
REGULATION

From Istanbul Aydin University

ISTANBUL AYDIN UNIVERSITY ASSOCIATE AND GRADUATION DEGREE

EDUCATION-TRAINING AND EXAM REGULATIONS

FIRST PART

Aim, Scope, Reference and Regulations

Aim

ARTICLE 1 – (1) Aim of this regulation is to regulate the procedures and principles regarding registration, education and training, exams and evaluations processes applied in the associate , graduation programs and foreign language preparation programs in the faculties, graduate schools and vocational schools connected to the Istanbul Aydin University.

Scope

ARTICLE 2 – (1) This regulation comprises of provisions regarding defining, accrediting, examining, evaluating and accepting student applied in the daytime and evening education programs and distance learning associate and graduation programs and preparatory school in foreign language programs in the Istanbul Aydin University.

Reference

ARTICLE 3 – (1) This regulation is prepared based on 14th, 43rd, 44th and 49th articles of higher education law dated 4/11/1981 and numbered: 2547.

Definitions

ARTICLE 4 – (1) Concepts in this regulation refers to meanings below.

- a) ECTS: European Credit System based on workload
- b) AYSIS: Aydin University Student Information System
- c) President: Chairman of the board of trustees of Istanbul Aydin University
- ç) Head of Department: Head of faculty/vocational school of the Istanbul Aydin University
- d) CAE: Certificate in Advanced English exam

- e) Double Major Undergraduate Program: A second license program that students register in addition to their current license program.
- f) Consultant: The instructor assigned by board of faculty/vocational school designated by head of department or head of the department of so as to take care of problems on education-training and other problems of the students.
- g) Dean: Faculty dean of Istanbul Aydin University.
- ğ) Diploma Supplement-DS: The document aims consolidation international transparency and provides academically and professional acknowledgement of documents that stated of gained competence and skills in documents like diploma, degree, certificate and given in addition to higher education diploma.
- h) EÖBS: Istanbul Aydin University Education-Training Information System
- i) Faculty: Faculties bound to Istanbul Aydin University
- i) FCE: First Certificate in English Exam
- j) Secretary General: Secretary General of Istanbul Aydin University
- k) IELTS: International English Language Testing System
- l) Relevant Board: Faculty board in faculties, vocational high school board in schools, vocational school boards in vocational schools,
- m) Relevant Management Board: Faculty management board in faculties, vocational high school management board in schools, vocational school management board in vocational schools,
- n) Vocational School: Vocational High Schools bound to Istanbul Aydin University
- o) Director: Director of Vocational and Vocational High School bound to Istanbul Aydin University
- ö) Board of Trustees: Board of Trustees of Istanbul Aydin University
- p) Student workload: All the time spending by the students with education-training activities such as laboratory workshop, clinical study, homework, application, Project, seminar, presentation, preparing to exam, internship, field educations, and work placement besides class hours.

- r) Prerequisite course: The course that cannot be taken without fulfilling the condition designated by the decision of relevant faculty/vocational school and approval of the Senate.
- s) Head of Program: Head of Vocational High School,
 - ş) Rector: Rector of Istanbul Aydin University,
- t) Elective Course: Course that the students take except their compulsory course in area or non-area in accordance with their wishes and they can choose among the elective courses in their program or elective or compulsory courses in other programs,
- u) Senate: Senate of Istanbul Aydin University
 - ü) Internship: Work placement activity starts before the courses in the manner of continuity in the scope of education training activities.
- v) TOEFL: Test of English as a Foreign Language
- y) TYYÇ: Frame of Higher Education Efficiency of Turkey,
- z) University: Istanbul Aydin University
- aa) Minor Program: Program that provides developing information, skill and competence of the students in another program related to the their current license program,
- bb) Local Course Credit: A local credit comprises of theoretical, application and laboratory hours of the courses, studying and activities such as once a week theoretical course or two hours of laboratory, clinical study, seminar, application in one term.
- cc) Work Placement: A learning and application activity that students perform in the work area which they are related as divided to weeks and associated with the term courses of the student in the relevant term. In addition, an activity that predicts strengthening of the information, skill and competence of students in the relevant work area out of normal education and training hours of the student.
- çç) YÖDEK: Committee of Academic Evaluation and Quality Development in Higher Education

dd)YÖK: The Council of Higher Education

ee) Management Board: Management Board of Istanbul Aydın University

ff) Vocational Scholl: Vocational Scholl bound to Istanbul Aydın University,

gg) Compulsory Course: The course stipulated in a program and students have to take

ğğ) YDYYS: Foreign Language Efficiency and Placement Test

SECOND PART

Fundamentals Related to Education and Training

Education Periods and Total Credits

ARTICLE 5 – (1) Normal education period is two years except the one-year period foreign language preparatory school, to complete associate degree of the vocational high schools and total credit amount is 120 ECTS depending on the student workload. License Programs of the faculties and vocational schools comprises of two integrated level involving associate degree level. To complete associate degree of these programs normal education period is two education-training year and total credit to be fulfilled is 120 ECTS. Total period of license programs is four education years and total credit to be fulfilled is 240 ECTS.

(2) Maximum education period to complete associate degree programs is four year and maximum education period to complete graduation programs is seven year by starting the term when the courses relating to registered program ,without looking whether registered or not for each period.

(3) Status of the students that cannot complete their educations in the maximum period with success is limited to joining courses and exams and thesis preparation and it continues without taking advantage of other right given to normal students.

(4) One-year foreign language preparation education is not included in the maximum periods given for the programs. Additional period given to unsuccessful students in the preparation school is involved in maximum education period..

(5) Punishing periods of the students take suspension from the university counted as education period.

(6) Freezing registration (counted as allowed) is not counted as maximum education period.

Academic calendar

ARTICLE 6 – (1) Education-training is based on semester principal. Each academic year consists of two semesters (fall and spring) and each semester has at least fourteen weeks

(at least seventy working days). The Senate may, if necessary, decide to open summer school with the approval of the Higher Education Board in addition to the semesters. The final exams and preparation periods for these exams and the internship periods in the programs which require internship are outside of these periods.

(2) Academic calendar comprises enrollment-acceptance, education-training principles, exams and similar activities. The academic calendar is determined and announced every year by the Senate during the previous academic year from the new academic year. The Senate can make changes in the academic calendar in case of need.

Tuition fee

ARTICLE 7 - (1) The tuition fee is collected from the students in the amount determined by the Board of Trustees in each academic year. Besides, students who participate in summer school are charged tuition fees determined by the Board of Trustees for each summer semester. The fee for dormitory, meals, transportation and similar services that may be offered by the university is not included in the tuition fee and it is determined separately by the Board of Trustees.

Teaching language

ARTICLE 8 - (1) The teaching language of the university is Turkish. In some departments and programs offered by the university and approved by Higher Education Board, teaching in foreign language may also be performed.

Education-training

ARTICLE 9 - (1) Education in the university is made on the basis of course passing. During instruction, course schedules become definite with the proposal of relevant departments and program boards, the appropriate opinion of faculty, college or vocational college boards and also with the decision of the Senate.

(2) The university's education programs and course schedules are based on a student / learning centered approach by taking into consideration the 5th Proficiency Definition of **TYYÇ** for the associate degree programs, 6th Proficiency Definition for the undergraduate programs, and **TYYÇ** Basic Field Qualifications and Credit Ranges to which the programs relate. In addition, the level of knowledge, skills and competencies expected to be gained by the time students successfully complete the program are clearly stated. In line with the goals and objectives of the program concerned program design, , is based on program learning outcomes, course and laboratory, homework, project, application, workshop, internship, seminar, clinical work, thesis and similar other learning activities and their content and learning outcomes, learning, teaching, measurement and evaluation

methods and approaches. In addition, for each semester, program design is planned in a way corresponding to 30 ECTS calculated according to the workload of the student.

(3) The courses in the curriculum include in-class and out-of-class learning and practicing activities such as laboratory, workshop, clinical work, homework, application, project, seminar, presentation, preparation, examination, internship, workplace training, on-site application, industry-based practice. Courses can be compulsory, optional, preliminary and / or subsidiary-conditional. Each student is obliged to take compulsory courses of the program in which he / she is enrolled and to take elective courses of the kind and number shown in the curriculum.

(4) The credits of the courses in the curriculum are, in line with the total workload calculated for one semester, determined by taking into consideration that the maximum weekly rate which a student can allocate to all educational activities is 45 hours, that the period of time allocated for all education and training activities in a semester is 17 weeks, and that there is 1 week-break additional to 14 weeks and extra 2 weeks for the final exams. In addition, the credits are calculated in a way 1 ECTS credit corresponds to the 25.5 hours student workload.

(5) In associate degree and undergraduate programs, which are carried out outside of the normal education and training period, the workload of the internship corresponding to 1 ECTS credit for the semester / semesters of the education program in the curriculum is between 25.5 and 29.5 hours, depending on the working day, which is compulsory for the related program.

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(6) Definitions of all courses and other learning activities in the curriculum are made in accordance with the form specified in the **EÖBS**. (Education and Training Information System) Accordingly, for each course or learning activity, the ECTS credit is clearly stated within the scope of the name, semester, credit, language, level of education of the course or activity, whether the course or activity is mandatory or elective, with which teaching methods and by whom it is given, if available the name of its coordinator, whether there is a course or learning activity that is preliminary or subsidiary-conditional, its category, target and content, learning outcomes, learning and teaching methods, weekly distribution of instructional topics and pre- and post-preparatory work that should be done by the student for the course or learning activity every week, the course materials, the contribution of the course or activity to the program achievements, the methods of examination and evaluation, and their contribution to the achievement of the course or

activity, the time (workload) to be spent by the student for all envisaged learning and examination activities and correspondingly, the ECTS credit, which is accepted by the University in connection with the workload and ECTS relationship specified in this Regulations.

(7) Some of the courses in the curriculum that are deemed appropriate by the Senate may be given in whole or in part through distance learning.

Normal and maximum student workload

ARTICLE 10 - (1) The normal workload of a student in one semester is 30 ECTS. Maximum workload for irregular students; more than the normal work load, they may take one course irrespective of its ECTS or one or more courses with 6 ECTS irrespective of its number on condition that the courses have been opened. Irregular student is a student who takes courses from the semesters outside of his / her term. This provision is not applied to the students who have registered in the first and second semesters in 2014-2015 academic year and earlier years.

Successful students

ARTICLE 11 - (1) Second and higher grade students with a grade point average of 3.00 or higher, within the approval of their advisors, can take courses from the upper semester of the semester on condition that they have taken and succeeded all the courses and with the condition of not exceeding the maximum student workload.

Course repeating

ARTICLE 12 - (1) As a result of the final examinations, students who fail taking one of the grades FF, FD, NA, W, I, E from fall or spring semester courses, irrespective of their grade point average, the next year, in the semester when the course is opened, they must first repeat the courses they have failed, then, if there is, they must take the course / courses they have never taken in the previous year and then they must take the courses of the semester they are in without exceeding the maximum student workload. In addition, students can take only the DD and DC grade lessons in order to increase their overall grade point average with the condition of not exceeding the maximum student workload.

(2) For the repeated courses, irrespective the grade the student have taken from those courses before, the last grade of the student is valid.

Course exemptions, recognition of pre-gained qualifications and adaptation

ARTICLE 13 - (1) Students who have already attended another higher education institution and received a passing grade from some courses may be exempted from the same courses that are included in the program of the department they are newly admitted with the exam made by **ÖSYM**. These students may apply to the head of department or program

they are affiliated with for the courses they wish to be exempted with an official transcript showing the content of courses they have taken from previous higher education institutions, learning outcomes, measurement and evaluation methods, workload, ECTS credit and achievement grade and a petition indicating the courses they want to be exempted in the first week of the new academic year. The decision of exemption from courses is given by the relevant board of management. Students who are enrolled in the English preparatory program must apply for exemption at the beginning of the first semester.

(7) (2) The qualifications that the students placed by the Student Selection and Placement Center (**ÖSYM**) in the university's educational programs have gained by means of official and / or non-official institutions other than higher education institutions in relation to the competences of the programs they are placed in, can be associated with the courses in the scope of the relevant program and learning outcomes of the courses and credits. Students who have documented these qualifications or the process of earning those qualifications may be exempted in whole or in part provided that they must be successful in the proficiency examinations arranged for the courses the qualifications relate to. Courses exempted in this way are evaluated with a non-credit exemption (M) grade at the end of the semester and are not included in the general grade average calculation.

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(3) Course exemption, recognition of pre-gained qualifications and adjustment procedures are determined by the Senate.

Continuation, absenteeism and examining excuse

ARTICLE 14 - (1) Students are obliged to participate in all the learning activities and exams specified in the course descriptions of the education programs they are enrolled from the beginning of the education.

(2) Students must attend at least 70% of the courses, practices and laboratories from the start date of education. The absence status of the students is processed by AYSIS by the relevant teaching staff. Students can monitor their absence status on AYSIS. (Istanbul Aydin University Student Information System) When the absenteeism rate reaches 30%, automatically NA grade is given to the student and she / he cannot take the final exams at the end of semester.

(3) With the approval of the Rectorate, the absent of the students participating in meetings, sports, arts and similar activities representing the University or Turkey shall not be taken into consideration.

(4) A student who does not fulfill the attendance requirement of a course with attendance obligation, no ARTICLE what reason, cannot take the final examination at the end of the semester and is considered unsuccessful with an NA grade.

(5) A student repeating a lesson is not obliged to continue this lesson if s/he does not fail due to absence. However, the student has to participate in the project, laboratory, practice, midterm and similar studies and fulfill his obligations.

(6) Students who cannot take the midterm examination, through a justified and valid reason accepted by the relevant board of management, are given the right to make an excuse examination with the decision of the board of management. Students must notify the relevant deanery or directorate in writing of their excuse within five business days of the completion of their excuse. No excuses are allowed for exams other than the midterm exams.

(7) Students who cannot enter the final exam from the ones who fail in the final exams and have the right to enter the final exam are entitled to a make-up examination at the end of each term for each course they fail.

Foreign language

ARTICLE 15 - (1) The foreign language proficiency level expected for each of the educational programs, including foreign language teaching programs, to be reached when the student graduates, is determined in the program learning outcomes of the relevant program so that it is not below the level of the foreign language specified in the **TYYÇ**. The University prepares the necessary foreign language learning environments and provides the necessary support for the students to reach the foreign language level determined for the programs within the education and training period. Students have to reach the foreign language proficiency determined for the programs during their education. The foreign language level is measured by the foreign language placement test which will be done by the University at the end of each semester. At the end of the exam or at the national and international examinations considered equivalent, a certificate of language proficiency will be given to the students who have attained the language proficiency determined in the achievements of the programs. Students who receive this certificate, if they have

other conditions for their graduation, graduate from the program they are enrolled in and qualify for a diploma.

On-site application

ARTICLE 16 - (1) On-site application activities that should be done by the students in the educational programs that are mandatory for on-site application and their evaluation are made in accordance with the principles set by the senate.

(2) Work placement is done for two weeks within the normal education period but before the classes start in education-training programs that apprenticeship is compulsory or accepted as an inseparable part of education by professional organizations. Planning of work placement that will be done after the classes' start is determined by the relevant boards of the departments and programs by indicating in lesson plans. Work placement, whether it starts before the classes' start continuously or in the class period in certain day/days of the week, is identified by correlating with aim, goal, learning outcomes, work load and ECTS credits like the other class identifications in the term.

(3) Evaluation mark of the work placement activities is determined as passed (P) or failed (F) and doesn't included to grade point average.

6Quality Assurance

ARTICLE 17 – (1) Internal and external quality applications of all educational activities on the university and their outputs for continuous improvement pursuant to national and international standards, and other cases regarding this subject are determined by the Senate according to main principles determined by the YÖK (Higher Education Institution) and YÖDEK (Higher Education Academic Assessment And Quality Improvement Commission)

THIRD PART

Lateral and Vertical Transfer and Student Exchange

Lateral Transfer

ARTICLE 18 – (1) Lateral transfer of the students from higher education programs of associate and graduate degree in the country, abroad and in house and registration of students is carried out according to Regulation, dated 24/4/2010 and numbered 27561 and published in the Official Gazette, regarding transfer between the programs

associate and graduate degree, double major, sub-branch and Credit Transfer between Foundations and other related legislation provisions.

(2) Education period of the lateral transfer students is calculated by taking the period that they use in their previous higher education institution into consideration

(3) Lateral transfer students are exempted from the classes equivalent to the ones they took in their previous university with the decision of board of management and grades of these classes are showed in their transcript and included into their general grade point average.

Vertical Transfer

ARTICLE 19 – (1) Orientations of the students matriculated in the graduation programs of the university with the vertical Transfer Examination done by ÖSYM are carried on according to provision of the Regulation on Continuation to their education of the graduates of the Vocational High School and Open Plan Schools Associate Programs dated 19/2/2002 and numbered 24676.

(2) These students who take the equivalent classes during their associate education are exempted from the equivalent classes with the relevant management board decision and according to classes students should take, they are registered by determining which term they need to register. These students take the letter note of the relevant class they take in the associate degree. Grade average of the vertical transfer students is calculated over the classes they take in the associate degree and during the graduation degree.

(3) Students, even if they took preparatory education before and became successful, must pass the exemption exam that the University does or continue to preparatory school and be successful in the programs that requires foreign language preparatory school to be able start graduation program. These students subject to relevant legislation provisions during the preparatory class and graduation program. Vertical transfer students continue to their education according to provisions of the 44th article of the higher education law numbered 2547.

(4) Weighted grade average of the students registered in graduation programs through vertical transfer is calculated over the acclimatized classes that they take in the associate programs and they take in the graduation programs.

Student Exchange and Common Education-Training Programs

ARTICLE 20 – (1) Credits of classes or applications students take from another higher education institute in the scope of national or international student Exchange programs in the country or abroad can be counted as their classes in their diploma programs with the decision of relevant board of management.

(2) Registrations of these students continue in the period of their presence on abroad and this period counted as education period.

(3) Students take equivalents of their classes in the term of Exchange and they become responsible from the classes they take in the other higher education institution in the scope of Exchange.

(4) Choice of these classes is done with the direction of student consultant and become definite with the approval of relevant management board. Grades taken in these classes are transformed into stipulated grading system in the 22nd article of this regulation and written in the student register and added into academical average.

(5) If there is a class that student failed among these classes, student take an equivalent class that consultant sees fit and head of department suggests among the classes that in another department.

(6) Students in the Exchange program pay the price to the University.

(7) Farabi Exchange Program is a student Exchange program organized with the higher education universities that educate in the level of associate and graduation degree in the country according to Regulation Regarding Student and Instructor Exchange Program provisions published in the Official Gazette dated 18/2/2009 and numbered 27145.

(8) Mevlâna Exchange Program is a student Exchange program that organized in the scope of Regulation Regarding the Mevlana Exchange Program published in the Official Gazette dated 23/8/2011 and numbered 28034.

(9) Socrates-Erasmus Exchange Program is a student Exchange program organized in the university in the scope of principles determined by the Senate.

(10) Common programs can be organized to carry on with the higher education institutions abroad at the level of associate and graduation degree.

FOURTH PART

Exam, Evaluation, and Grading System

Exam and Evaluation

ARTICLE 21 – (1) Short-term exams, mid-terms, homework and Project evaluation and final exams are done in the classes of faculty and vocational schools.

(2) Midterm places and dates are announced in AYSIS with the approval of head of department and program. Midterm dates and places are done with approval of dean/director. Short term exams other than midterms, homework and Project evaluations can be done by the relevant instructor without determining a date before.

(3) Students must enter exams in the dates and places previously determined and they have to have identity card and other documents with them.

(4) Final exams are done in dates and places determined by the dean's Office or directorship. Pass mark of a student is calculated by taking the 60% of the weighted

average of at least one mid-term, one homework and two short term exams or Project or similar Works 40% of the final exam. However, pass mark of the online or distance education classes is calculated by taking the 40% of the midterm and 60% of final exam. Effect ratios of the activities done during the year and final exam to the pass mark are explained to the students by the instructor in the beginning of the term and stated in the class definitions at the EÖBS.

(5) Midterm and final exam are not done for the work placement. Just, works and files regarding work placement are examined and (P) or (F) grades are given at end of the examination.

(6) Classes that don't require midterm and or final exam (Projects, design classes, thesis, graduation projects etc.), are designated by the head of relevant department and program and Senate's approval is received. In this situation, by taking the term workings of the student into consideration, a jury comprise of three instructors evaluate and give letter grade to the student. At the end of the evaluation, besides absenteeism, students need to complete or editing are given (I) grade. Provisions of clause a of the tenth sub article of the 22nd article of this regulation is applied to these students. One class and application and or laboratory of that class can be evaluated separately.

(7) End of term grades should be entered to AYSIS in 5 days from the day the exam done and grade lists should be handed over to relevant heads of department and program or dean's Office. Dean or the director should send the original copies of the grade lists of each term to the Registrar's Office in fifteen days from the final exams.

Grades

ARTICLE 22 – (1) Raw score given to students by their instructor for each class they took at the end of the term is transformed into equivalent letter grade in the second sub section in the scope of the Essentials determined by the Senate and by taking the relative evaluation system as a basis. (The second, third and fourth sub sections of this article are not applied to students of Anadolu BİL Vocational High School Plane Technology Program.)

(2) Coefficients of ECTS and Letter Grades and their equivalents out of 100 are showed below.

a)

<u>Point</u>	<u>Coefficient</u>	<u>Letter Grade</u>
90-100	4.0	AA
85-89	3.5	BA
80-84	3.0	BB
75-79	2.5	CB

70-74	2.0	CC
60-69	1.5	DC
50-59	1.0	DD
40-49	0.5	FD
39 and below	00	FF

(3) The following table is used to convert the university grades into ECTS grades.

a)

Grade of IAU	ECTS Grade
AA	A
BA	
BB	B
CB	
CC	C
DC	D
DD	E
FD	FX
FF	F

(4) When converting ECTS grades into university grades, the following table is used.

a)

ECTS Grade	IAU Grade
A	AA

B	BA
C	CB
D	DC
E	DD
FX	FD

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F	FF
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(5) Course success in Anadolu BIL Vocational High School Aircraft Technology Program is determined according to the absolute grade system. The final grade in the course is 75- CB over 100. Students who get less than 75 out of 100 are considered as unsuccessful (FF). Average GPA for graduation from Aircraft Technology Program is 2.5 out of 4.0. The achievement grade is 75 when the course exemptions are determined. This absolute grading system is applied to the students who come up 2014-2015 Education year.

(6) Anadolu BIL Vocational School Aircraft Technology Program students, reaching to the graduation stage with only one FF grade, are given single course exam right provided that the attendance condition has been fulfilled. Students of the Aircraft Technology Program are not entitled to grade upgrades.

(7) Anadolu BIL Vocational School Aircraft Technology Program ECTS and letter grading coefficients and their correspondings over 100 are shown below.

a)

Point	Coefficient	Letter Grade
90-100	4.0	AA

85-89	3.5	BA
80-84	3.0	BB
75-79	2.5	CB
00-74	0	FF

(8) While converting Anadolu BIL Vocational School Aircraft Technology Program grades to ECTS grades, the following table is used.

Anadolu BIL Occupation College Flight

Technology Program Grade	ECTS Grade
AA	A
BA	B
BB	
CB	C
FF	F

(9) While converting ECTS grades into Anadolu BIL Vocational School Aircraft Technology Program notes, the following table is used.

ECTS Grade	Anadolu BIL Vocational School Aircraft Technology Program Grade
A	AA
B	BA
C	CB

F

FF

(10)Additionally;

a) I: Depending on the acceptance of the documents to be given to the lecturer, missing note of students is given to those who are successful in their classes, but can not complete the necessary works for the course because of illness or any other reason, within three workdays from the date of the final exam. By completing their missing studies, students have to get points from the courses they have taken I, within fifteen days from the date specified as the last day for entering notes into the student information system in the academic calendar. Otherwise, I grade turns to FF grade for courses with credits and F grade for courses without credits. However, the relevant board may extend this period until the day before the start of the registration period of the following term, with the application of the relevant faculty member in the case of extension of the excuse of the student due to compulsory reasons. The I note, given in this way, must be converted to a letter note most lately one day before the beginning of the registration process. Otherwise, I note becomes FF note. This conversion is done automatically by the AYSIS program.

b) NA: absentee grade, is given to students who have not fulfilled the class attendance or application-related policies. Students who have taken NA grade can not take the final exam. This note is processed as FF while the average grade of the semester and general academic achievement is calculated.

c) P: passing grade, is given to students who are successful in non-credit courses.

ç) F: Failing grade, is given to students who failed in non-credit courses.

d) M: Exemption grade, given for the exempted classes after exemption exam.

e) W: Withdrawal grade, is given for the classes which students have withdrawn within the duration. This grade is given in the case of students' withdrawal within the first seven weeks from the beginning of the semester, from the classes that they accepted to their program and this must be with the approval of the instructor responsible for the class, after adding regular course and end of course leave period. Students do not have the right to withdraw from first year (first and second semester) courses, the repeat courses, and the courses he has previously graded as FD, FF, F and NA. This rule is

applied regardless of whether the course is a compulsory or elective course. Withdrawal more than one-third of the normal course load is not allowed. Provided there is only one course in a semester, withdrawal right - two in associate degree programs, six in undergraduate programs- can be given to the students throughout their learning, with the approval of the instructor and the advisor.

f) E: Not-entered grade, is given for the courses which are not evaluated and not scored. The student is automatically graded E when registering to the course. This E note exists until the instructor's evaluation of the course. Final exam grade is converted from one of the other grades by the instructor. Non-converted E grade is treated as FF.

(11) Apart from Anadolu BIL Vocational School Aircraft Technology Program students, Student is not given lower letter grade than he/she got in the grade conversion table. Students who take grade CC and above are considered to be directly successful in the course. To be considered successful in a course, students in undergraduate programs who receive grades of DC or DD, have to have at least 1.80 general grade average in the third and fourth semester, at the beginning of the fifth and sixth semesters, this must be at least 1.85 and at the beginning of the seventh and eighth semesters their average must be at least 1.90. For associate degree programs, it must be at least 1.80 at the beginning of the third semester, and at least 1.90 at the beginning of the fourth semester. Without considering their overall grade average, associate degree students who complete four semesters of education and undergraduate students who have completed eight semesters of education, have to repeat the courses which they got any of FD, FF, NA, I, E, W grades. If they want, these students can repeat the classes which they got DD and DC grades with the approval of their advisors.

(12) Apart from Anatolian BIL Vocational School Aircraft Technology Program students, on the condition that they have not failed in a course due to absence, the students who are about to graduate;

a) Students who have succeeded in all courses and got FF or FD from only one course are given the right of single course examination. However, this right is not given to those, whose overall average can not reach 2.00 even if they get AA from this exam. Single course exam is made on the date determined by the relevant management board within one month following each final exam period. In order to attend single course exam, students have to apply to the dean / directorate with a petition stating course's name

that they are willing to take the exam for the first time. In order to be considered as successful, they have to get at least 50 over 100 points which is equal to DD. If they fail, they can use single course right in every exam period by applying with a petition.

b) Grade increase exam right is given for the associate degree students who have taken all the lessons that they have to take and succeed, however; their overall average is lower than 2.00 over 4.00 and they would like to increase. (he/she can choose one of the classes in last two semesters) and grade increase exam right is given for undergraduate students under the same conditions. (he/she can choose one of the classes in last four semesters). However, this right is not given to those, whose overall average can not reach 2.00 even if they get AA from this exam. These students have to make their course registration in the following term. In order to attend the grade increase examination, students have to apply with a petition stating that they are willing to use their grade upgrading rights. Grade increase exam is made on the date determined by the relevant management board within one month following each final exam period.

c) Students who fail this exam can attend every note increase exam in the final exam period by applying with a petition.

Objection the exam result

ARTICLE 23 - (1) Students can object to any exam result by going to deanery/directorate with the objection form which they fill in aysis within five days at the latest. The result is reevaluated by the instructor within three workdays. Evaluation result is sent to the deanery/directorate by the instructor in a written and justified way.

Deanery/directorate sends objection results to Student Affair Department in writing.

Weighted Grade Average

ARTICLE 24 - (1) Weighted term grade average is the number,- shown as two digits after comma.- obtained by dividing the total number obtained by multiplication of ECTS credits of the courses, taken by a student in a semester, and coefficient of letter grades,

taken from that courses, to the total of the ECTS credit value taken that semester. General grade average is calculated in the same way, by taking into account all the courses, taken by the student from the beginning of the university, in the department or program. Notes, given from AA to FF, are taken into account while calculating both term and general grade average. While calculating the general grade average, the most recent letter grade from the repeated courses is used.

(2) Average according to local credit: Weighted term grade average is calculated by dividing the total number obtained by multiplication of the credit values, taken by a student in a semester, and coefficient of letter grades, taken from that courses, to the total credit hours of the courses taken that semester. The average which is obtained is shown as two digits after comma. General grade average is calculated in the same way, by taking into account all the courses, taken by the student from the beginning of the university, in the department or program. Notes, given from AA to FF, are taken into account while calculating both term and general grade average. While calculating the general grade average, the most recent letter grade from the repeated courses is used.

Graduation, Diploma and Diploma Supplement

ARTICLE 25- (1) Students' grade point average must be at least 2.00 out of 4.00 in order to graduate. For Anadolu BIL Vocational School Aircraft Technology Department students, grade point average must be at least 2.50 out of 4.00 in order to graduate. When a student is successful in all educational programmes in terms of lessons and other studies and when it is decided by the related management that s/he can graduate , s/he is given a diploma and an English diploma supplement in accordance to the legislation provisions.

(2) If the name of the programs they attend is changed to be different from the first registration of the programs, diplomas are issued to the students with the names of the programs they register with if they wish. T.R. Identity Number, date of graduation, diploma number and graduation period is written on the diploma. In faculties, dean's and rector's signatures are found on the diploma, in schools of higher education and vocational schools of higher education the manager's and the rector's signatures are found on the diploma.

High Honour and Honour Students

ARTICLE 26- (1) Only the students who at least take 30 AKTS course load (which is normal), who has a grade point average between 3.50-4.00 at the end of an academic year and who don't have NA, I, FF, FD, E, W and F grades can be high honour students. Students who have a grade point average between 3.00-3.49 and who don't have NA, I,

FF, FD, E, W and F grades can be honour students and they are given honour or high honour certificates.

(2) Students whose GNO's are 3.00-3.49 graduate as honour students, whose GNO's are 3.50 and higher graduate as high honour students. This is indicated on their diplomas and imprinted on their diploma supplement.

Scholarships

ARTICLE 27- (1) Scholarship student is accepted to the agreed programmes by the approval of board of overseers and suggestion of the related board.

Discipline

ARTICLE 28- (1) The students' discipline process studying at the university is conducted according to the Higher Education Institution Student Discipline Regulation provisions which was published in official newspaper in 18/8/2012, law no 28388.

PART FIVE

Rudiments Regarding Student Registration and Acceptance

Quota

ARTICLE 29- (1) The number of the students, scholarship or non-scholarship, that will be accepted to the university is determined by the Board of Overseers on the proposal of Senate and offered to the Presidency of Higher Education Board.

Student Acceptance

ARTICLE 30- (1) The students who win the exam or special talent test applied by ÖSYM (Measuring, Selection and Placement Center) and proved with valid documents and the ones graduated from technical vocational education secondary schools (in accordance with the law no 2547, article 45) who are settled to vocational school connected to the university by ÖSYM are accepted. Foreign students are accepted providing that they have necessary conditions for the acceptance of foreign students.

Exact Registration

ARTICLE 31- (1) Student candidates who deserve to register apply to the office of admission personally according to the rudiments determined by ÖSYM and Board of Directors. During the registration, the address declared by the student in written form is a permanent address and the university doesn't take responsibility if it cannot make a notification because of an incorrect address. If there is any change in student's permanent address, s/he must inform registrar's office in one month at the latest.

(2) Registration and reregistration cannot be implemented for the students who don't pay education fee on time. These students can't benefit from student rights. Exact registration cannot be done if the posta and the documents are incomplete. However, on condition that it is certified, if there are valid justifications or unexpected situations

student candidates can register via a proxy they choose. After the results of special talent test, the candidate students who don't register to the related departments on the stated day and time lose their rights to register, instead of them substitute candidates are taken.

(3) The requested documents for the exact registration for Turkish and foreign students are announced on the university's webpage by registrar's office. The original or the true copy (certified by the university) of the requested documents are accepted. Concerning the military service and criminal record, actions are taken on the basis of candidate's statement.

(4) Students must register for the courses in a given time on their faculty's or vocational school's academic calendar in obedience to the plan set by the board of directors; and they deliver the education fee to the related office. Along with these documents, foreign students fill in the foreign student information form when they reregister.

(5) Included in the 36th article of the regulations, a student who do not reregister without an accepted excuse approved by the board of directors means that s/he has failed in that term and the period during which s/he is not there is counted as study period.

Course Registration and Re-registration

ARTICLE 32- (1) Students register for the courses in the beginning of each academic term stated in the academic calendar within the prescribed time. After the student determine with his mentor which courses to take in that term, s/he must register from AYSIS and take his mentor's written acknowledgement.

(2) If a student do not register for the term courses, s/he cannot benefit from student rights for that term. If a student do not reregister within the prescribed time given in the academic calendar but if his excuse is accepted by the board of directors, s/he can register later in a given additional time for once. If the education fee is paid but the student hasn't delivered the registration form on time, the registration is not valid then.

(3) The period in which a student do not reregister is included to the maximum study period. Law no 2547, articles of 44 and 46 are enforced to the students who do not graduate within the maximum study period.

(4) The students who registered for the first year and the ones who studied before in any higher education institution whose accreditation is accepted by the board of higher education demand exemption with the transcript (taken from the related faculty/vocational school of higher education) and course content. Related board of directors adapts the students and sends a written form to registrar's office one week before the lessons start at the latest that shows student's exempt or responsible courses.

(5) Students who are exempted from the examinations by the board of directors of the related departments and students enrolled in the Turkish programs of the University for the courses which are equivalent and credit eligible can take the courses

from the upper semester as the total credits they are exempted or successful from the foreign language exemption exam made for the Turkish programs.

Academic Counselling

ARTICLE 33 – (1) An academic adviser is appointed by the relevant department / program presidency for every student who enrolls at the university.

(2) Academic adviser tracks, guides and helps the student throughout the course of study in relation to the learning of the student.

Academic Consultancy

ARTICLE 33- (1) For each student who register to the university, a consultant is assigned by the related department/programme.

(2) Academic consultant observes, guides and helps the student about his education throughout his study period. If necessary, the head of the department can request a report from instructors about the students' success and activities. Consultants' working principles are determined by the senate.

Special Student

ARTICLE 34- (1) Special students are the ones who are registered to a higher education institution within the country or abroad and the ones who are allowed to take some courses of the university. Special students are not regarded as university students and they cannot benefit from student rights.

(2) Special students' applications for any term are examined and finalized by the board of directors by taking the opinions of the related department.

(3) Special students are not given a diploma and title. However, a transcript document is given to them about the courses they have taken. Special students must pay the education fee determined by the board of overseers.

(4) A transcript document is given to the successful special students who are accepted to preparatory school in order to improve their foreign language and who at least have a high school diploma. In case the grades on that document is equal to the level of competence determined by the university or above that level and in case they are settled in university, they are exempted from the preparatory class.

(5) Those who are enrolled as university students by universities, those who have the right to register with the central examination or special ability examination by the Student Selection and Placement Center (ÖSYM) and the final registrants can be exempted from the courses they have taken in the special student status and the equivalent courses in the program.

Identity Card

ARTICLE 35- (1) Students who pay the education fee according to the provisions of this regulation and receive the final registration are given a photographic ID card indicating that they are university students by the Registrar's Office and one year of validity.

(2) Students who do not have the right to receive student rights by filling in their maximum study period will be given a separate ID card which will be valid only within the University.

PART SIX

Freeze Registration, Disenrollment and Disconnection

Freeze Registration

ARTICLE 36- (1) Students can freeze the registration and tuition fees of the students for at least one semester, at most two semesters in the associate degree programs, and at most four semesters in the undergraduate programs, not exceeding two semesters. The tuition fee for registration freezes will be deducted from the next tuition fee. These periods are not counted during the period of maximum study.

(2) Registration can be frozen for certain reasons like Military service, illness, natural disasters, or other unforeseen circumstances as long as they are recorded and documented.

(3) The students whose studies are suspended cannot participate to the educational activities and take the mid-term and end of term exams. Study suspension requests must be made at the beginning of the half-term or before the end of enrolment period. After the end of these periods, the student can only apply in case of force majeure such as health problems, military service, disasters and alike. Therefore, health certificates must be taken from healthcare institutions and the duration of this certificate must cover the compulsory attending duration of the semester in which the studies to be suspended and situations such as military service, disaster and alike must be documented.

Disenrollment, Ex matriculation

ARTICLE 37 - (1) In cases of the events listed below, the student is ex matriculated:

Being punished with expelling from the higher education institution as a result of disciplinary proceeding in the name of the student.

Determined that he/she is the student of another higher education institution at the same academic level except distant education programs.

Determined that enrolment proceedings are not duly carried out and exact enrolment right hasn't been deserved or cancellation of the registration due to false statement.

The students who request disenrollment voluntarily must apply to the Registrar's Office with a petition and complete the ex matriculation document proceedings.

The student who has disenrolled is given a document state of expression and the original of high school diploma. Certified copy of the diploma and the other documents obtained during the enrollment are not given back.

File content of the students who leave the university with the method of lateral transfer is given to the student him/herself with the letter of department/unit after the ex matriculation proceedings are completed or sent to the institution where he/she lateral transferred with the list of contents. The copies of the documents are stored in the student's file.

Giving Associate Degree Diploma to the Bachelor Degree Students

ARTICLE 38 - (1) Excluding the ones who sentenced due to the committed crimes against the character of the government and the ones who expelled from higher education institutions due to disciplinary punishment, pursuant to the provisions of 2547 numbered Higher Education Law:

Associate Degree diploma is given to the ones who succeed in all the courses of at least the first four semesters of an undergraduate program. Applications for obtaining an associate degree diploma is not limited to any duration.

The ones who don't or can't succeed in all the courses of at least the first four semesters of an undergraduate program or sixty percent of the program can be oriented to the similar or suitable programs of colleges providing that they apply.

(2) The students are accepted as college graduates providing that taking the courses designated for them, performing the applications and succeeding in them during the semesters they're transferred to. The proceedings such as selection of educational programs, success degrees, their orientation and the designation of the courses that these students will take are carried out by the board of directors of the relevant vocational schools.

PART EIGHT

Principles of Summer Education

Summer Education

ARTICLE 39 - (I) The purposes of Summer education are; utilizing the opportunities of university education during the summer months, enabling the students to be successful in the courses that they couldn't take or failed during regular semesters or giving the opportunity to the students to increase their grades in the courses which they passed with DD or DC grades, eliminating the student accumulation in the departments and increasing the efficiency of the education system, enabling the students whose GPAs are 3.00 and above to graduate in a short time by taking the courses of higher classes and

support the students who failed in the English preparatory class during the academic year to be successful.

2) Summer Education is held at the University during the summer months except the two semesters of the academic year. Summer Education is optional and paid for all students including scholarship students. Fee to be paid for each credit is designated with the approval of Board of Overseers each year.

3) Starting Date of Summer Education is specified in the academic calendar being after the completion of spring term exams.

4) Duration of the Summer Education is seven weeks. This period of time doesn't include the exams to be held during the summer education.

5) A total of course hours during the regular semester is implemented for each course opened during the summer education.

6) Courses of associate and bachelor degree to be opened for the summer education are designated by the department/program heads. Summer education based on these courses is proposed by relevant faculty/college and vocational schools and after the decision of the Senate, organized by Registrar's Office and announced to the students.

7) The student to take course during the summer education must complete course enrolment process between the dates to be specified by the authorized boards of the university before the commencement of the summer education.

8) A student can take maximum three courses not exceeding 18 ECTS in total. Course adding-removing and withdrawal during the summer school is inapplicable.

9) All the compulsory courses in the associate and bachelor degree education must be opened during their regular terms. These courses can't be postponed to summer education.

10) For the opening of the courses taking place in the summer education, minimum student number is designated by the authorized boards of the university. At the end of enrolments, number of students are determined and the relevant boards will decide whether the course shall be opened or not. In case of sufficient number of students apply, summer education can be held for foreign language preparatory classes.

11) If a course isn't opened during a summer education, the mentioned course can be taken from a different university provided that the head of department considers appropriate and with the decision of relevant board of directors and the obtained grade is shown as letter grade in the transcript of the student.

12) The students authenticate that they're students Higher Education Institutions and Other Higher Education Institutions of which equivalency is accepted by Higher Education Council can take courses opened in the summer school of the university.

13) Success evaluation in the summer education is carried out with the methods applied during the regular semesters

14) The in-term scores of at least a mid-term, a homework assignment and two quizzes or a project and alike are calculated by applying 60% of their weighted average, and 40% of the final exam. If it is not possible for the courses or practices to do a mid-term or a final exam, they have been evaluated considering their quality according to sixth clause of the 21st ARTICLE of this regulation.

(15) All scores of the summer school are shown in the transcript. The previous scores of the so-called courses are not considered in the calculation of general score average.

PART EIGHT

The Programmes of Double Major and Minor

Objective

ARTICLE 40 – (1) The purpose of double major and minor education is to enable successful students of undergraduate to have a second bachelor's degree or to study at an educational branch of their interest depending upon some conditions that the students carry out.

(2) Double major is a programme for students to be successful in their study, and it enables students to get a second bachelor's degree by getting at least 60 ECTS at second undergraduate programme.

(3) Minor is a programme for students to be successful in their study, and it enables students to get a minor certificate by getting at least 30 ECTS at an undergraduate programme of their interest.

(4) The start of double major and minor programmes and the conditions of acceptance to the programmes are finalized by the decision of the Senate considering the offer of the related committee, and it is operated in cooperation with the related programmes. It is primarily considered the total ECTS credits of two programmes' common or different courses of the students' applying for the double major programme. If a student applies for a double major in the third term, total ECTS of the common courses of two programmes must be at least 84, and if a student applies for a double major in the fifth term, total ECTS of the common courses of two programmes must be at least 108. If total ECTS are less than the aforementioned numbers, the students is not accepted for the double major programme. In other words, a student's total ECTS of the courses he/she gets in a double major must be maximum 156 ECTS and 132 ECTS in order. One cannot study a double major between the programmes not providing those conditions. Accordingly, the number of ECTS needed for the double major and what courses are needed are determined by the head of the programme in which the students apply, and it is declared in the very beginning of the academic year.

(5) The faculty or higher school offers the student quota of the double major or minor they will run to the senate on the condition of the related programme's quota's not being less than 20%, and this quota determined by the senate is declared in the very beginning of the academic year by considering the offer. A student can apply for a

double major firstly in his third term or lastly in his fifth term, and he / she can apply for a minor programme firstly in their third term or lastly in their sixth term. The application has to be done with a petition and a transcript to the head of student affairs. Students have to pass all of their courses when they apply for a double major or a minor in order to be accepted. The students' average must be at least 3.00 out of 4.00 for a double major, and the students must be in the rank of the above 20% of the class. If the students' average is 3.00 or above, but they are not in the rank of 20%, and the students' university entrance score equals to or is more than the minimum score of the double major programme to apply, students can apply for the double major. A student's average must be at least 2.50 out of 4.00 for a minor programme, and the students' application has to be approved by the so called programme.

(6) Students' undergraduate programme and double major or minor programme must be operated separately. Students' double major or minor education process does not affect their own undergraduate programmes success or graduation.

(7) Different transcripts are regulated for the double major or minor programmes. The common courses between two programmes are determined by the authorities of the two programmes and it is stated in the related board declaration. Those courses are shown in both transcripts together with the other scores, and they are used to calculate the average of the double major programme. Students must take the courses of the double major out of the common courses. If the total ECTS of those courses is less than 60 ECTS, it must be completed as 60 ECTS by giving proper elective courses by the supervisor.

(8) Students cannot enroll in both a double major or minor programme, or more than one minor programme, during their undergraduate education.

(9) The students in a double major or minor programme can get maximum 42 ECTS in a term.

Success and graduation in the double major and minor programmes

ARTICLE 41 – (1) Students can quit a double major or minor programme with their request.

(2) A student has a right to get a double major diploma who has gained right of graduation of their undergraduate programme and has been successful in all of the double major courses with the at least the average of 2.00. A student has a right to get a minor certificate who has gained right of graduation of their undergraduate programme and has been successful in all of the minor courses with the at least the average of 2.00.

(3) A student enrolled in a double major programme has also a right to get a diploma of the double major programme after completing with a success and gaining right of getting a diploma of their major programme when s/he has completed the major degree with success. The students are given a minor programme certificate with the signatures of the dean, the rector, and the name of the minor programme on it. The name of the double major programme is written on the diploma in which a student has gained right. The name of the minor programme is written on the diploma in which a student has gained right, too.

(4) If the students enrolled in a double major or a minor programme were graduated from their major (undergraduate) programme, but they could not complete their double major or minor one, they are granted an extension of time, and they must be enrolled in the courses for the next terms and must pay the fees of the courses.

(5) Students have to graduate from their major programme to gain right to get a diploma of their double major programme or a certificate of their minor one even if they have completed from these programmes.

(6) Students are given a transcript of the courses they passed if they fail the double major or a minor programme or if s/he voluntarily leaves.

CHAPTER 9

Foreign Language Preparatory Programme

The objectives and criteria of the education in foreign language preparatory programmes

ARTICLE 42 – (1) The objective of the education in foreign language preparatory programmes is to make students acquire to follow the courses of their programmes in English, and to be able to answer the exams of their programme in English; to follow other learning activities, and to follow and understand each publication and broadcast about their field; to attend efficiently to seminars and discussions and to contribute, to translate texts from a definite foreign language to Turkish and from Turkish to the definite foreign language. Moreover, the aim of the programme is to make students gain the competence of written and verbal communication in foreign language needed in professional and social life.

(2) The duration of the foreign language preparation program is at least two semesters and each semester consists of two intermediate semesters. This period is not included in the education period of associate and undergraduate programs in which the student is registered. Students who are required to study foreign language preparatory courses are required to take the Foreign Language Proficiency and Placement Examination (FDI) prepared and conducted before the start of each academic year. Students who score 70 and above out of 100 on this exam are exempted from the Foreign Language Preparatory Program. Students who score below 70 on this examination are placed in the level groups according to the score they have taken within the criteria set by the Preparatory Program. Students who do not attend this test or who cannot pass the examination must follow the two-semester foreign language preparation program. Students who bring documents showing at least the lowest achievement score determined in the following table are exempted from the preparatory program according to the principles of exemption from the foreign language preparation program determined by the Senate, provided that the validity period of the examination has not exceeded from the date of the examination.

a) For English Preparatory Program;

<u>EXAM TYPE</u>	<u>MINIMUM SUCCESS POINT</u>
TOEFL-IBT (Internet-Based)	79
TOEFL-CBT (Computer-Based)	200
TOEFL-PBT (Paper-based)	500
TOEIC	950
FCE	C
CAE	C
YDS	80

b) For Applied Spanish and Translation Preparation Program;

<u>EXAM TYPE</u>	<u>MINIMUM SUCCESS POINT</u>
YDS Spanish	70
DELE	B1

c) For Applied Russian and Translation and Arabic Language Teaching Preparation Program;

<u>EXAM TYPE</u>	<u>MINIMUM SUCCESS POINT</u>
YDS Russian ve Arabic	70

(3) Students who hold any of the documents related to the above-mentioned exams may apply to the Foreign Language School's Directorate by submitting a petition stating that they want to be exempted from the foreign language preparation program at least three days before the FDI. The documents are evaluated by the University's School of Foreign Languages and eligible students are exempted from the relevant foreign language preparation program.

(4) Students who fail to fulfill the requirements of the FDI and whose documents are not accepted and those who should be educated in the preparatory program are to be educated in the level 22 groups to be determined according to the scores they have received from FDI. At the end of the first two weeks of foreign language preparation, the foreign language program chair may change the level groups of students depending on academic reasons.

(5) At the end of the academic year at most three years before, students who successfully complete the foreign language preparation program at any higher education institution in the country and submit the achievement document are exempted from the relevant foreign language preparation program. However, students who have already taken the foreign language preparatory achievement document before this date must enter the FDI.

Assessment of Success in Foreign Language Preparation Program

ARTICLE 43 - (1) The principles for evaluating success in the foreign language preparation program are:

a) The success status of the students in the English Preparatory Program; is determined by the evaluation of attendance to the lessons in each semester, midterm examinations, portfolio studies, interim evaluations, and the final exam at the end of each semester and the final exam at the end of the academic year (TOEFL-IBT internet-based TOEFL exam) all together.

b) A year-end achievement of a student who is continuing in the English Preparatory Program is based on a total score of 100 on the following basis:

%25 of weighted composite score of first semester

%25 of weighted composite score of second semester

%25 of weighted composite score of third semester

%25 of weighted composite score of fourth semester

is taken and average weighted composite score is calculated. For undergraduate students, the achievement status of the student is determined by taking 70% of the total achievement grade in the year and 30% of the final exam of the preparation year (TOEFL-IBT). For associate degree students, the achievement status of the student is determined by taking 80% of the total achievement grade in the year and 20% of the final exam of the preparation year (TOEFL-IBT). The passing grade in the Foreign Language Preparatory Program is 70 points for all undergraduate and associate students from 100 full points. Students who score at least 79 on the TOEFL-IBT test at the end of the academic year are considered successful in the Foreign Language Preparatory Program. At the end of the academic year, Foreign Language Summer Instruction is opened for students who fail. The start and end dates of Summer Education are determined by the Foreign Language Preparatory Program Presidency of the School of Foreign Languages. The conditions for attendance at summer school and the principles of success and evaluation shall be applied in accordance with Article 43 of this Regulation. Students who continue to Foreign Language Summer Education and fail again may take the Foreign Language Exemption Exam which will be held at the beginning of the academic year, and if they are successful, they may continue their education in the programs and departments they are enrolled in.

c) The state of success of the students in the Spanish, Russian and Arabic Preparatory Program; grades are determined by the joint evaluation of attendance of lessons, project work, midterm exams, and portfolio assessments, and the midterm exams at the end of each level and the final exam at the end of the academic year. It is obligatory to attend 80% of the courses in order to take the final exam. Adequate number of midterm exams

are carried out in an academic year, not less than four, taking into account the scope and objectives of the programs implemented throughout the academic year.

(2) In order for a student who is studying in Applied Spanish Translation, Applied Russian Translation and Arabic Preparatory Programs to be successful, it must be at least 70 out of a total of 100 points in the general grade point average at year-end general evaluation.

(3) In the foreign language preparation program, the students may object to the results of midterms, final exams and proficiency exams made at the end of the level within five working days of the announcement date.

Failure in Foreign Language Preparation Program

ARTICLE 44 - (1) Students who are enrolled in associate degree and undergraduate programs / departments engaged in foreign language education may repeat once again two semesters if they wish, if they fail after having taken two semesters in the foreign language preparatory program. In case they are unsuccessful, they will be placed to the equivalent Turkish language program by ÖSYM if the student chooses according to the provisions of Article 7 of the Regulation on Foreign Language Teaching and Principles to be followed in the Foreign Language Education in Higher Education Institutions published in the Official Gazette dated 4/12/2008. The students of faculties / departments where Turkish is the medium of instruction but English Preparatory Education is obligatory, can enroll in their departments if they have failed due to the lack of attendance in English Preparatory Program provided that they fulfill the attendance requirement at the summer school if opens.

SECTION TEN

Miscellaneous and Final Provisions

Unclaimed cases

ARTICLE 45 - (1) In cases where there is no provision in this Regulation, the provisions of other relevant legislation, the decisions of the Board of Trustees, the Senate and the related board of directors shall be applied.

Regulation removed from enforcement

ARTICLE 46 - (1) Istanbul Aydın University Graduate School and Undergraduate Education- Examination and Examination Regulations published in the Official Gazette dated 5/6/2014 and numbered 29021 have been abolished.

Adaptation

(1) The grades of the first year students who have taken courses for the first time in 2011-2012 academic year are calculated according to the ECTS credits regardless of the years of enrollment to the University, starting from the 2011-2012 academic year. The grades of the students who have taken courses previously and are in the second and above are calculated according to the local credits until graduation, as calculated until the 2011-2012 Academic Year.

(2) A student whose average is calculated according to the local credit may take up to three lessons in summer so that the total local credit does not exceed twelve. In summer education, adding / subtracting courses and withdrawal are not applied.

Enforcement

ARTICLE 47 - (1) This Regulation shall enter into force on the date of its publication.

Implementation

ARTICLE 48 - (1) The provisions of this Regulation shall be executed by the Rector of Istanbul Aydın University.

Official Gazette
REGULATION

From Istanbul Aydın University:

REGULATION ON THE AMENDMENTS OF ISTANBUL AYDIN UNIVERSITY ASSOCIATE AND
UNDERGRADUATE EDUCATION AND EXAMINATION REGULATION

ARTICLE 1 - The first paragraph (r) of the fourth article of İstanbul Aydın University Associate Degree and Bachelor Education and Examination Regulations and published in the Official Gazette dated 10/11/2014 and numbered 29171 has been amended as follows.

“r) Pre-conditional course: The course that cannot be taken / enrolled without fulfilling the condition determined by the decision of the relevant faculty / college board and the approval of Senate,”

ARTICLE 2 - The tenth item of the same regulation has been amended as follows

“**ARTICLE 10** – (1) The normal workload of a student in one semester is 30 ECTS. The maximum workload for irregular students may be 6 ECTS regardless of the course or the number of courses, or the ECTS of the courses on condition that the normal work load provided that the courses have been opened. Irregular student; is a student who takes lessons from the semesters outside of their term. This provision does not apply to students who have enrolled in the first and subsequent semesters during the 2014-2015 academic year and earlier years.”

ARTICLE 3 – The eighth paragraph of Article 39 of the same regulation has been amended as follows.

“(8) A student can take up to three lessons in summer school, not exceeding 18 ECTS in total. In summer education, adding and subtracting courses and withdrawal are not applied.”

ARTICLE 4 – The third paragraph of the provisional first article of the same regulation has been abolished.

ARTICLE 5 – This regulation enters into force on the date of publication.

ARTICLE 6 – The provisions of this regulation are executed by the Rector of İstanbul Aydın University.

The Official Gazette The Regulation Published	
Date	Number
10/11/2014	29171

