for students with disabilities. The relevant procedures and principles are determined by the Senate.

### **Private Students**

**ARTICLE 15** – (1) Students, who are registered in the associate and undergraduate degree programs of another university or high technology institute, can be admitted to the courses offered in associate and undergraduate degree programs of the University as private students only within the framework of the decision of the relevant administrative board. In this case, they pay the tuition fee determined by the Board of Trustees per credit according to the ECTS credits of the courses they are registered with.

(2) The student, who has registered the University and wants to take courses from another higher education institution as a private student, must obtain the approval of the relevant department board and the relevant administrative board. The course/courses that the student wants to study cannot exceed the course load of that semester. In this case, the private student must fulfill the obligations regarding the tuition fee specified in this Regulation.

(3) Admission of private students is valid for one semester. The student must apply again to take courses as a private student in the later semesters.

(4) Private students cannot qualify for diplomas or entitlement at the University.

(5) Private students can transfer the courses they have completed, as credits and grades, provided that they are approved by the university or high technology institute they are registered with. The equivalent of the credit and grade obtained in the University is decided by the relevant administrative board.

(6) In case of the vertical transfer of the private students as per the provisions of the Regulation on the Principles of Transfer Between Associate and Undergraduate Degree Programs in Higher Education Institutions, Double Major, Minor and Inter-Institutional Credit Transfers published in the Official Gazette dated 24<sup>th</sup> April 2010 and numbered 27561, only the courses accepted in the degree program they have been registered with and included in their transcripts can be transferred within the framework of adjustment principles.

### **Student Admission**

**ARTICLE 16** – (1) The principles concerning student admission to the University are as follows:

a) Students are admitted to the associate and undergraduate degree programs in accordance with the principles determined by the Senate within the framework of the Higher Education Law No. 2547 and the regulations and decisions of the Council of Higher Education.

b) The principles concerning the application of foreign students and students applying from abroad to the foreign student admission quotas of the University are determined by the Senate.

c) The principles concerning the application and acceptance of horizontal transfer from outside or inside the university are determined by the Senate.

### **First registration to the University**

**ARTICLE 17** – (1) Registration procedures of students placed or admitted to the programs of the University are carried out by the RO at the dates announced.

(2) The following conditions are required for the registration of students to the University to be finalized:

a) To have been awarded a document indicating that they are entitled to receive a diploma from a high school in Turkey or a local or international high school accepted as equivalent to high school by the Ministry of National Education.

b) Having fulfilled the obligations regarding the tuition fee.

c) Having no obstacles against obtaining a student visa obstacle (for foreign international students)

d) Having fulfilled the other conditions announced by the University.

(3) The University accepts the original documents required for registration or a copy to be seen and approved by the University. Procedures concerning military service and criminal records are carried out based on the written declaration of the student candidate. In case a student is identified to have gained the right to register the University with false or misleading statements and documents, the enrollment is not performed, or if the student has already registered, the enrollment is canceled regardless of the semester the student is enrolled in. All documents awarded to this student including the diploma are deemed null and void, and legal actions are taken against this student. Such students are deemed not to have gained student status and cannot benefit from any rights related to studentship in the future.

(4) Students, who complete the registration process, are issued a student identity document. The identity document contains information about the student.

(5) Students, who do not complete the registration process in the due period, are deemed to have waived their right to be a student of the University and cannot claim any rights.

### **Courses and credit values**

**ARTICLE 18** – (1) Courses in associate and undergraduate degree programs are classified in two groups as compulsory and elective. Compulsory courses are the courses that have been specified in the curriculum and must be taken. Elective courses are decided by the relevant department, taking into account the demands of the students.

(2) The names, codes, contents, credit values, categories, prerequisites, co-conditions, midterm and final exams, and similar features concerning the courses, and changes to be made in these features are decided by the relevant committee and the Senate.

(3) The prerequisite and co-requisite courses to be eligible to take a course are determined according to the following rules:

a) A course, which is required to be taken before another course and passed with at least (DD) or (S), is called the prerequisite course of that course.

b) The course that must be taken together with a course is called the co-requisite course of that course.

(4) Additional conditions for registration in a course may be determined by the relevant department in addition to the prerequisite and co-requisite courses.

(5) In case of exemption from a course with a prerequisite or co-requisite of any course, the prerequisite or co-requisite of the relevant course is deemed to be met.

(6) The corporate credit value of a course consists of the sum of all the weekly theoretical course hours of that course and half of the weekly hours of laboratory, practice, workshop, studio, internship, and similar studies.

(7) The ECTS credit value of a course consists of the period spent in face-to-face or distant courses equivalent to twenty-five hours of student workload, as well as the sum of all the time spent in educational activities such as laboratory, workshop, clinical work, homework, practice, project, seminar, presentation, exam preparation, exam, internship, and workplace education.

(8) The academic credit value is not determined for the courses accepted by the Senate as not to be included in the grade point average. Only the weekly hours of theoretical and practice concerning these courses and ECTS credits are indicated in the transcript.

(9) Weekly hours of theoretical and practice can be determined for the non-credit courses; however, these courses are not assigned an academic credit value.

### **Course Load**

**ARTICLE 19** – (1) Course load is the sum of the ECTS credits of the courses a student must take in any period of their curriculum; and it is 30 ECTS.

(2) The maximum course load that students can take according to their academic achievement is stated hereby below, and no increase can be made above the course load specified:

a) Course load cannot be increased for students with grade point averages of 1.99 out of 4.00 or lower.

b) The course load of students with final semester or grade point averages between 2.00-2.49 out of 4.00 can be increased by 6 ECTS upon their request and the recommendation of the advisor.

c) The course load of students with final semester or grade point averages between 2.50 and 4.00 out of 4.00 can be increased by 12 ECTS upon their request and the recommendation of the advisor.

(3) The courses taken by the student enrolled in double major and/or minor programs are not included in the limits specified in this Article.

(4) The normal course load can be reduced upon the request of the student and the approval of the advisor. The minimum course load that such a student can take in a semester is 12 ECTS.

### **Adaptation and approval of courses**

**ARTICLE 20** – (1) The procedures concerning the vertical or horizontal transfer of a student to a program and other adaptation or course approval procedures are carried out by the relevant administrative board upon the recommendation of the relevant department. During these procedures:

a) Courses with (DC), (DD), (FD), (FF), (NA), (W), (U) or equivalent grades in the previous program of the student are not taken into account in the adjustment procedures.

b) The courses with grades of (CC) and above, (S) or their equivalents in the previous program of the student to be and not to be accepted in the new program are determined.

c) Adjustment procedures are carried out according to the curriculum to be determined by the department.

d) In the adjustment procedures, a grade of (CC) and above, (S) or their equivalent must be obtained from the prerequisite or co-requisite course to meet the prerequisite or co-requisite of a course.

e) The semesters that the student is deemed to have studied from the maximum period of study according to the courses accepted in the program are calculated and deducted from the maximum period of study. In this process, the normal course load of the relevant program and total ECTS credits are considered for one semester.

(2) The grades that students have obtained from the courses accepted in the adjustment procedure by the relevant administrative board are indicated in their transcripts according to the grading system of the University and included in the academic average.

(3) Students, who have registered for courses according to the adjustment, can object to the exemption of courses taken from previous higher education institutions by applying to the relevant faculty/school and/or department with a petition within two weeks from the date of registration.

(4) The principles concerning adjustments and the validity period of the courses are determined by the relevant department.

### **Elective Courses**

**ARTICLE 21** – (1) Elective courses are the courses, which are specified in the curriculum of the associate degree, undergraduate degree, double major, minor programs in which the student is enrolled, and which must be selected and taken as specified in the curriculum. These specifications include the following:

a) Elective courses are divided into groups as departmental elective, in-field elective, and non-field elective courses, and are specified in the education curriculum. The number of non-field elective courses, which are among the general culture and program competencies and aim to increase the competencies, can be a minimum of one and a maximum of two. These courses can be selected from the elective course pool announced by the faculties and/or the common courses department and studied in the departments of foreign languages, social sciences, and fine arts.

b) Elective courses are included in the course load of the student in the relevant semester

c) In case senior students comply with the necessary criteria for graduation and have more than 240 ECTS, they can eliminate elective courses out of the grade point average with the positive opinion of the department and the decision of the relevant administrative board, provided that they are not removed from the transcript.

d) No courses other than the compulsory courses defined in the curriculum are taken into consideration for graduation and used in the calculation of the grade point average.

e) Elective courses are listed in the transcript together with the letter grade obtained.

### **Semester registrations and add-drops**

**ARTICLE 22** – (1) After paying the tuition fees and fulfilling other obligations towards the University, students have to register for the internship courses and other courses for which they meet the prerequisites in the curriculum at the beginning of each semester and within the periods specified in the academic calendar upon the approval of their advisors. The course registration process of each semester consists of the following stages:

a) The student pays the tuition fee.

b) The student selects the courses to study on the registration system and confirms.

c) The student meets his/her academic advisor and obtains approval for registration from the advisor.

(2) Students who do not renew their registration within the deadline may renew with a delay within the add-drop period specified in the academic calendar. Students with delayed registration have to fulfill the additional obligations that may be determined by the University.

(3) Students who have completed their semester registration on the specified dates can add or drop courses during the add-drop period specified in the academic calendar. Approval of the advisor has to be obtained again to confirm the changes.

(4) Within two weeks following the end of the add-drop period, the student can add a course or drop a course with the decision of the relevant administrative board, provided that the minimum/maximum course load limits specified in this Regulation are complied with.

(5) Students who do not renew their registration become unregistered students. Such students cannot attend classes and exams during their unregistered periods and cannot benefit from their student rights. The procedures concerning the continuation of the registration of such students at the

University and their dismissal from the University are carried out in accordance with the provisions of Articles 44 and 46 of Law No. 2547 and the principles determined by CoHE and the Senate.

(6) The periods studied as unregistered students are included in the study period.

(7) Students who do not renew their registration for at least two consecutive semesters can renew their registration for the specified semester on the registration dates announced, by applying to the relevant department/school in the following semesters and with the decision of the relevant administrative board.

(8) Adjustment procedures are implemented for students who return from unregistered student status to registered student status, in case there is a change in the education program in the academic year in which they reregistered, with the decision of the relevant administrative board of the faculty/school for the courses to be selected or adjusted.

(9) Students cannot attend the courses for which they have not duly registered and cannot take the exams of these courses. The exam of the students, who have taken the exams of the courses that they have not registered, are deemed invalid.

### **Withdrawal**

**ARTICLE 23** – (1) Students can withdraw from the courses they are registered for according to the following rules:

a) Courses can be withdrawn after the end of the add-drop period and within the first seven weeks of the semester.

b) Withdrawal requires the recommendation of the academic advisor and the approval of the department and the relevant administrative board.

c) Students can withdraw a maximum of one course in a single semester.

d) Students can withdraw a maximum of one course during the associate degree program.

e) Students can withdraw a maximum of one course during the undergraduate degree program.

f) Students cannot withdraw their courses in the first two semesters (first year) of the curriculum.

g) Students cannot withdraw from repeated or previously withdrawn courses and non-credit courses.

h) Students, who registered with courses below the normal course load in a semester, are not allowed to withdraw.

i) The tuition fees paid for the withdrawn course is cannot be refunded.

## **PART 3**

### **Exams, Assessment, and Graduation**

#### **Attendance and exams**

**ARTICLE 24** – (1) Students have to attend the classes, practices, exams, and other academic activities deemed necessary by the instructor.

(2) Assessment of achievement is made according to the compulsory midterm and final exams as well as the laboratory/workshop/studio activities, homework, quizzes, papers, case presentations, project reports and presentations, and criteria such as participation in the courses and practices, according to the type of course. The type of assessment is specified for each course in the course introduction forms. A minimum of one midterm exam is administered each semester. The



assessment of the courses that do not require a midterm and/or final exam is specified in the course introduction forms announced and approved by the relevant board and the Senate.

(3) The attendance of the students is monitored by the instructor. The contribution of the attendance to the course to the participation in the midterm and final exams and to the letter grade of the semester, the midterm exam, homework, practice, and similar studies that students are responsible for, and their contribution to the letter grade of the semester, and the conditions for participation in the final exam, if any, are determined by the instructor of the course. These conditions are included in the course introduction forms and are explained to the students at the beginning of the semester.

(4) In the courses with final exams, the exams are administered according to the following rules:

a) The dates and times of final exams are arranged and announced by the relevant department according to the dates announced in the academic calendar.

b) Announced exam dates can be changed upon the reasoned proposal of the relevant department, provided that they are within the end of semester exam dates. This process is performed before the start of the final period specified in the academic calendar.

c) Students, who fail to fulfill the attendance requirement, are not admitted to the final exams. In case such students have taken the exams, their exams are deemed invalid.

(5) If necessary, classes and exams can be held after the end of working hours on weekdays and/or on Saturdays and Sundays.

(6) Relevant lecturers and exam invigilators are responsible for conducting the exams in line with the rules. The principles concerning the exams are determined by the Senate.

(7) The students are informed about their achievements in each course during the semester by the instructor of the course. This information process is performed in accordance with the principle of confidentiality of the student identity.

(8) All exams except for the midterm and final exams can be administered without predetermining a date.

(9) Medical reports and make-up exams:

a) A make-up exam is administered for the students, who fail to take the midterm or final exam due to illness and the medical reports obtained in accordance with the principles determined by the Senate.

b) The date of the make-up exam is determined by ensuring that the student is not prevented from taking other exams.

c) Students cannot take the midterm and final exams during their leave of absence. The exam taken by the students during the term of their medical reports is considered invalid. However, if the medical report is submitted to the administration after the exam, the exam is considered valid without considering the medical report.

d) Students cannot leave the examination hall except in cases requiring urgent medical attention. In case they leave, the grade of the exam they have taken is considered valid.

e) As a result of long-term reports, the student may be entitled to a semester leave according to Article 39. The reporting period is not counted as absenteeism.

(10) There is no make-up exam for the make-up exam. Students, who do not attend these exams, are deemed to have exhausted their rights.

(11) Exam documents are maintained for at least five years.

(12) Whether a repeat exam will be administered in the University and relevant principles are determined by the Senate.

## Assessment and grades

**ARTICLE 25** – (1) Students are assigned a letter grade for each registered course at the end of the semester.

(2) This letter grade is determined by the instructor of the course provided that it is not lower than the letter grade indicated in the table below. In case the same course is taught by multiple lecturers, the letter grade is determined jointly by the lecturers of the course.

(3) The letter grade is assigned according to the criteria specified in Article 24.

(4) The courses for which the exemption exam will be administered, the conditions required for exemption, and the principles of implementation are determined by the Senate with the recommendation of the relevant academic board.

(5) The coefficient, grade, and status of the letter grades calculated for grade point averages are listed below:

a)	<u>Letter Grade</u>	<u>Coefficient</u>	<u>Score</u>	<u>Status</u>
	AA	4.00	90-100	Pass
	BA	3.50	85-90	Pass
	BB	3.00	80-84	Pass
	CB	2.50	70-79	Pass
	CC	2.00	60-69	Pass
	DC	1.50	50-59	Conditional Pass
	DD	1.00	45-49	Conditional Pass
	FD	0.50	35-44	Fail
	FF	0.00	0-34	Fail
	NA	0.00	0	Fail

b) The letter grade of NA is assigned by the instructor of the course for students who are deemed to fail for any of the following reasons:

1) Not being entitled to take the final exam for not fulfilling the course attendance requirements.

2) Not being entitled to take the final exam for not fulfilling the conditions regarding course practices

3) Failure to attend the midterm and final exams.

(6) Grades that are not included in the averages are listed below:

a) The letter grade of S is assigned to the students who are exempt from the courses or who are successful in the courses.

b) The letter grade of P is assigned to the students who continue the courses.

c) The letter grade of U is assigned to students who fail in the courses.

d) The letter grade of EX is assigned to students who have been exempted after being successful in the English proficiency exam administered by the English Preparatory Class.

e) The letter grade of I is assigned to students who failed to complete the requirements for the course at the end of the semester or summer education, for a valid reason accepted by the instructor. The letter grade of I has to be converted to a letter grade within five days following the deadline for the semester or summer school grades. However, in special cases, this period can be extended until the registration date of the next semester at the latest, and at the end of this period, it must be converted to a letter grade. These procedures of special cases are carried out upon the recommendation of the department offering the course and with the decision of the administrative board of the faculty to which that department is affiliated. In case the letter grade of I is not converted to a letter grade in due time automatically becomes a letter grade of FF or U.

f) The letter grade of W is assigned to students who withdraw from a course.

### **Assignment and Announcement of Grades, Objections, and Correction of Material Errors**

**ARTICLE 26** – (1) Semester or summer school course grades are determined by the academic instructors who teach the course on the dates specified in the calendar.

(2) Grades are announced on the relevant internet address that is accessible to students on the date specified in the academic calendar.

(3) Students may object to the announced exam grades with the allegation of material error. The application for objection must be made in writing to the relevant dean's office or department, directorate of the vocational school, or the directorate of preparatory class, within five days following the date of the announcement. The dean/director has the objection reviewed by the head of the department/major and/or the coordinator of the relevant course. The result is reported to the dean/directorate within ten days. The decision for the application is made by the relevant administrative board and the result is notified to the student in writing.

(4) Correction of material errors regarding the grades is made upon the application of the instructor of the course and the approval of the department within three days following the announcement of the final semester or summer school grades. In cases exceeding this period, corrections for material errors must be made upon the recommendation of the department offering the course and with the decision of the board of directors of the department to which that department is affiliated. Correction of material errors must be completed by the end of the registration period of the semester following the announcement of the grade at the latest.

### **Success and repetition of the course**

**ARTICLE 27** – (1) To be successful in a course, students must have received the passing grades of (AA), (BA), (BB), (CB), (CC), and (S) from that course.

(2) (DC) and (DD) are conditional passing grades. These courses must be repeated in the adjustment procedures.

(3) (FF), (FD), (NA), and (U) are failing grades.

(4) Courses with letter grades of (FF), (FD), (NA), (U), (W) must be repeated. Instead of the elective courses to be repeated, other elective courses can be taken, with the approval of the advisor, within the framework of the curriculum and in the same group.

(5) The final grade received is valid regardless of the previous grade in the repeated course.

### **Grade point averages**

**ARTICLE 28** – (1) The final grade point average and the general grade point average of the students are calculated and their achievement rates are determined at the end of each semester.

(2) Semester grade point average is obtained by dividing the total grade obtained by multiplying the ECTS credits of each course in which the student is enrolled in the relevant semester and the coefficient of the letter grade received from that course, by the total ECTS credits of these courses.

(3) Grade point average is calculated by dividing the total points earned by students from all the courses they have received, including the relevant semester, by the sum of the ECTS credit values of these courses. In this calculation,

a) The final grade from the repeated courses is taken into account.

b) Grades that will not be included in the average specified in the Regulation are not taken into account.

(4) The averages obtained in the calculations are expressed by rounding to two digits after the decimal point. In rounding, in case the third digit is less than 5, the second digit does not change; in case it is 5 or greater than 5, the value of the second digit is increased by one unit.

### **Passing students**

**ARTICLE 29** – (1) Students with a cumulative grade point average of at least 2.00 are defined as passing students.

### **Failing students**

**ARTICLE 30** – (1) Students with a cumulative grade point average below 2.00 are defined as failing students.

### **Probationary Students**

**ARTICLE 31** – (1) Students, whose grade point averages in the following semesters after completing the first two semesters are below 1.80, are defined as probationary students provided that their general grade point average is also below 1.80. These students remain in the same year until they raise their grade point averages to 1.80.

(2) The period of probation is included in the maximum period of study.

(3) The course load that the probationary students can take in a semester is 30 ECTS credits at the maximum.

(4) Probationary students must first repeat the courses for which they have received grades of (NA), (FF), and (FD) until their cumulative grade point average increases to 1.80. Students, who fulfill this requirement, can take other courses in their curriculum in addition to these courses, especially the courses of previous years they have not received before and the courses in which they received a (W) grade, with the approval of their advisor and provided that the course load is appropriate.

(5) Probationary students can take a different elective course that they have not taken before, with the approval of their advisors, provided that it replaces an elective course taken in the previous semesters.

(6) The rule regarding the minimum course load specified in this Regulation does not apply to probationary students.

(7) The probationary status of the students at the beginning of the fall semester is determined according to their grade point averages at the end of summer education. In case the students, who are on probation or who become probationary students at the end of the spring semester, raise their grade point averages to 1.80 at the end of summer education, their probation status is removed. Summer education is not a semester. Therefore, the average of the courses taken in summer education cannot be used as the semester grade point average. However, they are included in the grade point average of the student.

(8) The provisions of this Article do not apply to students who are in the last two semesters of the normal education period.

(9) Students with a cumulative grade point average of 1.80 or above continue their education in normal status.

### **Additional exams and graduation**

**ARTICLE 32** – (1) Students, who have taken all the courses required for graduation and failed with (FF) or (FD) at a maximum of two courses included in the grade point average, except for the courses that involve graduation project, studio work, internship, and similar long-term project works, are granted the right to an additional exam by the decision of the relevant administrative board, provided that they apply to the faculty/school to which they are affiliated, within fifteen days from the date of announcement of the final grades of the semester or the date of announcement of the end of summer education grades. The last code, name, and credit are taken into account for the course/courses for which additional exams will be granted. The achievement of the students is

determined by the grade obtained from these exams. In case the students do not use the additional examination right timely or fail to use the additional examination right, they have to repeat these courses in the first semester or summer school. In case the course/courses that they have to repeat are not offered in the following semester or summer school, students can use the right to take additional exams again until the end of the relevant semester or the end of summer education exams provided that the exam fee is paid.

(2) Students with a grade point average of lower than 2.00 despite being successful in all the courses required for graduation can be excluded from the course/courses in which they received a grade of (DD), (DC), or (CC), except for the courses that include graduation project, studio work, and similar long-term project works. An additional examination right is granted by the decision of the relevant administrative board, provided that the students apply to the faculty/school to which they are affiliated, within fifteen days following the announcement of the semester final exams or the announcement of the end of summer school grades. The last code, name, and credit are taken into account for the course/courses for which an additional exam is granted. Students who cannot graduate as a result of the additional exam are granted the right to take an additional exam until the end of the following semester or the end of the summer school exams, provided that the exam fee is paid. Students, whose overall grade point average is still below 2.00, are granted the same rights until they achieve the required grade point average for graduation.

(3) The students, who will use the right to take additional exams, must apply to the faculty/department/school they are affiliated with to be able to take these exams in due time and according to the procedure. In case the students, who have taken the exam despite not applying on time are assigned a grade inadvertently, this grade is considered invalid.

(4) Students, who do not take the exams for three consecutive or intermittent academic years, are deemed to have waived the right to take additional exams and cannot benefit from these rights.

(5) To graduate from the registered program, all courses in the curriculum must be completed with a letter grade of at least (DD) or (S), the grade point average must be at least 2.00, and the total ECTS credits determined for the program must be completed.

(6) The dates of graduation from the programs are determined according to the following rules:

a) The date of graduation is the date of announcement of the letter grades specified in the academic calendar for the relevant semester or summer education. For students who graduate as a result of material error correction and completion of the (I) grade after the letter grades are announced, the graduation date is the date when the final letter grade is finalized.

b) For students, who want to leave the University by obtaining an associate degree diploma before they are entitled to graduate from the undergraduate program, the graduation date is the date of announcement of the letter grades concerning the semester for which they are entitled to receive the associate degree diploma.

c) For students, who graduate as a result of the additional exam right, the graduation date is the date on which the final letter grade is finalized.

### **Diplomas, certificates, and documents**

**ARTICLE 33** – (1) Diplomas, certificates, and documents awarded to students and graduates, and the conditions for their awarding are specified below:

a) Undergraduate diploma: It is awarded to students, who meet the requirements for graduation from the undergraduate program.

b) Double major undergraduate diploma: It is awarded to students, who have the right to graduate from the undergraduate program and meet the requirements for graduation within the double major program they are registered for.

c) Students, who have not completed or cannot complete their undergraduate education, can obtain an associate degree or be adapted to vocational schools according to the regulations specified in

accordance with the provisions of the Regulation on Obtaining Associate Degree Diplomas or Adaptation to Vocational Schools of Those Who Have Not Completed or Could Not Complete Their Undergraduate Education, which was published in the Official Gazette dated 18<sup>th</sup> March 1989 and numbered 20112. To be eligible for an associate degree diploma, a minimum letter grade of (DD) or (S) must be obtained from all the courses of the first four semesters of the undergraduate program and the grade point average of these courses must be at least 2.00.

d) Vocational school diploma: It is awarded to students, who meet the requirements for graduation from the associate degree program.

e) Temporary graduation certificate: It is a document, which is awarded only once to students, who are entitled to receive a diploma, valid until the date of the graduation ceremony of the next academic year, and stands for a diploma.

f) Diploma supplement: It is a document that ensures the international recognition of academic and professional qualifications and is awarded in addition to diplomas.

g) Students, who have graduated from the associate and undergraduate degree programs of the University as a result of the final exams of the second semester of each academic year, are ranked and the winners are determined by ranking the students with the highest grade point average according to the program and department. The principles concerning the ranking of the graduates are determined by the Senate.

h) Minor certificate: It is awarded to students, who have the right to graduate from the undergraduate degree program and have successfully completed the minor program they are registered with. This certificate does not qualify as a diploma.

i) Grade chart: It is a document that shows the courses taken by the students in each semester, the credit status of the courses, the grades received from these courses, the grade point average, the general grade point average of the relevant semester, and achievement status, as of the first semester of registration at the University.

j) Student certificate: It is a document that indicates the registration status of the student at the University.

(2) Diplomas, certificates, and documents are signed by the following authorities:

a) Associate degree diplomas, undergraduate degree diplomas, double major diplomas, and minor certificates are signed by the Rector and the relevant dean/director.

b) Temporary graduation certificates are signed by the relevant dean/director and the official of the RO.

c) Diploma supplements, transcripts, and student certificates are signed by the official of the RO.

(3) The ID number, name, surname, faculty, department, and program of the student are indicated in diplomas, certificates, and documents.

(4) Students, who have graduated from undergraduate degree programs with a grade point average between 3.00 and 3.49, are defined as honor graduates, and students, who have graduated from undergraduate degree programs with a grade point average of 3.50 or higher, are defined as high honor graduates. These definitions are specified in the diplomas.

(5) The form and dimensions of diplomas and certificates, and other information to be specified are determined by the Senate.

(6) In case diplomas and certificates become unusable due to loss or destruction, a new diploma or certificate is prepared for once, provided that the situation is declared with a petition and the fee determined by the Board of Trustees is paid. The phrase "second copy" is placed on the new copy and it is signed by the Rector and the relevant dean/director in charge on the date of issue.

(7) In case the name and/or surname of the graduate changes after the date of graduation, the information on the diploma and/or certificates are not changed or new ones are not issued.

## **PART 4**

### **Counseling, Discipline, Scholarship, Health Procedures, Tuition Fee and Other Fees, Leave of Absence, Deregistration, and Notification**

#### **Counseling**

**ARTICLE 34** – (1) Departments appoint an academic advisor from among full-time faculty members and staff to each student, who has registered to the associate degree, undergraduate, double major, or minor programs.

(2) The duties of the academic advisor are as follows:

- a) To inform and guide the student in the selection of the courses to be taken in each semester.
- b) To approve the semester registration after evaluating the courses to be registered together according to the academic success of the student.
- c) To inform and guide the student about adaptation to university life, professional development, and career.

#### **Discipline**

**ARTICLE 35** – (1) Disciplinary procedures of students are carried out in accordance with the provisions of the Higher Education Institutions Student Discipline Regulation published in the Official Gazette dated 18<sup>th</sup> August 2012 and numbered 28388.

#### **Scholarship and aid**

**ARTICLE 36** – (1) Principles concerning the distribution of scholarships and aids provided to students from various sources are determined by the Senate.

#### **Health procedures**

**ARTICLE 37** – (1) The principles concerning the medical services to be provided to students are regulated by the Senate.

#### **Tuition and other fees**

**ARTICLE 38** – (1) Tuition fees are determined by the Board of Trustees before the start of each academic year. The first installment of the tuition fee is paid at the beginning of the first (fall) semester, and the second installment is paid at the beginning of the second (spring) semester of the academic year and before registration or renewal of registration. Students, who do not pay their tuition fees within the specified periods, are not registered, their registration is not renewed, or it is frozen. These students cannot benefit from student rights by any means. The Board of Trustees may also determine a payment method other than the method specified in this article.

(2) The cost of dormitories, meals, transportation, and similar additional services that may be offered by the University are not included in the tuition fee. These fees are determined separately.

(3) Students, who do not pay the tuition fee, will not be registered or their registration will not be renewed. This excludes the students with a full scholarship.

(4) Tuition fees for summer education are determined separately by the Board of Trustees.

(5) Students, who are suspended from the University for one or two semesters, must pay 50% of the fee for the semester(s) they are suspended.

(6) The fifth semester of the students, who have registered for four semesters in associate degree programs by paying full tuition, and the ninth semester of the students, who have registered for eight semesters in undergraduate degree programs by paying full tuition, are called the leap years. Students in their leap years pay the fee determined by the Board of Trustees per ECTS credit.

(7) Students, who have been granted a leave of absence, pay half of the tuition fee for the semester(s) in which they are on leave, and such leap year students pay for 6 ECTS credits per semester.

(8) Double major/minor students using additional time pay the tuition fee determined by the Board of Trustees per credit according to the ECTS credits of the courses they have attended in the relevant semester(s).

(9) All kinds of exam fees and payment conditions are determined by the Board of Trustees.

(10) Students, who have overpaid their tuition fees, are refunded after the end of the add-drop period.

### **Leave of absence**

**ARTICLE 39** – (1) Students may be granted a leave of absence due to medical reasons, military service, education in domestic or foreign higher education institutions, and financial and familial reasons, for a maximum of four semesters, with a maximum of two semesters at a time, with the decision of the relevant administrative board. In obligatory cases, these periods may be exceeded by the decision of the Administrative Board of the University. Students, who have completed the maximum period of study, are not granted leaves of absence. The periods of leave of absence are not included in the maximum period of study.

(2) Students, who want to be granted a leave of absence, apply to the relevant department with their petition and documents stating their excuse, before the end of the add-drop period of the relevant semester; however, there is no time limit for the application in case the reason for the leave of absence is revealed and documented after the end of the add-drop period.

(3) Students, who are granted a leave of absence, pay half of the tuition fee for the semester(s) in which they are on leave, and students of the leap year pay the fee for 6 ECTS credits per semester. The granting process is completed when the relevant student pays the determined fee. In case students do not pay the specified fee, the leave of absence will be canceled.

(4) In case of a final conviction or cases other than a temporary suspension or expulsion from the higher education institution according to the provisions of the Higher Education Institutions Student Disciplinary Regulation, the student can be considered on leave.

(5) No leave of absence is granted for less than one semester.

(6) The department conveys the request for leave of absence to the relevant administrative board with the opinions of the academic advisor of the student and department.

(7) The relevant administrative board decision is sent to the RO, it is processed by the RO, and the student is informed.

(8) The academic status of students, whose leave period has expired, is evaluated by the RO within the framework of the relevant articles of this Regulation. Students, who meet the requirements for registration, can register for the semester on the dates announced in the academic calendar.

(9) Students, who want to return to their education before the end of the leave period, should apply with a petition to the relevant department or directorate of school before the start of the registration period. The decision on the application is made by the relevant administrative board upon the opinion of the academic advisor of the student and the recommendation of the department. The decision is sent to the RO and the situation of the student is evaluated within the framework of the relevant articles of this Regulation. Students, who meet the requirements for registration, can register for the semester on the dates announced in the academic calendar.



### **Deregistration**

**ARTICLE 40** – (1) Students can deregister by applying to the RO. These students are discharged from the University as of the date of application.

(2) Students, who have deregistered from the University or who have been dismissed from the University due to disciplinary action, can receive their diplomas or documents in their files by completing the cancellation procedures determined by the University, paying their tuition fees, dormitory, and library debts, and fulfilling similar financial obligations.

(3) Students, who have deregistered from the program they are registered for by obtaining an associate degree or without meeting the graduation requirements, lose all their student rights at the University and cannot reregister to the program they deregistered to complete their education.

(4) The tuition fee that has been paid by students, who cancel their registration from the University or are dismissed from the University for any reason, is not refundable.

### **Notifications**

**ARTICLE 41** – (1) All kinds of notifications to the student are sent to the postal address of the student in the University records and/or delivered to the e-mail address provided by the University to the student.

(2) The student is responsible for monitoring the messages sent to the e-mail address provided by the University.

## **PART 5**

### **Miscellaneous and Final Provisions**

#### **Conditions without Provisions**

**ARTICLE 42** – (1) provisions of relevant legislation, and the decisions of CoHE, Senate, Administrative Board of the University, and the administrative boards of the relevant faculty/school shall apply in cases that are not specified in provisions of this Regulation.

#### **Enforcement**

**ARTICLE 43** – (1) This Regulation shall enter into force on the date of publication.

#### **Execution**

**ARTICLE 44** – (1) The provisions of this Regulation are executed by the Rector of OSTIM Technical University.

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