

REGULATION ON ASSOCIATE AND UNDERGRADUATE DEGREE EDUCATION AT ISTANBUL KÜLTÜR UNIVERSITY

SECTION ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 –(1) The purpose of this Regulation is to regulate the education conducted at associate and undergraduate levels at Istanbul Kültür University.

Scope

ARTICLE 2 –(1) This Regulation contains provisions regarding the education procedures at associate and undergraduate levels at Istanbul Kültür University.

Basis

ARTICLE 3 –(1) This Regulation has been prepared based on Articles 14 and 44 of the Higher Education Law No: 2547 of 4/11/1981.

Definitions

ARTICLE 4 –(1) In this Regulation,

- a) Academic Advisor means the faculty member who is assigned by the Department Chair or Program Director to provide assistance to students in their academic and other problems;
- b) ECTS means the European Credit Transfer and Accumulation System;
- c) ECTS Credit means the unit of measurement which reflects the student workload as determined according to the ECTS;
- d) Academic Package means the guide which includes associate and undergraduate degree programs and program outcomes as well as each program's course contents, success criteria and learning outcomes;
- e) Academic Calendar means the calendar which specifies an academic year's start and end dates and the dates of similar events such as registration and exams;
- f) Midterm Exam means the exam of a course given in the middle of a semester;
- g) Spring Semester means the semester denoted by an even number;
- h) Make-Up Exam means the exam which substitutes the final exam of a course;
- i) Faculty means the faculties affiliated to Istanbul Kültür University;
- j) Grade Point Average (GPA) is obtained as follows: ECTS credits of each course taken by the student are multiplied with the grade the student earned for that course, results are added, and the sum is divided by the total of the credits of all courses taken by the student and included in the average, except for those the grade of which is P, E, V, Y or Z;
- k) Fall Semester means the semester denoted by an odd number;
- l) Respective Board means the Faculty Board for faculties, School Board for schools, and Vocational School Board for vocational schools;
- m) Respective Executive Board means the Faculty Executive Board for faculties, School Executive Board for schools, and Vocational School Executive Board for vocational schools;
- n) Vocational School means the vocational schools which provide education at Istanbul Kültür University;
- o) Directorate means the Directorate of the respective school or vocational school;
- p) Board of Trustees means the Board of Trustees of Istanbul Kültür University;
- q) Student Information Management System (Öğrenci Bilgi Yönetim Sistemi - ÖBYS)

- means the student information management system software used at Istanbul Kültür University and called as "ÖBYS";
- r) Registrar's Office means the Registrar's Office of Istanbul Kültür University;
 - s) Tuition means the fee which the student has to pay to attend a program and benefit from student rights;
 - t) President's Office means the Office of the President of Istanbul Kültür University;
 - u) Area Elective Course means the course, other than compulsory courses, which complements professional formation and is determined by the respective Department/Program and which a student may choose to take in his/her area;
 - v) Non-Area Elective Course means the course, other than compulsory courses, which is determined by the Senate and which a student may choose to take in general knowledge or different areas of interest;
 - w) Senate means the Senate of Istanbul Kültür University;
 - x) University means Istanbul Kültür University;
 - y) University Executive Board means the Executive Board of Istanbul Kültür University;
 - z) Semester Grade Point Average (SGPA) is obtained as follows: ECTS credits of each course taken by the student in the semester completed are multiplied with the grade the student earned for that course, results are added, and the sum is divided by the total of the credits of all courses taken by the student and included in the average, except for those the grade of which is P, E, V, Y or Z and from which the student is held exempt;
 - aa) Final Exam means the exam of a course given at the end of the semester;
 - bb) School means the schools which provide education at Istanbul Kültür University;
 - cc) Non-Area Compulsory Course means the courses of Atatürk's Principles and the History of the Turkish Revolution, Turkish Language and Foreign Language as specified in the Higher Education Law No: 2547 and other courses prescribed by the Council of Higher Education; and
 - dd) Compulsory Course means the course which is prescribed in a program and required to be taken by the student.

SECTION TWO

Provisions for Registration and Admission

Student admission

ARTICLE 5 –(1) The number of students to be admitted to the associate and undergraduate degree programs of the University is determined by the Board of Trustees upon the Senate's recommendation.

(2) Students are admitted to the associate and undergraduate degree programs of the University based on the results of the exam held by the Student Selection and Placement Center (Ölçme, Seçme ve Yerleştirme Merkezi Başkanlığı-ÖSYM) or the resolutions taken by the Council of Higher Education.

(3) Foreign students' application, registration and admission procedures are conducted in accordance with the principles set out by the Senate pursuant to the applicable legislation provisions.

Initial registration and required documents

ARTICLE 6 –(1) Students who are entitled to register at any education program of the

University register either in person through the Student Information Management System or by proxy by the Registrar's Office. Registration dates and the documents required for registration are announced by the University. Students who submit incomplete or falsified documents are not allowed to register. The registration of such students is annulled even if they completed their registration.

(2) A photo ID card is issued by the Registrar's Office to the students who complete their registration, indicating their student status at the University. In the event the student loses his/her ID card, he/she must apply to the Registrar's Office by submitting a petition for a new ID card. In such a case, a new ID card is issued to the student for a fee determined by the Board of Trustees.

Semester registration

ARTICLE 7 –(1) Registration renewal procedures include the fulfillment of all financial obligations, payment of the semester tuition, and completion of course registration. Every student, including preparatory and exchange students, has to renew registration within the period specified in the academic calendar. In case of necessity, such periods are changed by the Senate. Students whose excuse is accepted upon a resolution of the respective Executive Board may register by the end of the add/drop period specified in the academic calendar, provided that they fulfill all financial obligations and pay the tuition of that semester. During semester registration, the student decides on and registers for the courses he/she shall take for that semester. For those students who are on a student exchange program and have not completed the practices under the exchange program within the period of course enrollment, course enrollment procedures are determined by the respective Executive Board, provided that they renew registration within the period specified. The semester for which the student does not register is included in his/her period of study. The student cannot benefit from student rights during the semesters for which he/she is not registered.

Registration via horizontal/vertical transfer, initial registration and adjustments

ARTICLE 8 –(1) In horizontal and vertical transfers, admission and registration procedures are executed in accordance with the applicable legislation provisions.

(2) If a student who is registered at a higher education institution, graduated from one or left one for any reason takes the exam held by the Student Selection and Placement Center and is placed in any department/program of the University, he/she may apply to the respective Faculty Dean's Office or Vocational School Directorate within twenty business days following his/her initial registration for being exempt from the courses other than those he/she failed. The request for exemption of the student is evaluated for only once during his/her period of study at the University. If the student makes a request for exemption, the respective Department/Program evaluates, within five business days, the courses he/she may be exempted from (because he/she took the same while studying at a higher education institution whose equivalence is recognized by the Council of Higher Education), the final decision is taken by the respective Executive Board, and necessary adjustments are made for the student. The result is communicated by the respective Dean's Office/Directorate to the Registrar's Office, entered into the Student Information Management System and notified to the student in writing and/or by e-mail. The student is entitled to raise an objection to the courses exempted/not exempted within five business days following the date when the result is entered into the Student Information Management System.

(3) The time spent by the student at the higher education institution he/she came from is deducted from the maximum period of study stipulated in the Law No: 2547.

SECTION THREE
Principles of Education, Exams and Evaluation

Tuition

ARTICLE 9 –(1) Education at the University is subject to a tuition, which is paid annually. Annual tuitions and payment principles are determined and announced by the Board of Trustees on annual basis.

(2) To be able to attend a program, the student has to pay the tuition determined by the Board of Trustees in accordance with the applicable legislation provisions.

Foreign language education and foreign language placement test

ARTICLE 10 –(1) The Senate determines the principles of foreign language education in the programs where the medium of instruction is Turkish including foreign language preparatory classes and in the programs where it is a foreign language.

(2) Compulsory foreign language courses taken by the student who, pursuant to the applicable legislation provisions, is exempt from the foreign language proficiency exam by certifying his/her proficiency in that foreign language or takes and passes the foreign language proficiency exam are evaluated by the Department of Foreign Languages in letter grades. These grades are included in the calculation of that student's GPA. On the other hand, compulsory foreign language courses taken by the student who takes and fails the foreign language proficiency exam or does not take the foreign language proficiency exam although he/she does not qualify for exemption are evaluated in letter grades he/she earns in the semesters of such courses. These grades are included in the calculation of that student's GPA.

Types and models of education

ARTICLE 11 –(1) The University offers formal education, evening education, open education and distance education.

(2) The model/models of education to be offered is/are determined with the proposal of the respective unit and the resolution of the Senate.

Academic year

ARTICLE 12 –(1) An academic year consist of Fall and Spring Semesters, each of which is minimum seventy business days excluding final exams. Such periods may be changed by the Senate in case of necessity. Courses are arranged on semester basis.

(2) Evening education programs may be opened in suitable education programs. In that case, period of study has to be in accordance with the principles set out by the Senate.

(3) Open education and distance education are conducted in accordance with the principles set out by the Senate.

(4) Summer school may be opened as part of an academic year, and students may take courses during the summer school as well. Summer school is arranged in accordance with the principles set out by the Senate.

(5) Matters related to the dates and duration of registration, courses, exams and similar activities in an academic year are specified in the academic calendar approved by the Senate.

Education programs, courses and advising

ARTICLE 13 –(1) Education programs comprise theoretical courses, laboratory, application, projects, internship and similar works required to be completed successfully for graduation from the respective program.

(2) Hours of the theoretical courses, laboratory, application, projects, internship and similar works included in a program are recommended by the Department Chair's Office in Faculties and Schools and by the Vocational School Directorate in Vocational Schools to the

respective boards. Upon acceptance by the respective board, the program is finalized with the approval of the Senate. The same procedures are followed regarding any changes to be made in these programs and in the courses to be opened or closed.

(3) Courses in an education program are classified as compulsory, non-area compulsory, area elective and non-area elective. Each student has to take the compulsory and non-area compulsory courses in the program he/she is registered at.

(4) The student chooses area elective and non-area elective courses based on his/her area of interest and at his/her own will with the help of his/her Academic Advisor.

(5) Courses a student can take and the changes he/she can make in such courses are finalized at the beginning of the semester with the approval of his/her Academic Advisor, taking the provisions of this Regulation into account. However, if necessary, the resolution of the respective Executive Board is required.

(6) Courses which can be taken in line with the conditions stipulated by the respective board are referred to as prerequisite courses. Prerequisite courses are recommended by the respective Department Chair's Office/Program Directorate to the respective board and finalized following the approval by that Board and the Senate.

(7) By a resolution of the Senate, non-area compulsory courses and other courses (where necessary) may be offered through distance education.

(8) Academic Advisors announce their office hours during the registration period by means of weekly schedules. If an Advisor is unable to run to the schedule, the respective Department Chair/Program Director appoints another Academic Advisor in substitution for him/her for the duration of the registration period and informs the students.

Course load, add-drop and withdrawal

ARTICLE 14 –(1) The normal course load of a semester is the total number of ECTS credits of the courses offered in the respective education program for that semester. Courses which the student can take are determined in accordance with Article 13. However, the student has to take the normal course load of the first semester and the second semester. He/she cannot withdraw from/drop or increase the course load.

(2) Except for the students who are in their last two semesters (third and fourth semesters for associate degree and seventh and eighth semesters for undergraduate degree), a student's credit load cannot be less than 17 ECTS credits in any semester. If a student wishes to take more credits than his/her normal course load, it is evaluated in accordance with Article 19.

(3) Without prejudice to the restrictions related to course load specified in Articles 19 and 20, the student, at his/her own will and with the approval of his/her Academic Advisor, can drop some of the courses he/she added during the semester registration and/or make section changes and/or add new courses within the period specified in the academic calendar.

(4) Without prejudice to the restrictions related to course load specified in Articles 19 and 20, the student, at his/her own will and with the approval of his/her Academic Advisor, can withdraw from maximum one course per semester within the period specified in the academic calendar (four weeks before the end of that course).

Attendance to theoretical and applied courses

ARTICLE 15 –(1) In accordance with the principles set out by the respective Faculties, Schools and Vocational Schools or the respective Departments affiliated to the President's Office, students have to attend all courses, laboratory, application and projects, take all exams during the semester, and participate in all other works announced by the department/program/instructor in the academic package at the beginning of every semester as deemed suitable by the instructor. Students' attendance is followed up by the respective

instructor. However, Paragraph 2 of Article 26 applies to the students who submit a report that covers the dates of midterm exams.

Exams and evaluation

ARTICLE 16 –(1) In each semester, students are given minimum one midterm exam, one final exam and one make-up exam for each course they take other than graduation project, project, internship and similar courses. If he/she deems suitable, the instructor may accept the student's homework, laboratory and similar works as his/her midterm exam and announces the results through the Student Information Management System within the period specified in the academic calendar. The student's midterm exam and final exam or make-up exam results, semester works and attendance are taken into consideration while giving a grade to the student at the end of the semester. The respective instructor is responsible for determining their weights. At the beginning of the semester, the instructor informs the students and the respective Department Chair's Office/Program Directorate of his/her evaluation criteria. Documentation related to the course is submitted to the respective Department Chair's Office/Program Directorate at the end of the semester.

(2) The letter grade to be given as a result of the evaluation for courses such as graduation project or project in a semester is determined by the board to be formed by the respective Executive Board if deemed necessary in the Faculties/Vocational Schools/Departments/Programs.

(3) Workplace application or internship is applied in accordance with the principles set out by the Senate. Students who are unable to complete internship until the beginning of a semester or fail, including those who successfully complete all courses in the respective education program, have to renew registration and register for workplace application or internship within the period specified in the academic calendar.

(4) Midterm exams, final exams and make-up exams as well as their dates and results are announced through the Student Information Management System.

(5) Except for those who fulfill graduation requirements, students who get a grade below C in a course at the end of a semester can take the make-up exam. The highest grade at the end of the respective semester is the final grade.

Grades

ARTICLE 17 –(1) Students are granted by the respective instructor one of the following letter grades for each course they are registered for:

a)

| Grades | Coefficient |
|--------|-------------|
| A | 4.0 |
| A- | 3.7 |
| B+ | 3.3 |
| B | 3.0 |
| B- | 2.7 |
| C+ | 2.3 |
| C | 2.0 |
| C- | 1.7 |
| D+ | 1.3 |
| D | 1.0 |
| D- | 0.7 |
| F | 0.0 |

b) Besides, the letter grades below indicate the following:

- 1) P: In progress
- 2) E: Work for the semester is incomplete
- 3) V: Withdrawn
- 4) Y: Pass
- 5) Z: Fail

(2) A student who gets F or Z in a course is deemed to have failed that course.

(3) A student who does not take the final exam of a course gets F.

(4) A student who takes the final exam but does not complete the required works for a course during the semester gets E. In that case, the student has to complete all required works within ten days following the final exam date of that course. The respective Department Chair/Program Director may decide to extend that period if requested by the student and approved by the respective instructor and informs the Registrar's Office. If the student completes the required works within that period, he/she is given the final grade. Otherwise, he/she gets F as final grade.

(5) A student who withdraws from a course gets V.

(6) If a student registers at the University after transferring from, leaving or graduating from another higher education institution and requests exemption, those courses which are regarded to be equivalent pursuant to the applicable legislation provisions are graded based on the grade conversions accepted by the Senate.

(7) The Senate sets out the principles for converting the grades in other grading systems to the grades in the University's grading system.

Announcement of grades

ARTICLE 18 –(1) Grades are given within the period the Student Information Management System is accessible by instructors and become final once approved by the respective instructor. At the end of the semester, all grades are submitted by the respective Department Chair/Program Director to the respective Dean's Office, School Directorate or President's Office until the due date specified in the academic calendar. The respective Dean's Office, School Directorate or President's Office informs the results to the Registrar's Office.

(2) Students' grades, GPAs and total credit updates are announced through the Student Information Management System on the date specified in the academic calendar.

(3) In case of a request made by the student for determining if there is an evaluation-related error in grades, he/she applies to the Registrar's Office within two business days on the dates specified in the academic calendar. Applications are evaluated within three business days following the end of application date by a commission which is established by the respective Department Chair's Office/Program Directorate and consists of at least three faculty members/instructors/lecturers. The result is communicated through the Dean's Office, Vocational School Directorate or President's Office to the Registrar's Office.

(4) In case of any error in grades, the respective instructor has to inform the Dean's Office or Directorate where the student is registered about the error with a reasoned letter until the date of make-up exams of the respective semester at the latest. The result is communicated by the respective Dean's Office or Directorate to the Registrar's Office.

(5) All exam papers and course achievement lists are kept for two years following the date of exam.

Grade point averages and following up students' academic standing

ARTICLE 19 –(1) The academic standing of a student is followed up with the SGPA calculated using the grades earned by the student for the courses taken in the semester

completed and the GPA calculated using the grades earned by the student for all courses taken in the education program he/she is registered at.

(2) In order to calculate the SGPA, ECTS credits of each course taken by the student in that semester are multiplied with the coefficient corresponding to the grade the student earned for that course, results are added, and the sum is divided by the total of the ECTS credits of the same courses. GPA is calculated similarly, taking the courses taken by the student since the beginning of the education program he/she is registered at and the courses he/she is exempt from into account. SGPA and GPA are denoted as two digits after the point.

(3) In the calculation of SGPA and GPA, all grades from A to F are taken into account. P, E, V, Y and Z are excluded. However, in calculating the total credits of the student, P, Y and Z are taken into consideration. While calculating the GPA, the highest grade is taken into account for a repeated course.

(4) Students with a GPA of 2.00 or above are considered successful. A successful student can take maximum 16 ECTS credits in addition to the normal course load of the current semester. But compulsory internship is not included in extra course load.

(5) Students with a GPA below 2.00 are considered "on probation". A student on probation cannot exceed the normal course load of the current semester except for internship. If a student on probation makes his/her GPA 2.00 or above, he/she continues to study as a successful student.

(6) Students on probation who are in the last two semesters of the associate or undergraduate degree program (third and fourth semesters for associate degree and seventh and eighth semesters for undergraduate degree) can take maximum 8 ECTS credits in addition to the course load they are allowed to take except for internship.

(7) The student's GPA is calculated at the beginning of every academic year based on his/her grade point average at the end of the most recent semester or summer school completed by him/her.

(8) If the student takes a course from another higher education institution during summer school, applicable legislation provisions apply.

(9) Provided that they have not failed any course, students with a GPA of 3.00-3.49 at the end of any academic year are recognized as an honor student, while those with a GPA of 3.50-4.00 are recognized as a high honor student. A certificate of achievement is issued for such students on the Student Information Management System.

Repeating a course

ARTICLE 20 –(1) Students who are successful or on probation repeat each compulsory course for which they earned F, Z or V in the very first semester (except for summer school) it is offered in the respective associate/undergraduate degree program. If the total ECTS credits of all courses for which the student earned F, Z and V exceed the normal course load of the current semester excluding internship, the student has to repeat the courses for which he/she earned F, Z and V up to the normal course load excluding internship.

(2) On the other hand, students who are successful or on probation may exercise their extra credit right by taking new courses and/or repeating a course for which they earned F, Z and V in accordance with the provisions of Article 19.

(3) Instead of an area elective or non-area elective course which the student failed or for which he/she earned V, he/she can take another area elective or non-area elective course offered in the program.

(4) Without prejudice to the provisions related to course load, students can repeat all courses for which they earned C-, D+, D or D- to increase their GPA. Students who fulfill the

graduation requirements laid down in Article 22 cannot benefit from this right.

Period of study

ARTICLE 21 –(1) At the University, normal period of study in an associate degree program is four semesters, while that in an undergraduate degree program is eight semesters. Foreign language preparatory classes are not included in such periods.

(2) A student's semester and grade are calculated as follows based on the semester credit load included in the curriculum of the respective associate or undergraduate degree program and on the ECTS credit load of all courses obtained by determining his/her grades other than F, Z and P:

| Associate | | | | Undergraduate | | | |
|--------------|-------|-------------------------------|--------|---------------|-------|-------------------------------|--------|
| Semes ter | Grade | Completed ECTS interval | credit | Semes ter | Grade | Completed ECTS interval | credit |
| 1 | 1 | 0-20 | | 1 | 1 | 0-20 | |
| 2 | 1 | 21-55 | | 2 | 1 | 21-45 | |
| 3 | 2 | 56-85 | | 3 | 2 | 46-75 | |
| 4 | 2 | 86-120 | | 4 | 2 | 76-105 | |
| | | | | 5 | 3 | 106-140 | |
| | | | | 6 | 3 | 141-175 | |
| | | | | 7 | 4 | 176-200 | |
| | | | | 8 | 4 | 201-240 | |

(3) Students who fail or are unable to complete their undergraduate degree education may be awarded an associate degree diploma in accordance with the applicable legislation provisions.

SECTION FOUR

Graduation Requirements, Diplomas, Disciplinary Procedures, Termination of Registration and Withdrawal, Leave of Absence (Freezing the Registration) and Excuses

Graduation requirements and diplomas

ARTICLE 22 –(1) Students who have fulfilled all requirements of the associate or undergraduate degree program they are registered at and accumulated minimum 120 ECTS credits for associate degree or minimum 240 ECTS credits for undergraduate degree on condition of having a GPA of 2.00 or above are deemed to meet graduation requirements. Upon fulfillment of graduation requirements and finalization of withdrawal procedures,

- a) those who have fulfilled graduation requirements in the faculty and department they are registered at are awarded an undergraduate degree diploma specifying the education program completed;
- b) those who have fulfilled graduation requirements in the vocational school program they are registered at are awarded an associate degree diploma specifying the education program completed;
- c) an interim certificate of graduation is given for one time to all graduating students until the diploma is prepared and then it is replaced with the diploma.

(2) All graduating students are given a transcript specifying their GPA, courses taken in their respective department or program, projects, laboratory, graduation project, internship, workshops, and their achievement therein. In addition, in accordance with the Senate's resolutions, they may be given other documents stating the level they have reached during

their period of study in computer or foreign language or other areas complementing their professional formation.

(3) Those graduating with a GPA of 3.00-3.49 are awarded a certificate of honor, and those graduating with a GPA of 3.50 and above are awarded a certificate of high honor.

(4) Once the withdrawal procedures specified in Article 24 are completed, a diploma or an interim certificate of graduation and the supplements thereof are delivered to the graduating student or his/her proxy.

(5) If the interim certificate of graduation or diploma is lost, the student puts an ad on a national newspaper. This ad must include the full name and place of issue of the document lost and the date of graduation, and state that the document lost is invalid. The student submits the newspaper(s) as annexed to a petition to the Registrar's Office.

Discipline

ARTICLE 23 –(1) Disciplinary procedures for students are performed pursuant to the Regulation on Disciplinary Procedures for Students in Higher Education Institutions published on the Official Gazette No: 28388 of 18/8/2012. If the student receives a disciplinary punishment and thus is suspended from the University, he/she has to pay all tuitions during that period. Tuitions paid during that period are not refunded.

Termination of registration and withdrawal

ARTICLE 24 –(1) In order for the students whose registration is terminated or who wish to terminate their registration, are dismissed from the University, or leave the University by graduating to receive their diploma or other documents in their file, they must pay the tuition and all other fees accrued and perform the withdrawal procedures approved by the respective units of the University.

(2) Students who wish to terminate their registration apply by petition to the Registrar's Office, either in person or by proxy, for withdrawal. Their registration is terminated provided that they complete withdrawal procedures, and they are withdrawn from the University by the Registrar's Office as of the date of application. Tuition of the semester for which they registered is not reimbursed. If they request so, students whose withdrawal and termination of registration procedures are complete may receive, either in person or by proxy, a document indicating their academic status as well as the diploma and other documents they submitted to the Registrar's Office at the time of initial registration. All student rights of those who leave the University are terminated.

Leave of absence and reinstatement

ARTICLE 25 –(1) In order for students to take a leave of absence, they must complete the registration procedures and pay the tuition for the respective semester. Students make their application for leave of absence or reinstatement to the Registrar's Office. Such applications are finalized by the respective Executive Board. Leave of absence is conducted within the period specified in the academic calendar. Registration for courses for the respective semester (if any) is terminated as part of leave of absence procedures.

(2) Students are entitled to take a leave of absence for two semesters at one time and for a total of four semesters throughout their period of study. In case of military service, detention or conviction, however, they may exercise their right to take a leave of absence for four semesters at one time. Such periods are not included in their period of study. However, the student is not allowed to take any of the exams held during his/her leave of absence. Even if he/she does, the grades he/she earns are considered invalid.

(3) Students who take a leave of absence are considered on leave for the duration of their leave of absence.

(4) In case of leave of absence, the tuition which has already been paid is not reimbursed. It is deducted from the tuition of the academic year when the student is reinstated.

(5) Students may be granted a leave of absence on the following valid and reasonable grounds:

- a) If the student has a medical excuse as documented by a health report obtained from a medical institution;
- b) If the student has to suspend his/her studies due to a natural disaster, provided that it is documented by the highest local administrative authority;
- c) If the student forfeits his right of deferment, or his right of deferment is terminated and thus he is recruited into the army;
- d) If the student declares that he/she shall go abroad for learning a foreign language;
- e) If the student is detained or convicted (students who are temporarily suspended or expelled from the higher education institution are excluded); and
- f) If the student has financial reasons, family circumstances or similar problems that are accepted to be valid and reasonable by the respective Executive Board.

(6) At the end of their leave of absence, students renew their registration for the semester and resume their studies. If the students who took a leave of absence for medical reasons wish to be reinstated before the end of their leave of absence, they have to submit a health report to document that they have recovered.

(7) If the students who took a leave of absence for two semesters wish to resume their studies at the end of the first semester, they may be reinstated.

(8) In the event of leave of absence, documents submitted to the University at the time of initial registration are not returned to the students.

Excuses

ARTICLE 26 –(1) There is no excuse for final exams and make-up exams. However, students who are assigned by the President's Office or the University Executive Board and thus not able to take final exams and make-up exams are entitled to take an excuse exam.

(2) Students' excuses for midterm exams other than leave of absence may be taken into consideration on the following valid and reasonable grounds:

- a) If the student has a health report or official document obtained from a medical institution and approved by the University;
- b) If a relative of the student dies, provided that death and burial dates and family ties are documented;
- c) Conflicting exam hours for the courses offered by the University, exams held by the Student Selection and Placement Center, social events, accidents and natural disasters provided that such circumstances are documented;
- d) If the student forfeits his right of deferment or his right of deferment is terminated and thus he is recruited into the army;
- e) If the student is out of the University for reasons such as scholarship, internship, or assignment by the University;
- f) If the student is detained; and
- g) Other circumstances that may be accepted by the respective Executive Board.

(3) Of the students who have a valid and reasonable excuse, those who have a health report must submit it within five business days following the end of report period and those who have an excuse other than medical problems must submit their documents within five business days following the date of excuse to the respective Department Chair's Office/Program Directorate. The respective Department Chair's Office/Program Directorate

takes a resolution about the student's excuse for midterms and either holds an excuse exam or grants the student the right to complete his/her works. If the student's excuse is accepted, he/she is not allowed to take any of the exams held during the time he/she is on excused status. Even if he/she does, the grades he/she earns are considered invalid.

(4) Students who did not take the excuse exam are not given another excuse exam.

(5) Students who are considered to be on leave on valid and reasonable grounds other than leave of absence, whose detention is dropped with a verdict of non-prosecution or acquittal or who have a health report pay the tuition for the period they have a health report or are on leave.

SECTION FIVE

Miscellaneous and Final Provisions

Disabled students

ARTICLE 27 –(1) Both the respective Executive Board and the University Executive Board provide all necessary conditions and take all necessary measures for the education, exams, and transportation of disabled students within the University.

Notification

ARTICLE 28 –(1) Notices are deemed to have been duly served upon sending by registered post to the mailing address the student provided during registration or during student procedures, upon sending to the e-mail address given to the student by the University, or upon announcement by the respective Faculty/Directorate/School or through the Student Information Management System.

(2) The student has to keep active the e-mail address given by the University or provided by the student by submitting a petition to the Registrar's Office, check his/her e-mails regularly, and inform the Registrar's Office in writing of any change in his/her e-mail address he/she provided during registration. In the event the student fails to activate the e-mail address given by the University or provides an incorrect mailing address, notices to such e-mail/ mailing address are deemed to have been duly served.

Situations for which there are no provisions

ARTICLE 29 –(1) For situations for which there are no provisions in this Regulation, other applicable legislation provisions as well as Senate, University Executive Board and respective Faculty/School Executive Board resolutions apply.

Repealed regulation

ARTICLE 30 –(1) The Regulation on Associate and Undergraduate Degree Education at Istanbul Kültür University published in the Official Gazette No: 28458 of 5/11/2012 has been repealed.

Adjustment

PROVISIONAL ARTICLE 1 –(1) The provisions of this Regulation apply to the students who are registered before the publication date hereof, taking their vested rights and the integrity of education into consideration.

Effectiveness

ARTICLE 31 –(1) This Regulation takes effect in the spring semester of the 2017-2018 academic year.

Enforcement

ARTICLE 32 –(1) The provisions of this Regulation are enforced by the President of Istanbul Kültür University.