

ISTANBUL KÜLTÜR UNIVERSITY
REGULATION ON ASSOCIATE AND UNDERGRADUATE DEGREE
EDUCATION AND TRAINING
PART ONE

Purpose, Scope, Basis, and Definitions

Purpose

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

Scope

ARTICLE 2 – (1) This Regulation covers the provisions related to the educational and instructional processes carried out at the associate and undergraduate programs at Istanbul Kültür University.

Legal Basis

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

Definitions

ARTICLE 4 – (1) In this Regulation:

- a) Academic Advisor: Refers to the faculty member appointed by the head of the department or program to assist students with their academic and other issues.
- b) ECTS: Refers to the European Credit Transfer System.
- c) ECTS Credit: Refers to the unit of measurement that expresses the student workload determined according to ECTS.
- d) Academic Package: Refers to the guide that includes program outcomes, course contents, achievement requirements, and learning outcomes for associate and undergraduate programs.
- e) Academic Calendar: Refers to the calendar that includes the start and end dates of the academic year, as well as registration and exam dates and similar activities.
- f) Midterm Exam: Refers to an in-semester exam of a course.
- g) Spring Semester: Refers to even-numbered semesters.
- h) Make-up Exam: Refers to the exam given in place of the end-of-semester exam.
- i) Faculty: Refers to the faculties affiliated with Istanbul Kültür University.
- j) Cumulative Grade Point Average (CGPA): Refers to the total value obtained by multiplying the ECTS credits of all courses taken by the student with their respective grades, divided by the total ECTS credits of the courses included in the average, excluding courses graded P, E, V, Y, or Z.
- k) Fall Semester: Refers to odd-numbered semesters.
- l) Relevant Board: Refers to the faculty board in faculties, the school board in schools, and the vocational school board in vocational schools.
- m) Relevant Administrative Board: Refers to the faculty administrative board in faculties, the school administrative board in schools, and the vocational school administrative board in vocational schools.
- n) Vocational School: Refers to the vocational schools affiliated with Istanbul Kültür University.
- o) Directorate: Refers to the directorate of the relevant school or vocational school.
- p) Board of Trustees: Refers to the Board of Trustees of Istanbul Kültür University.
- q) Student Information Management System (SIMS): Refers to the student information management system software used at Istanbul Kültür University, known as SIMS.
- r) Registrar's Office (RO): Refers to the Student Affairs Department of Istanbul Kültür University.
- s) Tuition Fee: Refers to the fee that the student must pay to continue their academic program and benefit from student rights.
- t) Rectorate: Refers to the Rectorate of Istanbul Kültür University.

- u) Departmental Elective Course (DEC): Refers to an elective course related to the student's major area, determined by the relevant department/program to complete professional formation, and chosen by the student within the field.
- v) Non- Departmental Elective Course (NDEC): Refers to an elective course outside the student's field, related to general culture or other areas of interest, determined by the Senate and chosen by the student.
- w) Senate: Refers to the Senate of Istanbul Kültür University.
- x) University: Refers to Istanbul Kültür University.
- y) University Administrative Board: Refers to the Administrative Board of Istanbul Kültür University.
- z) Semester Grade Point Average (SGPA): Refers to the total value obtained by multiplying the ECTS credits of all courses taken in a semester with their respective grades, divided by the total ECTS credits of the courses included in the average, excluding those graded P, E, V, Y, Z, or exempted.
- aa) End-of-semester Exam: Refers to the exam conducted at the end of a semester for a course.
- bb) School: Refers to the schools affiliated with Istanbul Kültür University.
- cc) Compulsory non-departmental Course: Refers to courses such as Atatürk's Principles and History of Turkish Revolution, Turkish Language, and Foreign Language, as well as other courses required by the Council of Higher Education (YÖK).
- dd) Compulsory Course: Refers to a course that is required to be taken within a program.

PART TWO

Provisions on Registration and Admission

Student Admission

ARTICLE 5 – (1) The quotas for students to be admitted to the associate and undergraduate programs of the University are determined by the Board of Trustees upon the recommendation of the Senate.

(2) Admission of students to the University's associate and undergraduate education programs is carried out based on the results of the examinations conducted by the Assessment, Selection and Placement Center (ÖSYM) or in accordance with the decisions of the Council of Higher Education (YÖK).

(3) Applications, registration, and admission procedures for international students are carried out in accordance with the principles determined by the Senate within the framework of the relevant legislation.

Initial Registration Procedures and Required Documents

ARTICLE 6 – (1) Students who are entitled to enroll in any educational program of the University complete their registration through the Student Information Management System (SIMS) either in person or via their legal representatives with a special power of attorney, under the supervision of the Registrars' Office. Registration dates and the required documents are announced by the University. Applicants who have incomplete or falsified documents cannot register; if registration has already been completed, it will be canceled.

(2) Students who have completed their final registration are issued a student identity card with a photograph by the Registrars' Office. In case of loss, a written request must be submitted to the Registrars' Office. A new card is issued upon payment of a fee determined by the Board of Trustees.

Semester Registration

ARTICLE 7 – (1) Renewal of registration includes fulfilling all financial obligations, paying the semester tuition fee, and completing course registration procedures. All students, including those in preparatory

classes and exchange programs, must renew their registration within the dates specified in the academic calendar. The Senate may make changes to these dates when necessary.

Students whose excuses are deemed valid by the relevant administrative board may register until the end of the course add/drop period in the academic calendar, provided that they fulfill all financial obligations and pay the semester tuition fee.

During the semester registration process, the courses that the student will take in that semester are determined and recorded.

For students participating in exchange programs whose course registration cannot be finalized during the designated period due to program requirements, the decision regarding their course registration is made by the relevant administrative board, provided they renew their registration within the specified dates.

The semester in which the student fails to register is counted toward the total period of study. Students who do not register for a semester cannot benefit from student rights during that period.

Registration through Horizontal and Vertical Transfers, Initial Registration, and Course Exemption

ARTICLE 8 – (1) Admission and registration procedures for horizontal and vertical transfers are carried out in accordance with the relevant legislation.

(2) In the case where a student who is currently registered in, has graduated from, or has withdrawn from another higher education institution is placed in a department/program of the University through the examination conducted by ÖSYM, the student may apply for exemption from previously completed courses (except for failed ones) within twenty (20) working days from the date of initial registration to the relevant faculty dean's office or vocational school directorate.

A student's exemption request is evaluated only once during their education at the University. Upon such a request, the courses taken at another higher education institution recognized as equivalent by the Council of Higher Education (YÖK) are evaluated by the relevant department or program within five (5) working days to determine which ones may be accepted as exemptions. The decision is finalized by the relevant administrative board, and the student's course adaptation is completed.

The result, forwarded to the Registrars' Office by the relevant dean's office/directorate, is recorded in the SIMS and communicated to the student in writing and/or via email. The student has the right to appeal the exemption decisions within five (5) working days from the date the decision is recorded in the SIMS.

(3) The duration of study completed by the student at the previous higher education institution is deducted from the maximum period of study stipulated in Law No. 2547.

PART THREE

Provisions Regarding Education and Training, Examinations, and Assessment

Tuition Fee

ARTICLE 9 – (1) Education and training at the University are subject to tuition fees, which are collected annually. Annual tuition fees and payment principles are determined and announced each year by the Board of Trustees.

(2) In order to continue their programs, students must pay the tuition fee determined by the Board of Trustees in accordance with the provisions of the relevant legislation.

Foreign Language Education and Foreign Language Proficiency Exam

ARTICLE 10 – (1) The principles of foreign language education and instruction to be applied in the University's foreign language programs and in Turkish-medium programs (including preparatory classes) are determined by the Senate.

(2) Students who are exempt from the foreign language proficiency exam by proving their foreign language competency, as well as those who take and pass the exam, have their compulsory foreign language courses graded with a letter grade by the Department of Foreign Languages. These grades are included in the student's Cumulative Grade Point Average (CGPA).

Students who fail the foreign language proficiency exam or who are not exempt but do not take the exam are graded with a letter grade for the compulsory foreign language courses they take in the corresponding semesters. These grades are also included in the CGPA calculation.

Types and Models of Education and Training

ARTICLE 11 – (1) Education and training at the University may be conducted in the forms of formal (daytime) education, evening education, open education, and distance education.

(2) The education and training model(s) to be implemented are determined by the decision of the Senate upon the proposal of the relevant academic unit.

Academic Year

ARTICLE 12 – (1) An academic year consists of fall and spring semesters, each covering at least seventy (70) working days, excluding final exams. When necessary, this duration may be changed by the Senate. Courses are organized on a semester basis.

(2) In suitable academic programs, evening education programs may be offered. In this case, the duration and implementation of instruction are determined within the framework established by the Senate.

(3) Open and distance education are conducted according to the principles determined by the Senate.

(4) A summer school may be offered within the academic year, during which students may take courses. Summer school is organized according to the principles determined by the Senate.

(5) The durations and dates of registration, courses, examinations, and similar activities within the academic year are specified in the academic calendar approved by the Senate.

Educational Programs, Courses, and Academic Advising

ARTICLE 13 – (1) Educational programs consist of theoretical courses, laboratory work, practical training, projects, internships, and similar activities that must be successfully completed for graduation from the relevant program.

(2) The weekly hours for theoretical courses, laboratories, practical training, projects, internships, and similar activities in programs are proposed to the relevant boards by the department chair in faculties and schools, and by the directorate in vocational schools. Once approved by the relevant board, the program becomes final with the approval of the Senate. The same procedure applies to any changes made to these programs or to the opening or removal of courses.

(3) Courses in the educational programs are grouped as compulsory courses, compulsory non-departmental courses, elective departmental courses, and elective non-departmental courses. Each student is required to take the compulsory courses and compulsory non-departmental courses in their program.

- (4) Each academic year, students select their elective departmental and elective non-departmental courses according to their interests and preferences, with the guidance of their academic advisor.
- (5) The courses that a student may take at the beginning of each semester, as well as any changes to these courses, are determined with the approval of the academic advisor in accordance with the provisions of this Regulation. However, in necessary cases, the decision of the relevant administrative board is required.
- (6) A course that may be taken under specific conditions determined by the relevant board is called a “conditional course.” Conditional courses are proposed by the department/program chair, finalized upon the approval of the relevant board and the Senate.
- (7) Compulsory non-departmental courses and, when necessary, other courses may also be offered through distance education with the approval of the Senate.
- (8) Academic advisors must announce their weekly schedules and office hours during the registration period. If an academic advisor is unable to fulfill this duty, the head of the department/program appoints another academic advisor for the registration period and informs the affected students.

Course Load, Course Addition, Course Withdrawal, and Dropping a Course

ARTICLE 14 – (1) The total ECTS credits of the courses specified in the relevant education program for each semester constitute the normal course load of that semester. The courses a student may take are determined according to Article 13. However, students are required to take the full normal course load in their first and second semesters. They may not withdraw from, drop, or exceed these courses.

(2) Except for students in their final two semesters (third and fourth semesters for associate degree programs, and seventh and eighth semesters for undergraduate programs), the minimum course load for any semester shall not be less than 17 ECTS credits. The situation of students wishing to take more than the normal course load is evaluated in accordance with Article 19.

(3) Students, within the time limits specified in the academic calendar and with the approval of their academic advisors, may drop some of the courses they have registered for, change course sections, and/or add new courses, provided that the restrictions stated in Articles 19 and 20 regarding course load are respected.

(4) A student may withdraw from a maximum of one course per semester, with the approval of their academic advisor, within the time limits specified in the academic calendar and provided that the restrictions in Articles 19 and 20 concerning course load are respected. The withdrawal must occur no later than four weeks before the end of the semester.

Attendance to Courses and Practicums

ARTICLE 15 – (1) Students are required to attend courses, laboratories, practical work, and projects in accordance with the principles determined by the relevant faculty, school, vocational school, or department under the Rectorate. They must also participate in all examinations covering the semester and other academic activities announced at the beginning of each semester by the department/program or course instructor in the academic package. Student attendance is monitored by the course instructor. However, for students whose medical reports covering midterm exam dates are accepted, the provision of Article 26(2) shall apply.

Examinations and Assessment

ARTICLE 16 – (1) In each semester, excluding final projects, project-based, and internship-type courses, students are given at least one midterm exam, one final exam, and one make-up (resit) exam per course. The instructor may, at their discretion, evaluate assignments, laboratory work, or similar

activities as midterm exams, and results are announced to students via the Student Information System (SIMS) within the time limits set in the academic calendar. At the end of each semester, students receive a grade for each course based on the results of the midterm exam(s), final exam or resit exam, in-class performance, and attendance. The instructor determines the relative weighting of these components and announces the grading criteria to students at the beginning of the semester, while also informing the department/program head. All course-related documents are submitted to the department/program at the end of the semester.

(2) For courses such as final projects or similar, the final letter grades are determined by committees established by the relevant administrative board when deemed necessary in the faculties/schools or departments/programs.

(3) Workplace practices or internships are conducted in accordance with the principles determined by the Senate. All students, including those who have completed all other courses, must renew their registration and register for workplace practices or internships by the dates specified in the academic calendar if they have not completed or have failed their internship.

(4) Dates and results of midterm, final, and resit exams are announced to students through the Student Information System (SIMS).

(5) Except for students who meet graduation requirements, those who receive a grade lower than "C" in any course may take the resit exam at the end of the relevant semester. The higher of the two grades (semester or resit) is considered the final grade.

Grading System

ARTICLE 17 – (1) For each course in which a student is enrolled, one of the following letter grades is awarded by the course instructor:

a) Grades and Coefficients

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) Additionally, the following letter symbols are used:

- 1) P: Course in progress
- 2) E: Incomplete coursework
- 3) V: Withdrawn from the course
- 4) Y: Passed
- 5) Z: Failed

- (2) A student who receives an F or Z grade in any course is considered unsuccessful in that course.
- (3) A student who fails to take the final exam of a course receives an F grade.
- (4) A student who takes the final exam but has incomplete semester work receives an E grade. The student must complete the missing work within ten (10) days following the final exam date. An extension may be granted by the department/program head upon the student's request and the instructor's approval, and the Office of Student Affairs (Registrar's Office) must be informed. Students who complete the required work within the deadline receive a final grade; otherwise, the E grade automatically converts to an F.
- (5) A V grade is given to a student who withdraws from a course.
- (6) For students who transfer, withdraw, or graduate from other higher education institutions and later enroll at the University and request exemption, grades for equivalent courses recognized under relevant regulations are converted according to the grade conversion principles approved by the Senate.
- (7) The Senate determines the principles for converting grades from other grading systems into the University's grading system.

Announcement of Grades

ARTICLE 18 – (1) Success grades are submitted within the period the SIMS system is accessible to faculty members and are finalized with the approval of the relevant faculty member. At the end of each semester, the relevant department/program head shall collectively submit the success grades to the relevant dean's office, college director's office, or Rector's Office by the date specified in the academic calendar. The relevant dean's office, college director's office, or Rector's Office shall report the results to the Registrars' Office.

(2) Students' success grades, GPAs, and total credit updates shall be announced on the SIMS on the date specified in the academic calendar.

(3) Students who wish to determine whether there was an evaluation error in their grades shall apply to the Registrar's Office within two business days of the dates announced in the academic calendar. Applications shall be evaluated by a committee established by the relevant department/program head and composed of at least three faculty members/lecturers/instructors within three business days of the application deadline. The results are reported to the Student Selection and Placement Center (Registrar's Office) through the dean's office, vocational school directorate, or the Rector's Office.

(4) If there are any errors in the grades, the relevant instructor must notify the student's registered dean's office or directorate of the error, with a justified letter, no later than the end-of-term make-up exam dates for the relevant semester.

The results are reported to the Student Selection and Placement Center (Registrar's Office) by the relevant dean's office or directorate.

(5) All exam papers and course success lists are kept for two years from the exam date.

Grade Point Averages and Monitoring of Student Performance

ARTICLE 19 – (1) Students' performance is monitored using the GPA calculated using the grades for the courses they took in the completed semester and the GPA calculated using the grades for all courses they took in the educational program they are registered in.

(2) The GPA is obtained by multiplying the coefficients corresponding to the student's success grades in each course taken that semester by the ECTS credit values of the courses, and dividing the sum of the

numbers found by the total ECTS credit values of the same courses. The GPA is calculated using the same method, considering all courses taken and exempted from since the student began their registered program. The GPA and CGPA are expressed as two digits after the decimal point.

(3) In calculating the grade point average, grades A through F are included. Grades P, E, V, Y, and Z are not included. However, grades P, Y, and Z are included in the student's total credit calculation. The highest grade received in the repeated course is considered in calculating the GPA.

(4) Students with a GPA of 2.00 or higher are considered successful students. Successful students may take courses worth a maximum of 16 ECTS credits in addition to their regular course load for the current semester. However, compulsory internships are not included in the overage.

(5) Students with a GPA of less than 2.00 are considered successful students. Successful students cannot take more courses than their regular course load for the current semester, excluding internships. Students who raise their GPA to 2.00 or above while still successful students continue their education as successful students.

(6) Successful students in the last two semesters of their associate and undergraduate programs (third and fourth semesters for associate degrees, seventh and eighth semesters for undergraduate degrees) may take courses worth a maximum of 8 ECTS credits in addition to their regular course load, excluding internships.

(7) At the beginning of each academic year, the GPA is determined based on the student's GPA from the final semester or, if applicable, the end of the summer school.

(8) If a student takes a course from another higher education institution during the summer term, the relevant legislation shall apply.

(9) Students with a GPA of 3.00-3.49 at the end of any academic year, provided they have no failed courses, are considered honors students, and students with a GPA of 3.50-4.00 are considered high honors students. These students are issued a certificate of achievement through the SIMS (Student Selection and Placement Center).

Course Repetition

ARTICLE 20– (1) Successful and capable students must retake the compulsory courses for which they received grades F, Z, and V, excluding summer term, in the first semester they are offered in their associate/undergraduate program. If the total ECTS credits of the courses for which a student received grades F, Z, and V exceed the normal course load for the current semester, excluding internships, the student must retake the courses for which they received grades F, Z, and V, equal to the normal course load, excluding internships. (2) Successful and high-achieving students may exercise their extra credit rights by taking new courses and/or selecting courses from among those in which they received grades of F, Z, or V, in accordance with the provisions of Article 19.

(3) In place of the SA or SAD course in which they failed or received a grade of V, another SA or SAD course in the program may be taken.

(4) Students may repeat courses in which they received grades of C-, D+, D, or D to increase their GPA, subject to the provisions regarding course load. Students who meet the graduation requirements specified in Article 1 do not benefit from this right.

Duration of Study

ARTICLE 21 – (1) The normal duration of associate degree programs at the university is four semesters, and the normal duration of undergraduate programs is eight semesters. Foreign language preparatory classes are not included in these periods.

(2) The ECTS credit load of all courses is calculated based on the semester credit load in the relevant undergraduate or associate degree program curriculum for the student's current semester and class, and by determining the student's success grade, excluding F, Z, and P grades, as follows:

Associate degree			Undergraduate		
Semester	Class	Completed ECTS Credit Range	Semester	Class	Completed ECTS Credit Range
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 have not completed or cannot complete their undergraduate studies may be granted an associate degree in accordance with the provisions of the relevant legislation.

PART FOUR

Graduation Requirements, Diplomas, Disciplinary Procedures, Registration Cancellation and Dismissal, Freezing of Registration, and Excuses

Graduation Requirements and Diplomas

ARTICLE 22 – (1) Students who have fulfilled all the requirements of the associate and undergraduate programs in which they are enrolled, and who have a GPA of 2.00 or higher, and who have at least 120 ECTS credits for associate degrees and 240 ECTS credits for undergraduate degrees, are considered to have met the graduation requirements. Among these, those who have fulfilled the graduation requirements and completed the dismissal procedures;

a) Students who meet the graduation requirements in the faculties and departments in which they are registered will receive a bachelor's diploma outlining the characteristics of the educational program they completed.

b) Students who meet the graduation requirements in the vocational school programs in which they are registered will receive an associate's diploma outlining the characteristics of the educational program they completed.

c) A temporary graduation certificate will be issued to students, one-time only until the diploma is prepared and then replaced with the diploma.

(2) University graduates will receive a certificate of achievement showing their GPA, the courses, projects, laboratories, graduation projects, internships, and workshops they have taken in the

department or program they are attending, and the achievements they have achieved in these courses. Additionally, documents may be issued, subject to Senate decisions, indicating the progress students have achieved in computer science, foreign language, or other complementary vocational training areas during their studies.

(3) Graduates with a GPA between 3.00 and 3.49 will receive an honors certificate, and graduates with a GPA of 3.50 or higher will receive a high honors certificate. (4) Students who complete the procedures specified in Article 24 for termination of their studies will receive a diploma or temporary graduation certificate and its attachments, either to themselves or to their authorized representatives.

(5) Those who lose their temporary graduation certificate or diploma will place a lost advertisement in a nationwide newspaper. This advertisement will state the full name of the lost document, its source of issue, graduation date, and its invalidity due to its loss. The person who lost their document will submit the newspaper(s) in which the lost advertisement appeared to the Registrar's Office, along with a petition.

Disciplinary Action

ARTICLE 23 – (1) Disciplinary procedures for students are carried out in accordance with the Student Disciplinary Regulations for Higher Education Institutions, published in the Official Gazette No. 28388, dated August 18, 2012. Students expelled from the university due to disciplinary action are obligated to pay their tuition fees during this period. Fees paid during this period will not be refunded. Registration Cancellation and Dismissal

ARTICLE 24 – (1) In cases of disenrollment from the University, those who wish to disenroll, whose registration has been cancelled, who have been expelled from the University, or who have left the University upon graduation must pay the tuition and other fees in full in order to receive their diplomas or other documents in their files, and must complete the disenrollment procedures approved by the relevant units of the University.

(2) Students who wish to disenroll, or through their representatives to whom they have given official power of attorney regarding disenrollment from the University, must submit a petition to the Registrar's Office to initiate the disenrollment process. Provided that these students complete the disenrollment procedures, their registration will be cancelled, and their disenrollment will be terminated by the Registrar's Office as of the date of their application. The tuition fees for the semester in which these students registered will not be refunded. Students who have completed their termination and registration cancellation procedures may, upon request, submit the diplomas and other documents submitted to the Registrars' Office (Registration Office) at the time of registration, along with a document demonstrating their academic standing, either personally or to their proxy for whom they have given an official power of attorney for the purpose of terminating registration from the University. All student rights of students who withdraw from the University are terminated.

Registration Freezing and Registration Opening

ARTICLE 25 – (1) To freeze registration, students must have completed their registration procedures for the relevant semester and paid the tuition fee. Students submit their applications for freezing registration and opening registration to the Registrars' Office. These applications are decided by the relevant administrative board. Registration freezes are made within the deadlines announced in the academic calendar.

During registration freezes, any course registrations for the relevant semester are canceled.

(2) Students have the right to freeze registration for two semesters at a time, or a total of four semesters for the entire duration of their studies.

In cases of military service, detention, or conviction, the right to freeze registration may be exercised for the entire period at once. These periods are excluded from the study period. However, students cannot take exams administered during the period in which their registration is suspended; if they do, their grades will be invalidated.

(3) Students whose registration is suspended are considered on leave during this period.

(4) In the event of a suspension of registration, tuition fees paid are not refunded. The tuition fees for the academic year in which registration was opened will be deducted.

(5) Student registration may be frozen if the following justified and valid reasons exist:

a) The student has a health-related excuse documented by a medical report from a health institution.

b) The student is forced to interrupt their studies due to natural disasters, provided that it is documented by a document issued by the highest civil authority in the locality.

c) The student loses the right to deferment or is drafted into the military after the deferment is lifted.

d) The student declares that they will go abroad to learn a foreign language.

e) The student's detention or conviction, excluding students who have been temporarily suspended or expelled from the higher education institution.

f) The emergence of economic, family, or similar reasons deemed justified and valid by the relevant administrative board.

(6) Students whose registration has been frozen may renew their semester registration at the end of the period and continue their studies from where they left off. Students who have suspended their registration due to health reasons must document that their health has improved with a medical report if they wish to resume registration before the deadline.

(7) Students who have suspended their registration for two semesters may reopen their registration at the end of the first semester in which their registration was suspended, if they wish to continue their studies.

(8) When registration is suspended, the documents submitted by students upon admission to the University will not be returned.

Excuses

ARTICLE 26– (1) There are no excuses for final exams or make-up exams. However, students who are unable to take the final exam or make-up exam due to assignments by the Rectorate or the University Executive Board are granted the right to take make-up exams.

(2) Excuses for midterm exams, other than suspension of registration, may be considered if the following justified and valid reasons are present:

a) A health report or official document obtained from a health institution and approved by the University;

b) The death of a relative, provided that the death and burial dates and kinship are documented;

c) Conflicting exam times for University courses, exams administered by ÖSYM, social events, accidents, and natural disasters, provided that this is documented;

d) The student losing the right to defer military service or being drafted into the military after the deferment is lifted;

e) The student's absence from the University due to reasons such as scholarships, internship opportunities, or assignments by the University;

f) The student's detention;

g) The emergence of other circumstances acceptable to the relevant administrative board.

(3) For students with justified and valid excuses, within five business days following the end of the medical report period; Students with excuses other than health issues must submit documentation supporting their excuses to the relevant department/program head within five business days of the date of the excuse. The relevant department/program head will decide on excuses related to midterm exams and, if necessary, administer make-up exams or grant the student the right to complete any missing work. Students whose excuses are accepted may not take exams administered during the period of their excused absence; if they do, their grades will be invalidated.

(4) Students who cannot take a make-up exam will not be given another make-up exam.

(5) Students who are deemed to be on leave for justified and valid reasons other than registration suspension, whose detention ends with a decision of non-prosecution or acquittal, or who receive a medical report, must pay tuition fees for the period spent on sick leave or leave.

PART FIVE

Miscellaneous and Final Provisions

Students with Disabilities

ARTICLE 27 – (1) The relevant administrative board and the University Executive Board shall provide facilities and take measures for students with disabilities regarding education, examinations, and transportation within the University.

Notification

ARTICLE 28 – (1) All notifications shall be deemed completed by sending registered mail to the mailing address provided by the student during registration to the University or later provided during student registration procedures, by sending the notification to the e-mail address provided by the University, or by posting it in the relevant faculty/directorate/school, or by announcing it through the SIMS system.
(2) Students must keep the e-mail address provided by the University or submitted by petition to the Registrar's Office active, monitor their e-mails regularly, and, if the address provided during registration changes, notify the Registrars' Office in writing of their new address. If the email address provided by the University becomes inactive due to the student's failure to follow up, notifications sent to the address from which the email was sent, or to an incorrect or incomplete address, will also be deemed to have been served.

Case(s) not covered by this Regulation

ARTICLE 29 – (1) In cases not covered by this Regulation, the provisions of other relevant legislation and the decisions of the Senate, University Executive Board, and relevant faculty/college executive boards shall apply.

Repealed Regulation

ARTICLE 30 – (1) Revision No. 28458, dated 5/11/2012

The Istanbul Kültür University Associate and Undergraduate Education and Training Regulations published in the Official Gazette have been repealed.

Adaptation

TEMPORARY ARTICLE 1 – (1) The provisions of this Regulation shall be applied to students registered before the publication date of this Regulation, considering their acquired rights and educational integrity.

Enforcement

ARTICLE 31 – (1) This Regulation shall enter into force in the spring semester of the 2017-2018 academic year.

Execution

ARTICLE 32 – (1) The Rector of Istanbul Kültür University shall enforce the provisions of this Regulation.