

**ATILIM UNIVERSITY**  
**REGULATIONS ON ASSOCIATE AND UNDERGRADUATE DEGREE**  
**EDUCATION AND EXAMINATION**

**SECTION ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**ARTICLE 1** - (1) The aim of this Regulation is to stipulate the principles regarding the education and examination procedures at Atılım University.

**Scope**

**ARTICLE 2** - (1) This Regulation covers the provisions regarding educational activities and examination procedures executed at associate and undergraduate degrees in higher education programs of Atılım University.

**Basis**

**ARTICLE 3** - (1) This Regulation has been prepared on the basis of Articles 14, 43 and 44 of Higher Education Law dated 4/11/1981 no. 2547.

**Definitions**

**ARTICLE 4** - (1) The definitions for the terms in these Regulations are as follows:

- a) Head of Department: The chairpersons of the departments at Atılım University;
  - b) Dean: The deans of the schools at Atılım University;
  - c) School committee: The directors of the graduate schools under Atılım University,
  - ç) Credits/ ECTS: The European Credit Transfer System;
  - d) Board of Trustees: The Board of Trustees of Atılım University,
  - e) Directorate of Student Affairs: The Directorate of Students Affairs of Atılım University;
  - f) ÖSYM: The Student Selection and Placement Center,
  - g) President: The President of Atılım University,
  - ğ) Senate: The Atılım University Senate.
  - h) University: Atılım University,
  - ı) Executive Board: The Executive Committees of the schools, as well as graduate and vocational schools of Atılım University;
  - i) Board of School: The boards of the graduate and vocational schools of Atılım University;
  - j) Director of School: The directors of graduate and vocational schools of Atılım University
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**SECTION TWO**

**Education, Registration, Programs, Courses, Academic Year**

**Academic Year**

**ARTICLE 5** - (1) An academic year consists of two semesters, each consisting of sixteen weeks. Semesters also cover the final exam periods. Semester periods of the programs which include compulsory long-term summer internship studies may be shortened with the approval of the Senate on the condition that course hours are not reduced. Courses are arranged on a semester basis. However, summer school may be opened upon request outside of the semesters. Summer school procedures are executed in line with the provisions of the relevant legislation. The academic calendar announced by the University shall regulate the registration dates and periods, courses, exams and other similar academic activities conducted in an academic year.

**Quotas**

**ARTICLE 6 - (Amended with Title: RG-29/3/2026-33208)**

(1) Student quotas for associate and undergraduate degree programs are determined by the Senate within the scope of the relevant legislation, and notified to the Higher Education Council following the approval of the Board of Trustees.

**Admission through student transfer**

**ARTICLE 7** - (1) Internal and external student transfer applications to the University shall be made in accordance with the provisions of the relevant legislations and the Senate resolutions.

**Taking courses as an exchange or special status student**

ARTICLE 8 - (Amended: RG-27/10/2024-32705) Students registered at a university in Türkiye or abroad may take courses in the associate or undergraduate programs of Atılım University for certain periods of time, as part of a national and international exchange program, or with the status of a special student, in accordance with the relevant legislation. Special status students are not awarded diploma and title; however, a document including their courses and grades is issued. If these students are then registered at Atılım University, the courses and grades taken at the University may be included in GPA calculation of the students as per the resolution of relevant board. The admission of special status students to associate and undergraduate degree courses is subject to the resolution of relevant boards. Students who are registered at another university and are to take summer school courses at the University as special students will be required to pay the summer school course fees determined by the Board of Trustees.

(2) **(Amended: RG-27/10/2024-32705)** Registered students of the university may take courses at the same level from another higher education institution as part of a national or international student exchange program, or as special students, within the framework of the relevant legislation. The courses taken by such students count towards their obligations in their diploma program, with the decision of the relevant board of directors, provided that their national or ECTS credits, or course hours (including laboratory/ practice hours) are the same, or higher; and are taught in the language of education of the program at the University. Such students shall continue to pay the tuition fee determined for their program as long as they are registered in the University.

(3) In order to take courses from programs in English, the students registered in programs in Turkish must document their foreign language proficiency as per University requirements.

(4) **(Added: RG-27/10/2024-32705)** Special students and exchange students pay their tuition fees/ contribution fees to the higher education institution of their registration. However, 80% of the tuition fee paid by students registered in foundation higher education institutions is transferred to the higher education institution where they are studying as a private student by the foundation higher education institution at which they are registered.

#### **Initial registration transactions**

**ARTICLE 9** - (1) Registration transactions of students admitted to the University at any level shall be carried out in accordance with the provisions of the relevant legislation within the periods announced by the Student Selection and Placement Center on the condition that all necessary documents are submitted and all conditions specified by the University are duly met. Students failing to apply within the announced period, those not having paid their tuition fee, or those not providing or complying with the necessary conditions or documentation shall not be registered.

#### **Tuition Fees**

**ARTICLE 10** - (1) Education at the University is subject to tuition fees. Tuition fee amounts, payment principles and procedures are regulated by the Board of Trustees every year. Tuition fees must be paid within the dates specified in the academic calendar. Students failing to pay their tuition fees in due time must pay the fees with the added delay fine determined by the Board of Trustees within the period for late/financed payments. Students who have not paid their tuition fees may not register in the University or renew their registration.

(2) **(Amended: RG-2/10/2018-30553)** "The students who have up to two courses for graduation except for the courses not included in CGPA shall pay the tuition fee for two courses. However, the students who have three or more courses for graduation shall pay the tuition fee determined by the Board of Trustees for an academic term."

(3) The Board of Trustees shall also determine the tuition fees and other fees to be paid for any extension on the maximum study period, as well as the additional exam rights regarding such students.

#### **Semester registrations**

**ARTICLE 11** - (1) **(Amended: RG-27/10/2024-32705)** Students are required to renew their registration at the beginning of each semester by paying their tuition fees on the dates specified in the academic calendar, selecting their courses within the framework of the provisions of these Regulations and getting their academic advisor approvals. Students are completely liable for their own registration renewals and the course schedule approval procedures. They are required to perform these procedures themselves.

(2) Students who have not enrolled in courses within the specified period in accordance with the terms may not attend these courses and take the exams. The exams and grades of a student not having enrolled in

that particular course are annulled.

(3) Students failing to renew their registrations by the deadline may renew their registrations within the extension period on the condition that their excuses are deemed valid by the administrative board of their school/ graduate school/ vocational school.

(4) **(Amended: RG-29/3/2026-33208)** Registration of students failing to pay their tuition fees or register to courses after paying the required fees shall be suspended. In the suspension period students may not exercise student rights. The suspension period counts towards the period of study. In this case, students who have not paid their fees for two or more semesters and have not renewed their registration may renew or cancel their registration, or transfer by paying 50% of the tuition fee for the last two semesters without a registration renewal, and students who have not renewed their registration for one semester may renew or cancel their registration, or transfer by paying 50% of the tuition fee for the last semester. International students and associate degree students who have completed their entire secondary education abroad, whose registrations have been suspended for one year consecutively, and undergraduate students whose registrations have been suspended for two consecutive years, will have their registrations canceled by a decision of the relevant executive board. The decision regarding the cancellation of registrations for undergraduate students whose registrations have been suspended for four consecutive years is made by the relevant board of directors and sent to the Presidency for approval by the Higher Education Council. Following the approval by the Higher Education Council, the registration cancellation process for these students will be completed. After the cancellation process is finalized, the Directorate of Student Affairs will provide the necessary information to the students whose registrations have been canceled.

#### **Course schedules**

**ARTICLE 12** - (1) (Amended statement: RG-27/10/2024-32705) Course schedules to be followed throughout undergraduate and graduate degree programs, and distribution of courses by semester, shall be arranged by the relevant departments and finalized upon the resolution by the school/ vocational school and the approval by the Senate.

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

**ARTICLE 13** - (1) Courses are divided into two groups as compulsory and elective. Students are obliged to take every compulsory course of the department under which they are registered as well as elective courses the number and type of which are specified in the curriculum. **(Amended sentence: RG-27/10/2024-32705)** Elective courses are decreed by the relevant Head of Department/ School/ Vocational School Directorate where the student is registered.

(2) An exemption exam may be held for the courses selected by the Senate. Students passing the exemption exam are exempted from such courses at their request. Evaluation principles regarding the exempted courses are determined by the Senate.

(3) The courses approved by the Senate may be delivered by means of distance education completely or partially in accordance with the principles stipulated by the Council of Higher Education.

(4) **(Amended: RG-27/10/2024-32705)** A prerequisite course is defined as a course which must be taken and passed before a specific course is taken. Prerequisite courses and their conditions are set by the departments offering these courses and finalized upon the proposal by the board of relevant schools/ vocational schools and the approval by the Senate.

(5) **(Amended: RG-27/10/2024-32705)** A common condition course is a course required to be taken alongside a specific course. Common condition courses and the conditions are set by the departments/ programs offering these courses and finalized upon the proposal by the board of relevant schools/ vocational schools overseeing the departments/ programs in question, and the approval by the Senate.

#### **Credit values**

**ARTICLE 14** - (1) The credit values of courses are determined on the basis of the studies (theoretical courses, practice sessions, internship studies, seminars, individual studies, exams, assignments) required for the duly completion of a course. A semester is arranged to consist of 30 credits. **(Added statement: RG-13/3/2020-31067)** For the School of Medicine a semester may be arranged to offer less or more credits. Courses such as projects, internship studies and field studies also have credit value.

(2) The courses to be excluded from GPA calculations are specified by the Senate.

#### **Course load**

**ARTICLE 15 – (Amended: RG-13/3/2020-31067)**

(1) The course load is the sum of the credit values of the courses to be taken by students. The course load for each semester is 30 credits, except for Medicine. Students may take a maximum of 33 credit courses in these programs, except for those not included in their GPA. Course loads of students of these programs may only be extended by a maximum of 7 credits on the condition that their GPA exceeds 2.00. Course loads of students with a GPA of 2.50 and above may be extended by up to 12 credits. If their GPA is 3.00 and above, their course loads may be extended by 15 credits. **(Amended sentence: RG-27/10/2024-32705)** The total course credits to be granted to students in double major and minor programs are subject to these limitations, based on the general grade point average in their major programs.

(2) No limitations are the case regarding the course load of students of School of Medicine programs.

**Double major programs**

**ARTICLE 16 – (Amended: RG-27/10/2024-32705)**

(1) Students of a department may be granted the right to do a double major in another associate or undergraduate degree program. The principles regarding double major programs are determined by the Senate.

**Minor Programs**

**ARTICLE 17 –** (1) Students of a department may be granted the right to do a minor in another undergraduate program. A minor program does not constitute a separate undergraduate program. The principles regarding minor programs are determined by the Senate.

**SECTION THREE**

**Grades, Evaluation, Success and Attendance**

**Attendance**

**ARTICLE 18 – (1) (Amended: RG-27/10/2024-32705)** Students have to attend courses, practice sessions, exams and other academic studies necessitated by instructors. Students are required to attend at least 70% of these courses, and 80% of these practice sessions. Students failing to meet the attendance requirement, regardless of the reason, including disciplinary action or suspension, lose their right to take the final exam. They are instead graded (NA) for non attendance. With the exception of applied courses, attendance is not required for courses previously taken but failed on the final exam, or for courses successfully taken but retaken to improve their grades. If a different course is taken from a previously-preferred elective pool, the attendance requirement must be met for the new course.

(2) Student attendance is tracked by instructors. The contribution of student attendance in the right to attend midterm and final exams, or in the semester letter grades of students, are announced in the course syllabus to be issued at the beginning of a semester by course instructors.

**Exams and Evaluation**

**ARTICLE 19 - (Amended first sentence: RG-27/10/2024-32705)** In addition to a midterm exam and other studies within a semester, students are required to take a final exam. At least one midterm exam is held in each semester. Midterm dates are announced by the heads of the relevant department or the dean's offices/ graduate school directorates in the first month of the semester. Changes in midterm exam dates may be performed upon the approval of department directorates or dean's offices/ graduate school directorates. Other than midterm exams, quizzes may be carried out unannounced. Final exams are held on the dates and at the classrooms announced by the University. Students shall be given a final course grade by instructors on the basis of their midterm and final examination grades, assignments and their attendance record.

(2) **(Added: RG-13/3/2020-31067)**(1) The issues regarding the committee exams and final exams at the School of Medicine are regulated via the relevant guidelines.

(3) **(Amended: RG-29/3/2026-33208)** Students not having taken their exams are given a make-up exam on the dates on the academic calendar for a reason deemed justified and valid by the department head to whom they are affiliated. Applications for make-up exams are made on the dates specified in the academic calendar for the relevant year. If a student has a medical report covering both the final exam and the make-up exam dates specified in the academic calendar, and lasting at least 21 days, the student may be granted the right to take a make-up exam on a date after the end of the report period, with the approval of the relevant head of department, outside the dates specified in the academic calendar. Students not attending their make-up exam will not be granted another make-up exam entry for the same course within the same semester. However, make-up exams are not held for applied/ practice courses.

(4) **(Amended first sentence: RG-27/10/2024-32705)** Courses that do not require midterm and/ or final exams are determined by the relevant department and submitted for Senate approval. In this case, the final grade is assigned based on the student's coursework during the semester.

(5) A course and its practice and/or laboratory activities may be evaluated separately. In such cases, the provisions in this Article shall apply to the course and its practice and/or laboratory activities separately, as well.

(6) Semester grades are finalized once they are submitted to the ATACS by instructors.

(7) All kinds of examination documents are kept for 5 years.

### **Cheating**

**ARTICLE 20** – (1) Students who cheat, allow cheating or attempt to cheat in examinations shall receive the grade “0” from that particular course. In addition, a disciplinary proceeding shall be carried out on the basis of the relevant legislation.

### **Grades**

**ARTICLE 21** – (1) Students are given a letter grade for each course at the end of the semester when they are registered. The grade is decreed by the instructor responsible for the course.

(2) Instructors may choose any method for grading and may issue a letter grade using the method that they have deemed appropriate, including the relative grading method.

(3) Instructors determine the grading method, attendance conditions for participation in midterm and final exams, contribution of attendance in the right to participate in midterm and final exams, or in letter grades, midterms, assignments, practices and similar activities and their contribution to letter grade, and if any, participation conditions for the final exam and other issues affecting letter grades. Students are to be informed about these conditions in the beginning of semester by means of a syllabus.

(4) The Senate determines the courses for which an exemption exam is to be given, as well as the exemption conditions and procedures.

(5) Conversion tables prepared by the Council of Higher Education are used to convert grades to the 4-point or 100-point system, where necessary.

(6) **(Amended Statement: RG-13/3/2020-31067)** The letter grades and their equivalent scores for programs other than Medicine are:

<u>Letter Grade</u>	<u>Coefficient</u>	<u>Point</u>
AA	4.00	90-100
BA	3.50	85-89
BB	3.00	80-84
CB	2.50	75-79
CC	2.00	70-74
DC	1.50	65-69
DD	1.00	60-64
FD	0.50	50-59
FF	0.00	<50

a) I: Incomplete

b) S: Satisfactory

c) U: Unsatisfactory

W: Withdrawal

d) NI: Not Included

e) NA: Failure due to Non-Attendance

(7) **(Amended: RG-27/10/2024-32705)** The grade (I) is granted to students failing to complete necessary course studies and take the final exam due to an illness or other reasons, while eligible. Students are required to complete their missing work in 15 days following grade announcement for their courses graded (I). Otherwise, the grade (I) will automatically become an (FF) or a (U).

(8) The grade (S) is given to students who are successful in non-credit courses.

(9) The grade (U) is given to students who are not successful in non-credit courses.

(10) The grade (W) is given for courses from which students withdraw with the proposal by their advisor

and the approval by the relevant instructor within the first ten weeks of the semester after the end of course registrations and the add/drop period. Withdrawal conditions for such cases are as follows:

a) **(Amended: RG-23/1/2022-31728)** Students may not withdraw from the courses of their first two semesters.

b) Students may not withdraw from the courses which must be repeated, which have been graded as (W) before and/or are not included in grade point average.

c) **(Amended: RG-23/1/2022-31728)** Students may be granted the permission upon advisor approval to withdraw from a maximum of one course in a single semester, and, in total, two throughout their associate degree studies, and six throughout their undergraduate degree studies.

ç) **(Added: RG-13/3/2020-31067)** The issue of course withdrawals for students of Medicine are regulated with certain guidelines.

d) **(Added: RG-27/10/2024-32705) (Amended: RG-29/3/2026-33208)** Students with courses graded (W) are deemed not to have taken these courses, and these courses do not count in GPA calculations. However, students who retake a course from a previous semester but withdraw from that course will have their previous grades for that course considered valid and used in their GPA calculations.

(11) Exchange and visitor students studying at Atılım University within the scope of agreements concluded with educational or official institutions abroad are not subject to the provisions regarding the grade (W).

(12) The grade (NI) is given for the courses not included in the cumulative grade point average. This grade is indicated on the student transcript with the letter grade received from the course. Such courses are included in the scope defined in Article 15 and are not used in the course exemption procedures regarding registered program(s). (NI) courses may not be repeated. The (NI) status of courses may not be changed within the same program.

(13) **(Amended: RG-27/10/2024-32705)** Students failing to fulfill the attendance duties in relation to the course and course applications are graded (NA) by their instructor as per Article 18. An (NA) shall be processed as an (FF) in the GPA.

(14) Credit equivalence and grade assignment of the courses taken in student exchange programs are executed by the relevant board within the framework of the ECTS procedures.

(15) **(Amended: RG-27/10/2024-32705)** End-of-semester letter grades are announced through the Student Information System.

#### **Objections to material grade errors**

##### **ARTICLE 22 - (Amended: RG-12/4/2021-31452)**

(1) Students may object to their midterm exam, or final exam grades, or final semester letter grades due to material errors by applying to the relevant head of department or, for schools without a such department, to the Office of Dean of School; within 3 working days from the date of grade announcement **(Amended statement: RG-27/10/2024-32705)**. Objection applications past this period shall not be accepted.

(2) If any material error is detected by the Head of Department/ Dean, the erroneous student grade is to be corrected **(Amended statement: RG-27/10/2024-32705)** within 3 business days, and the Directorate of Student Affairs is to be informed accordingly. Correction of material errors detected by instructors after the given period is subject to the decision by the relevant board.

#### **Grade point averages**

##### **ARTICLE 23 - (Amended: RG-15/12/2020-31335)**

(1) The success of the students is determined at the end of each semester on the Student Information System **(Amended statement: RG-27/10/2024-32705)** through calculating the students' end-of-semester and general grade point averages. Total credits earned by students for a course are calculated by multiplying the final grade coefficient with the credit value of the course. To calculate the Grade Point Average (GPA) for a semester, total credit points of a student are divided by the credit values of the courses taken. The averages are rounded up and represented with two digits after the decimal point. The CGPA is calculated taking into consideration the current courses taken by students and under which they are registered with regards to their program since their registration to the University. The CGPA of a student becomes available at the end of the first semester where they are graded for the courses of the program of their registration. In the event where these students are enrolled into a program as a new student through an exam such as YKS or DGS, or through student transfer, previously-obtained course exemptions are represented under a separate exemption period at

the start of the first semester following the registration of the said student to the university in line with the criteria deemed appropriate by the Senate. The grades of these courses are then added to the CGPA at the end of the first semester where such students take the courses of the program of their registration, following their enrollment. **(Amended sentences eight and nine: RG-27/10/2024-32705)** Grades ranging from (AA) to (FF) (including NA) are used in both semester and cumulative grade point average calculations. The most recent grade received for repeated courses and the current credits for the relevant course are taken into account in the cumulative grade point average. All grades are shown on the transcript.

#### **Passing and failing students**

##### **ARTICLE 24 – (Amended: RG-27/10/2024-32705)**

(1) Associate and undergraduate degree students whose grade point average and semester point average are at least 2.00 are deemed to be successful. Among these students who meet the criteria for high honor/honor student status, those with a semester grade point average between 3.00-3.49 are considered semester honor students, and those with a semester grade point average between 3.50-4.00 are considered semester high honor students. The list of honor and high honor students are announced at the end of each semester. Courses taken at summer school are not included in calculations for graduation and honor student rankings.

(2) Associate and undergraduate degree students whose grade point average and semester point average are lower than 2.00 are deemed to be unsuccessful. Students outside the medical program who have a GPA below 1.70 at the end of the semester of their registration and are studying in their second or higher semesters at the University may repeat the courses they have successfully passed, with priority given to the courses they have previously taken and failed, to increase their grades. They may also take certain courses for the first time (including those graded W) for a total of no more than 15 credits throughout their student life until their GPA reaches the specified level of 1.70. Semesters with repeated courses count towards the maximum period of study.

(3) Students with a general grade point average above 1.70 may take other courses, provided that they take the courses they failed first.

#### **Principles regarding repeated courses**

**ARTICLE 25 –** (1) Students who are given the grades (FF), (FD), (W), (NA) or (U) for a course, or those not taking the course in their regular semesters must take these courses in the first semester where available and included in their curriculum. If these courses are elective or have later been eliminated from the curriculum, students take the courses approved by their registered department instead.

(2) **(Amended: RG-27/10/2024-32705)** Students intending to increase their GPA may repeat the courses in which they previously received a passing grade, provided that the courses are included in the current curriculum of the department/ program and are limited to the semester course load. In repeated courses, the latest grade is applicable regardless of the previous grade.

(3) **(Added: RG-13/3/2020-31067)** Medical students are not obliged to repeat their committee courses in which they have scored (FF) or (NA), on the condition that they score at least (CC) in the courses defined in the guidelines.

(4) **(Added: RG-13/3/2020-31067) Medical** students scoring (FF) in the courses defined in the guidelines are to repeat the courses in question, as well as the committee courses.

#### **Re-examination right (Amended title: RG-27/10/2024-32705)**

##### **ARTICLE 26 – (Amended: RG-2/10/2018-30553)**

**RG-23/1/2025-32791** (1) Among associate and undergraduate degree students who take all courses in their curriculum, the re-examination right is granted:

a) For up to the two courses in question, to the students having received the grades (FF) or (FD) from maximum two courses included in their GPA;

b) For up to the two courses scored (DD) or (DC) to the students whose CGPAs are under 2.00 with no grades of (FF) or (FD), as a means to increase their CGPAs;

c) The students whose transcripts include an (FF) or an (FD) course with a CGPA under 2.00 are given an additional period and a right to be subjected to a re-examination for a (DD) or (DC) course besides the (FF) or (FD) course to increase their CGPA.

These students' success status and their CGPA are recalculated after their repeated exams are graded.

(2) **(Amended: RG-27/10/2024-32705)** Students included in the scope of the first paragraph in terms of

their semester, course and GPA conditions must apply to the Directorate of Student Affairs with a petition within maximum 2 days following letter grade announcement. The Directorate of Student Affairs notifies the students and instructors about the courses where the right of re-examination is the case.

(3) **(Amended: RG-27/10/2024-32705)** Repeating an exam for the purposes of graduation is subject to fees which are determined by the Board of Trustees each year.

(4) **(amended first sentence: RG-27/10/2024-32705)** The right of re-examination described in this article is granted to a student only once. Students who are not eligible for graduation after exercising this right must continue taking the necessary courses, paying tuition fees and completing registration procedures.

## SECTION FOUR

### Term of Study, Diploma Requirements, Leaves

#### Period of study

**ARTICLE 27 – (1) (Amended: RG-27/10/2024-32705)** The regular duration of a two-year associate degree at the university is four semesters, the regular duration of a four-year undergraduate degree, excluding the time in the foreign language preparatory courses, is eight semesters, the regular duration of a five-year degree is ten semesters, and the regular duration of a six-year degree is twelve semesters. Students meeting the conditions specified in Article 28 may graduate earlier. Unless a legitimate reason is the case as per these Regulations, students are to complete associate degree programs with a normal duration of two years in a maximum of four years, undergraduate programs with a normal duration of four years in a maximum of seven years, undergraduate programs with a normal duration of five years in a maximum of eight years, and undergraduate programs with a duration of six years in a maximum of nine years, regardless of whether they register for each semester, starting from the semester in which the courses related to the program they are registered are offered, excluding the time spent in foreign language preparatory courses.

(2) Senior students are given two additional re-examination rights for their failed courses at the end of maximum term of study for graduation purposes. Students decreasing the number of their failed courses to five as a result of additional exams are given three additional semesters for five courses. In addition, students failing up to five courses with no additional exams are given four semesters. Students failing a single course are given an unlimited right for re-examination for their failed courses, with no eligibility to exercise their student rights. An unlimited re-examination right is granted to senior students who are on the verge of being exmatriculated for having failed to achieve the necessary CGPA in order to pass, although they have passed the courses necessary for graduation from their registered program. Attendance is not obligatory except for applied and practice courses among these courses, as well as the new ones. Students who do not participate in exams for three academic years consecutively or at intervals shall be deemed to have renounced their unlimited examination rights and these may not be exercised again. Students exercising their unlimited examination rights continue paying the exam fees determined by the Board of Trustees for each course. However, these students may not exercise student rights except for examination rights.

(3) Additional exams are subject to fees which are determined by the Board of Trustees each year.

#### Conditions of eligibility for associate and undergraduate degree diplomas

##### **ARTICLE 28 – (Amended: RG-13/3/2020-31067)**

(1) Non-medical students are required to score at least (DD) in their program courses, and (S) for courses not added to their CGPA, and have a CGPA of 2.00 and above, to be eligible to receive an Associate or an Undergraduate Diploma.

(2) The Medicine program requires students to score at least (CC) in their credit medical courses, and at least (DD) in the courses from other departments, as well as have a CGPA of 2.00 and above.

(3) Students whose CGPA is 3.00-3.49 shall graduate as Honor Students, and students whose CGPA is 3.50-4.00 shall graduate as High Honor Students.

(4) In order to be eligible for an associate or undergraduate degree diploma/ graduation, students must complete a minimum of 60 credits at the University.

(5) In order to be eligible to graduation and issuance of a diploma or a certificate of graduation, students must have no liability to the University including tuition fees.

(6) **(Added: RG-12/4/2021-31452)** Issues regarding graduation grades and rankings of students eligible for graduation are regulated in line with a relevant directive.

**Associate degree diploma to be issued for students unable to complete their undergraduate degree program**

**ARTICLE 29 - (1) (Amended Statement: RG-13/3/2020-31067)** Issues on student eligibility for an Associate Diploma or assignment to vocational school for students other than those in the programs of Medicine and Law, failing to complete their undergraduate degree, are regulated with respect to the provisions of the relevant legislations. **(Amended sentence two: RG-27/10/2024-32705)** Students are required to receive at least a (DD) from each of the courses required to be granted their associate degree diploma, with general grade point average equal to, or above 2.00.

(2) In order to be eligible to graduation and issuance of a diploma or a certificate of graduation, students must have no liability to the University including tuition fees.

**Transcripts**

**ARTICLE 30 - (Amended: RG-27/10/2024-32705)**

(1) All courses taken by students from their registration to their discharge and their letter grades are recorded in student transcripts on the Student Information System.

(2) The procedures for preparing transcripts, issuing them to students or sending them to relevant institutions are undertaken by the Directorate of Student Affairs within the framework of the relevant legislation.

**Disenrollment and exmatriculation**

**ARTICLE 31 - (Amended: RG-27/10/2024-32705)**

(1) **(Amended: RG-3/10/2025-33036)** The student wishing to disenroll may apply to the Directorate of Student Affairs with an official letter. If students who disenroll from the University at their own request or are disenrolled by the University apply for disenrollment before the first day of courses indicated in the academic calendar, 90% of their tuition fees shall be refunded. If the application is made within 15 days following the starting date of courses, 75% of their tuition fees shall be refunded. Students who pay their tuition fees annually will have their tuition fees deducted at the specified rates for the semester of their registration, and the tuition fees for the next semester will be refunded in full if the application is made within 15 days of the fall semester course start date as per the academic calendar. However, if students apply for disenrollment or are disenrolled after 15 days following the first day of courses, their tuition fees shall not be refunded. If students registering to the University through additional quotas or vertical transfer procedures cancel their registration within one week from the last day of the registration period determined for such students, 50% of the tuition fees that they have paid will be refunded. However, no refunds shall be the case past the first week. The status of students canceling their registration is reported to the relevant department, school, and vocational school officials through the Student Information System.

(2) Students whose registration is canceled for any reason, who are expelled from the University due to failure or disciplinary offense, or who are eligible to graduate, are still obliged to pay tuition fees. In order for students to receive their University diplomas or documents belonging to them in their student files, they must pay the full tuition fees determined in accordance with the relevant legislation and undertake other severance procedures determined by the University.

**Leaves and excuses regarding illnesses**

**ARTICLE 32 - (1)** These elements are required for students intending to take an academic leave to continue their education afterwards at the University:

a) **(Amended: 27/10/2024-32705)** For schools/ vocational schools; the decision of the Executive Board of (Vocational) School and the approval of the Presidency,

b) For schools (faculties), with the decision of the Executive Board of School and the approval of the Presidency.

. Students pay half of their tuition fees for the semester of their request to be on leave. Student applications for leaves from those not having paid their tuition fees shall not be accepted. **(Added statement: RG-27/10/2024-32705)** Students who have completed their maximum duration of study will not be granted an academic leave, except in the cases of a force majeure.

(2) **(Amended: RG-27/10/2024-32705)** Students may be granted an academic leave for a maximum of two semesters in associate degree programs, and for a maximum of two semesters in undergraduate programs, within the maximum duration of study stipulated in Law No. 2547, all including the preparatory school; if they

request accordingly, and the conditions are deemed suitable. These periods may be extended upon the decision of the Executive Board of the University where absolutely required. The period for students to be on leave shall not count towards the period of study.

(3) Applications for leaves may be accepted where:

a) Students cannot continue their education due to an illness which is documented by means of a medical report covering a period which is long enough to grant a semester suspension right;

b) Students are recruited for mandatory army duty when unable to defer their military service due to a force majeure;

c) Unexpected reasons make it hard or impossible for the student to pursue their studies while making a living such as the loss of their first or second-degree relatives, or natural disasters;

ç) Students request a leave with the intention to study abroad;

d) Students are under custody or convicted (for the period of their sentence);

e) Students may not continue their education due to the reasons which may be deemed valid by the relevant executive board,

on the condition that excuses or force majeure are duly documented.

(4) Students apply to the relevant school or vocational school for a leave by submitting a letter along with their supporting documents. The decision given by the relevant executive board and approved by the President's Office is notified to students by the Directorate of Student Affairs.

(5) Applications must be made within the dates specified in the academic calendar. Except for acute illnesses or unexpected circumstances, applications not made within the specified periods shall not be accepted.

(6) In the event where students apply to continue their education after their leave, the education experienced and the courses taken by the students on leave to study abroad for a definite period are evaluated by the relevant executive board. Students who have been on leave for other reasons continue their education by registering in the next semester at the end of their leave. However, students who take a sick leave must submit a medical report to the relevant Dean's Office or Directorate in order to prove that they are fit to continue education at the University.

#### **Notification and address information**

#### **ARTICLE 33 - (Amended: RG-27/10/2024-32705)**

(1) All notifications may be made in person to the student, with a signature. Notifications may also be made via registered mail to the permanent address provided during school/ vocational school registrations, or to the address listed in the data provided by the Council of Higher Education (YÖK). If notification is not possible through these means, notifications are to be made via the official University email address to the student at their @student.atilim.edu.tr accounts, which the student is responsible for following, or with a post by the relevant department.

(2) Students who change their address, either in the data sent by the Council of Higher Education during registration or the address they provided themselves, but fail to notify their school and the Directorate of Student Affairs with an official letter, and students who provide an incorrect or incomplete address, may not claim rights on the grounds of, or regarding, not having been notified.

### **SECTION FIVE**

#### **Miscellaneous and Final Provisions**

#### **Repealed regulations**

**ARTICLE 34** - (1) Atılım University Regulation on Student Registration, Admission, Associate and Undergraduate Education and Training and Examination dated 20/6/2012 no. 28329 is hereby repealed.

#### **Transitional Provision**

**PROVISIONAL ARTICLE 1** - (1) The provision in Article 26 regarding additional periods and re-examination rights shall enter into effect in the beginning of Spring 2017-2018.

#### **Distance Education**

#### **PROVISIONAL ARTICLE 2 - (Added: RG-12/7/2020-31183)**

(1) Within the scope of the decree on the implementation of distance education for the Spring of 2019-2020 at higher education institutions resolved by the Council of Higher Education in relation to the pandemic caused by the Covid-19 virus also detected in our country, the Senate is authorized to determine the terms and conditions regarding the academic activities and examination procedures regarding the students who are

currently pursuing their associate and undergraduate degrees.

(2) The articles of this Regulation do not apply for the topics in the fields also regulated by the Senate as per the Paragraph above. For areas over which the Senate has not ruled, this Regulation shall remain in effect.

(3) Distance education is subject to the decree of the Senate as long as it continues, with courses and examination procedures taking place accordingly.

(4) The terms and conditions to be determined by the Senate as per the Paragraphs above apply for all associate and undergraduate degree students.

**Effective Date**

**ARTICLE 35** - (1) This Regulation shall enter into effect in the beginning of the Year of 2017-2018.

**Execution**

**ARTICLE 36** - (1) These Regulations are executed by the President of Atılım University.

<sup>(1)</sup> With the amendment published in the Official Gazette dated 13/3/2020 no. 31067, Paragraph Two has been added to Article 19 of the Regulations to follow Paragraph One. Other paragraphs have been sequenced accordingly.

<b>The Regulations were published in the Official Gazette</b>		
	<b>Date</b>	<b>no.</b>
	16/6/2017	30098
<b>The Regulations amending the Regulations were published in the Official Gazettes</b>		
	<b>Date</b>	<b>no.</b>
1	6/8/2017	30146
2	2/10/2018	30553
3	13/3/2020	31067
4	12/7/2020	31183
5	15/12/2020	31335
6	12/4/2021	31452
7	23/1/2022	31728
8	27/10/2024	32705
9	23/1/2025	32791
10.	3/10/2025	33036
11.	29/3/2026	33208