

(Official Gazette No: 28329, dated 20.06.2012)

**ATILIM UNIVERSITY**  
**REGULATION CONCERNING STUDENT REGISTRATION-ADMISSION,**  
**ASSOCIATE AND UNDERGRADUATE STUDY AND EXAMINATIONS**

**PART ONE**  
**Aim, Scope, Basis and Definitions**

**Aim**

**ARTICLE 1-** (1) The aim of this regulation is to set out the principles of student registrations as well as associate and undergraduate study and examinations at Atılım University.

**Scope**

**ARTICLE 2-** (1) This regulation covers faculties, higher schools and vocational high schools affiliated to Atılım University.

**Basis**

**ARTICLE 3-** (1) This regulation was drawn up on the basis of Article 14 and 44 of Law No. 2547, dated 0411.1981 on Higher Education.

**Definitions**

**ARTICLE 4-** (1) The terms and abbreviations in this document shall be defined as follows;

- a) Board of Trustees: The Atılım University Board of Trustees,
- b) The President's Office: The Atılım University President's Office,
- c) The Senate: The Atılım University Senate,
- d) The University: Atılım University.

**PART TWO**

**Study, Registrations, Internal Transfer, Tuition Fee, Course Schedules**

**Semesters and types of study**

**ARTICLE 5-** (1) The study schedule of the faculties, higher schools and vocational high schools affiliated to Atılım University is carried out in accordance with the academic calendar that is approved by the Senate.

(2) One academic year is composed of two semesters each of which consists of sixteen weeks including the examinations. When necessary, the Senate has the right to extend the duration of the semesters.

(3) The programmes of study which are approved by the Senate may be arranged as double shift, summer, night, external, and adult training or distance education programmes with the approval of Higher Education Committee.

**Student registration and admission**

**ARTICLE 6-** (1) The student quotas of Atılım University programmes of study shall be determined by the Board of Trustees and shall be notified to the related authorities by the President's Office.

(2) The student registration and admission to the associate and undergraduate programmes of study at the University shall be carried out in compliance with the Regulation on Foundation Higher Education Institutions published in the Official Gazette No: 26040, dated 31.12.2005.

### **Admission through transfer**

**ARTICLE 7-** (1) Students who are registered to a higher education institution and fulfill the terms set forth by the Regulation concerning the Principles of Transfer among Associate and Undergraduate Degree Programmes of Higher Education Institutions, Double and Minor Major Programmes as well as Inter-institutional Credit Transfer which was published in the Official Gazette No: 27561, dated 24.04.2010, and who fulfill the terms set forth by the Senate, are eligible to apply for transfer to the departments of the University.

(2) The registered programmes of the students must be equivalent for the programmes which they have applied in order to be eligible for transfer, and students must have enough knowledge of English to follow the courses of the applied departments in which the language of instruction is English. This issue shall be regulated by the conditions of English Preparatory School. For the application to be processed, the student is required:

- a) to apply in written to the Registrar's Office within the time which is set in the academic calendar,
- b) to fulfill the transfer requirements of the department to be transferred.

(3) Transfer applications are finalized on the basis of the decision of the administrative board of the faculty/higher school/ vocational high school upon the opinion of the department which is applied.

(4) Which courses that have been previously taken by the transfer students are regarded as equivalent and sufficient in the programmes of study that the students have transferred, the number of the adaptation period shall be concluded by the administrative board of the faculty/higher school/ vocational high school upon the recommendation of the related department.

### **Initial registration procedure and necessary documents**

**ARTICLE 8-** (1) The registration of the students to faculty/higher school/vocational high school programmes of study shall be carried out as per the conditions and documents determined by OSYM (Students Selection and Placement Center). The dates of and necessary documents for the registration shall be announced by the President's Office.

(2) Students who have not completed their registration by the deadline may complete their registration within the additional time on the condition that their excuses are accepted by the administrative board of the faculty/higher school/ vocational high school.

(3) Originals, or university certified copies of the required documents, are accepted. Documents of military service and criminal records shall be processed upon the submission of a declaration by the candidate.

### **Semester registration**

**ARTICLE 9-** (1) Students must renew their registration at the beginning of each semester within the time announced by the President's Office following the payment of the tuition fee of the semester and the approval of their course schedule by their academic advisors.

(2) Students are required to renew their registration and carry out the approval procedure of their course schedule by themselves.

(3) Students who have not renewed their registration by the deadline may renew their registration within the additional time on the condition that their excuses are accepted by the administrative board of the faculty/higher school/ vocational high school.

(4) Students who have not enrolled in courses within the specified time and in accordance with the terms cannot attend the courses and take the examinations of those courses. The examination and grade of a student who have not enrolled in the course are cancelled.

#### **Tuition fee**

**ARTICLE 10-** (1) All programmes of study at Atılım University are subject to tuition fees. The tuition fees of the programmes and other study-related fees, and procedures and principles regarding the payment of fees shall be determined by the Board of Trustees.

(2) Students who have not paid their tuition fees cannot register to the University or renew their registration.

(3) Under the condition in which every kind of fee related tuition fee is not paid in due time and in accordance with the procedure, a late fee or penal clause shall be arranged as per the appropriate principles by the Board of Trustees.

#### **Course schedules**

**ARTICLE 11-** (1) The course schedules of the departments and distribution of courses to the semesters shall be arranged by the Administrative Board of the related department and finalized upon the decision of administrative board of the faculty/higher school/ vocational high school and the approval of the Senate, then applied right after.

(2) The changes regarding the courses of the semester and the procedures of opening or removing elective courses are carried out in the abovementioned manner.

### **PART TWO**

#### **Courses, Course load, Attendance, Examinations, Error in Grading, Grades**

##### **Compulsory, elective and prerequisite courses**

**ARTICLE 12-** (1) Courses are divided into two groups as compulsory and elective. The course schedules of the students in each semester shall be arranged in accordance with this Regulation.

(2) Every student is obliged to take every course of the department he/she has enrolled.

(3) Elective courses are determined by the board of the faculty/higher school/ vocational high school in which the students is registered, and chosen by the student with the assistance of the advisor among the courses determined by the student's department.

(4) A prerequisite course is defined as a course which must be taken and passed with a passing grade before a specific course is taken. The prerequisite courses and their conditions are prepared by the departments and finalized upon the proposal of the board of the faculty/higher school/ vocational high school and the approval of the Senate. Before taking a course, a student has to pass the prerequisite course of that course.

### **Course load**

**ARTICLE 13-** (1) The course load of a student in each semester is the total of the credits of the courses that are stated in the course schedule of the student's department. Students have to have minimum 2.00 CGPA to increase their course load. **(Amended in the Official Gazette No: 28520, dated 06.01.2013) Semester course load of a student whose CGPA is minimum 2.00 may be increased by three courses at most as of the third semester upon the proposal of the advisor and the approval of the department chair provided that they do not exceed 10 credits.** Students whose CGPA is below 2.00 may only reduce their course load. The total of the course credits to be reduced is determined upon the request of the student, the proposal of the advisor and the approval of the department chair. Courses which are dropped have to be taken in the first semester in which they are opened. The limit may be exceeded for double and minor major students.

### **Attendance**

**ARTICLE 14-** (1) Students have to attend courses, applied studies, traineeships and examinations. The attendance of students is followed by the instructor.

(2) Students must attend at least 70% of classes and 80% of applied studies. Students who do not fulfill the requirements of attendance no matter what their excuses are including disciplinary punishment and suspension, shall not be permitted to take final exams and shall receive the grade of NA.

(3) Nonattendance of students who have committee report for a long-term treatment and recovery, is evaluated with the decision of the administrative board of the faculty/higher school/ vocational high school.

(4) Except for applied studies, attendance is not required in courses which students have previously taken and failed, and which are taken by the students to increase their grades.

### **Examinations and evaluation**

**ARTICLE 15-** (1) Examinations consist of midterm examinations, short examinations, final examinations and resit examinations. In each semester at least one midterm examination is carried out.

(2) The dates of the midterm examinations are announced by the related instructor at latest during the first month of the semester. The changes of the dates of the midterm examinations are made upon the approval of the department chair.

(3) Short examinations may be carried out unannounced. The final examinations are carried out in the dates and places which have been announced by the faculty/higher school/vocational high school in accordance with the academic calendar which has been determined by the Senate.

(4) Students shall be given a final grade by the instructor based on midterm and final examinations grades, their assignments and the attendance record. The average of the grades of midterm examination, assignments, homework and related grades as well as final examination grade is measured on the basis of their weighting percentage, and then is transferred into letter grade. This transformation is carried out by the instructor considering the class average and the expectation of the instructor from the student.

(5) **(Amended in Official Gazette No: 28520, dated 06.01.2013)** At the end of each fall and spring semester, students who have not taken the final examination even though they have the right to take it and those who have received FF, FD, DD and DC from the courses are eligible to take a resit examination for each course. This examination is substituted for the final examination. However, in distance learning programmes, the grade of the resit examination of a registered student shall be considered directly the final grade of that course.

(6) Courses which do not require midterm or final examinations shall be determined by the administrative board of the faculty/higher school/ vocational high school and finalized by the Senate. In this case, the final grade of a student shall be determined considering the studies of the student throughout the semester. **(Amended in the Official Gazette No: 28520, dated 06.01.2013)** No resit examination is carried out for such courses.

(7) The final grades shall be announced by the Registrar's Office.

#### **Cheating in examinations**

**ARTICLE 16-** (1) Students who cheat, allow cheating or attempt to cheat in examinations shall receive "0" grade from that course. Disciplinary proceeding shall be carried out on the basis of Higher Education Institutions Student Discipline Regulation which was published in the Official Gazette No: 18634, dated 13.01.1985.

#### **Errors in grading**

**ARTICLE 17-** (1) Students may raise objection to the department chair in written regarding their midterm examination, assignments and project grades which have been announced by the instructor and final grades announced by the Registrar's Office on the basis of error in grading within ten days after their grades have been announced.

(2) The objection is reviewed by the department chair and finalized within ten days. If change is required in the grade, it is reported in written to the Registrar's Office.

#### **Grades**

**ARTICLE 18-** (1) Students shall be given one of the following grades by the instructor for every course they have taken.

a) Below can be found the coefficients of letter grades and their equivalences on the basis of 100 points.

<u>Score</u>	<u>Letter Grade</u>	<u>Coefficients</u>	<u>Grades that are included in CGPA</u>
90-100	AA	4.0	I- Incomplete
85-89	BA	3.5	S- Satisfactory
80-84	BB	3.0	U-Unsatisfactory
75-79	CB	2.5	T-Transfer
70-74	CC	2.0	W-Withdrawal
65-69	DC	1.5	NA-Non-attendance

60-64	DD	1.0	NI-Not included
50-59	FD	0.5	
0-49	FF	0.0	

b) Among abovementioned grades:

1) The letter grade (I) is given to students who have not met the necessary conditions due to illness or other valid reasons even though they have been successful at the course during the semester. In case of sickness, students must submit their medical reports within three days following the end of the validity of the medical report; in cases of acceptable excuse, students must submit the document confirming their excuses within three days after the final examinations to the department. If a student receives (I) grade from a course, he/she must receive a letter grade by completing their lacking materials within 15 days as of the date for the submission of the grades to the Registrar's Office. Otherwise, (I) grade shall become FF. however, in case of prolonged sickness and similar situations, the duration of (I) grade may be extended to the beginning of the following semester upon proposal of the department head and decision of the administrative board of related faculty/higher school/vocational high school.

2) The letter grade (S) is given to students who pass non-credit courses which are not included in CGPA.

3) The letter grade (U) is given to students who fail non-credit courses which are not included in CGPA.

4) The letter grade (T) is given to transfer students in their equivalent courses.

5) The letter grade NA is given to students who do not fulfill the attendance requirements of courses and course practices. It is treated as FF in the calculation of grade averages.

6) The letter grade (W) is given to students who withdraw from a course in the defined period upon their request, their advisors' recommendation and the approval of the instructor of the related course. Instead of a grade letter, the letter W is written on the transcript of the student.

7) The letter grade (NI) is provided to define the courses taken provided that they are included in the CGPA. This grade together with the letter grade received from the courses is shown in the transcript. Courses under such status are not taken into account in the course exemption procedures.

c) The principles provided below are related to withdrawal procedure:

1) Students cannot withdraw from the courses of first and second semesters of the first year. Courses that are repeated although they have been passed are excluded from this rule.

2) Students are not eligible to withdraw from the courses which they must repeat, they have received the letter grade W or/and not-included courses.

3) Students are eligible to withdraw from maximum six courses on condition of maximum one course within a semester upon their request, their advisors' proposals and the approval of the instructors of the related courses.

**Grade score averages**

**ARTICLE 19-** (1) The semester GPA and CGPA of students are calculated by the Registrar's Office at the end of every semester.

(2) Every course has a credit value which has been approved by the Senate. This credit is equal to the total of whole teaching hours of the course within a week and half of laboratory and practice hours within a week.

(3) The Senate shall decide which courses to be non-credit upon the recommendation of the board of the related faculty.

(4) The total credit that a student receives from a course is calculated as follows: credit value of the course is multiplied with coefficient value of the letter grade of that course. In order to find semester GPA, total credit value of a student receives from all the courses he/she has taken in the semester is divided to total credit number of the all courses. The acquired average is shown two digits after the comma.

(5) CGPA is calculated considering all the courses since a student as registered to the University. In inter-institutional internal transfers, grades of exempted courses are not included in CGPA. In intra-institution internal transfers, grades of exempted courses are included in CGPA.

(6) Letter grades are taken as basic both in semester GPA and CGPA. In CGPA the latest letter grade is included when the course is repeated.

(7) Students' whole grades are found in their transcripts.

#### **PART FOUR**

#### **Make-up Examinations, Diplomas, Leave of Absence from Studies, Exemptions, Advising, Course Repeat, Period of Study**

##### **Successful students**

**ARTICLE 20-** (1) Students whose semester GPA as well as CGPA are minimum 2.00 are considered successful. Students whose semester GPA is 3.00-3.49 shall be recognized as Honor Students, and students whose semester GPA is 3.50-4.00 shall be recognized as High Honor Students.

##### **Unsuccessful students**

**ARTICLE 21-** (1) Students whose CGPA is below 2.00 are considered unsuccessful.

(2) (**Amended in the Official Gazette No: 28520, dated 06.01.2013**) Students whose CGPA is below 1.70 at the end of a semester may take maximum three courses that they have not taken before on the condition that they firstly take the courses whose grades are FF, FD, NA and U, and on the condition that the credit load does not exceed the course limit of the semester and total 10 credits.

(3) The abovementioned rule is not applicable for students who are at the fall and spring semesters of the first year.

##### **Principles regarding course repeat**

**ARTICLE 22-** (1) (**Amended in the Official Gazette No: 28520, dated 06.01.2013**) Students who have FF, FD, NA, W and U from a course must take that course at the first semester in which this course is provided.

(2) If such courses are elective courses or removed courses from the curriculum, student shall take the appropriate courses which are determined by their advisors.

(3) Students who wish to increase their CGPA may repeat the courses they have passed before in addition to the compulsory courses of the semester. When student repeat courses, the latest grade is applicable no matter what the previous grade is.

### **Period of study**

**ARTICLE 23-** (1) Students who are unable to graduate from their programme of study within 4 years for associate degrees and 7 years for undergraduate degrees (excluding the one year spent at the foreign language preparation year) may renew their registration to continue their studies provided that students pay their tuition fee of the semester.

(2) Students of this status hold only the right to take courses and exams.

### **Additional examination right**

**ARTICLE 24-** (1) Students who fail in maximum two courses with FF or FD except for applied courses which do not require examinations, may take additional examinations for these courses at the end of each semester for one time only provided that they have taken all the courses of the registered programme. The grade received from these courses are considered semester final grade. Students who fail in additional examinations reregister to the course they have failed in the following semester. **(Amended in the Official Gazette No: 28520, dated 06.01.2013)** Students whose CGPA are below 2.00 after these examinations shall not benefit from the rights stated in the second paragraph of this article.

(2) Students who successfully complete all the necessary courses for graduation and whose CGPA is below 2.00 although they do not have FF and FD, may take additional examinations for maximum two courses of which the grades are DD, DC and CC except for applied courses at the end of each semester for one time only.

(3) **(Amended in the Official Gazette No: 28520, dated 06.01.2013)** Students whose conditions are as stated above apply to the department chair with a letter of application in three days after the results of resit examination have been announced. The department chairs notifies students and related instructors for which courses there would be additional examinations after examining the students' situation.

(4) Additional courses shall be conducted at the dates defined in the academic calendar.

### **Diplomas**

**ARTICLE 25-** (1) Students who have successfully completed all the courses of their study programmes and whose CGPA is minimum 2.00 are eligible to receive diplomas. Students who have transferred from other universities must be students of Atılım University in their final two years in order to receive diplomas from Atılım University.

(2) Students whose semester GPA is 3.00-3.49 shall graduate as Honor Students, and students whose semester GPA is 3.50-4.00 shall graduate as High Honor Students. Honor or High Honor students are provided with a document specifying their achievements.



(3) Students must fulfill their liability to the University in order to receive their supplementary documents or diplomas.

#### **Associate degree certificate**

**ARTICLE 26-** (1) The procedures of providing associate degree certificate for students who have not completed undergraduate degree programmes or of their adaptation to vocational high schools are carried out in accordance with the principles of related regulation. In order to receive associate degree diplomas, students must receive minimum DD or S letter grade from all the courses belonging to the first two years as well as compulsory courses stated in 5<sup>th</sup> article of the Law No: 2547.

#### **Dropping out**

**ARTICLE 27-** (1) Students who wish to drop out of the University at own request may apply in written to the Dean's Office/Directorate. The tuition fees paid by students who drop out at own request or by students whose registration was cancelled cannot be returned.

#### **Leave of absence and sick leave**

**ARTICLE 28-** (1) **(Amended in the Official Gazette No: 28520, dated 06.01.2013)** Students who have valid and justified reasons may wish to suspend their students status by applying to the Dean Offices of the faculties or directorates of higher schools providing that they pay the half of the tuition fee of the semester they wish to be granted leave of absence. This request is finalized by administrative board of faculty/higher school/vocational high school with the decision of Administrative Board of the University.

(2) Students have the right to suspend their periods of study for two semesters once and for four semesters in total in their whole periods of study. Except for force majeure, suspension requests are made by the deadline of withdrawal date specified in the academic calendar at each semester.

(3) Students under such conditions continue their study of programme by renewing their registration after the end of the time provided.

(4) Students who suspend their programmes of study for two semesters may apply to Dean Offices of the faculties or directorates of higher schools in written if they wish to continue their study after the first semester.

(5) Students who have medical reports shall submit their reports with a petition to Dean Offices of the faculties or directorates of higher schools in the following three days of the end of report duration.

(6) **(Amended in the Official Gazette No: 28520, dated 06.01.2013)** The medical reports for midterm examinations are resolved in the administrative board of the related unit. Students whose medical reports have been considered appropriate are granted sick leave. Students take make-up examinations at the dates determined by the related instructors. There is no make-up examination for make-up, final, resit and additional examinations. No make-up examinations are carried out for such examinations.

(7) The President's Office and related instructors are informed about students' leave of absence and sick leave. Students whose medical reports have been accepted shall not take examinations within this period of time. If so, the examinations and their results are cancelled.

### **Course exemptions**

**ARTICLE 29-** (1) Students may request exemption from the courses which they have previously taken and passed at another institute of higher education in the first week of every academic year. **(Amended in the Official Gazette No: 28520, dated 06.01.2013)** In such cases (exemption) the grades of the courses which have been previously taken and passed at another institute of higher education are not included in the CGPA. However, the grades of courses which have been previously taken at Atılım University and have been exempted from are included in CGPA.

(2) The requests for exemption shall be concluded by the administrative board of faculty/higher school/vocational high school considering the opinion of the heads of the departments.

### **Submission of the results of examinations**

**ARTICLE 30-** (1) Semester letter grades of courses are submitted to the Registrar's Office within the period stated in the academic calendar after the completion of final examinations.

### **Preservation of examination materials**

**ARTICLE 31-** (1) Every kind of examination materials shall be kept for five years.

### **Special student status**

**ARTICLE 32-** (1) Individuals who are granted to take courses to improve their knowledge, foreign language skills although they are not registered to any of programmes of study at the University are regarded as special students.

(2) Special students pay the tuition fee determined by the Board of Trustees, and are subject to administrative and academic rules which are applied to all students of the University.

(3) These students may request exemption from the courses they have taken and passed as special students if they are granted to register to a programme of study of the University which have been approved by the administrative board of faculty/higher school/vocational high school upon the recommendation of the department chair.

### **Double major undergraduate programmes**

**ARTICLE 33-** (1) Students of a department of whom wish to study in a programme of study within the same faculty or other faculties may register to study the both programmes, which is called Double Major Undergraduate Programme. The conditions of Double Major Undergraduate Programme are determined by the Senate.

### **Minor major programmes**

**ARTICLE 34-** (1) Students of a department may register in Minor Major Programmes in addition their undergraduate programmes. The conditions of Minor Major Programme, which does not mean another undergraduate programme, are determined by the Senate.

### **Student exchange**

**ARTICLE 35-** (1) Students may be sent to study at universities abroad which have been accepted as equivalent by the Council of Higher Education, with whom bilateral agreements which involve scientific, cultural cooperation and student exchange, have been signed, upon the recommendation of the related department, positive opinion of the administrative board of

the faculty, and approval of the administrative board of the University. Students are liable to the rules of the universities they go to. The courses that have been taken and passed during their study abroad, their credits and grades are accepted valid.

(2) The number of the students who will be sent to study abroad, the period of time they will stay there and other conditions shall be determined by the Administrative Board of the University. Students must pay their tuition fees and renew their registration before they go to abroad to study. The selection of the students who will be sent abroad is based on academic success.

### **Students advising**

**ARTICLE 36-** (1) Advisor is an instructor who is assigned for every student by the department head.

(2) The assignment is firstly carried out among professors and instructors.

(3) Advisor assists the student in carrying out the registration procedure considering the integrity of the programme of study and the related regulation.

(4) Without the approval of the advisor, a student's registration shall not be deemed complete. Advisors follow their students' progress and keep a file regarding their registration procedures until they graduate.

## **PART FIVE Miscellaneous Provisions**

### **Cases with no provisions**

**ARTICLE 37-**(1) If cases should arise for which there are no provisions in this regulation, provisions of related regulations as well as decisions of faculty/higher school/vocational high school which have been approved by the Senate are applied.

### **Annulled regulation**

**ARTICLE 38-**(1) Atılım University Regulation on Student Registration-Admission, Associate and Undergraduate Degree Study and Examination which was published in the Official Gazette No: 24139, dated 13.08.2000 is hereby annulled.

### **Implementation**

**ARTICLE 39-**(1) This Regulation shall go into effect on the date of its publication.

### **Execution**

**ARTICLE 40-**(1) the legal provisions of this Regulation shall be executed by the President of Atılım University.