

# **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 these Regulations is to stipulate the principles regarding the education and examination procedures at Atılım University.

#### **Scope**

**ARTICLE 2** – (1) These Regulations cover the provisions regarding educational activities and examination procedures executed at associate and undergraduate levels in higher education programs of Atılım University.

#### **Basis**

**ARTICLE 3** – (1) These Regulations have 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 Directorate of Assessment, Selection and Placement Center
- g) President: The President of Atılım University;
- ğ) Senate: The Atılım University Senate;
- h) University: Atılım University,
- ı) Executive Committee: 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

## **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.

#### **Student admission**

**ARTICLE 6** – (1) The student quotas allocated for programs shall be determined by the Board of Trustees upon the proposal of the Executive Board of the University and notified to the relevant units and departments by the President's Office.

#### **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** – (1) The exchange or special status students are the registered students or graduates of another university who take courses in the associate degree or undergraduate degree programs of the University within the scope of the national and international student exchange programs or special student status for a given period in compliance with the provisions of the relevant legislation. Special status students are not awarded diploma and title; however, a document including their courses and grades may be 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 undergraduate courses is subject to the resolution of relevant boards. These students shall pay the tuition fee determined by the Board of Trustees for two courses. However, the special status students who have three or more courses shall pay the tuition fee determined by the Board of Trustees for an academic term. If they intend to take courses from summer school programs within the scope of an exchange program or a special status, they shall pay the summer school tuition fee determined by the Board of Trustees.

(2) Credits of the courses or practice sessions taken by registered students of Atılım University who take courses from another higher education institution at the same level within the scope of the national and international student exchange programs or special student status may be substituted with the courses in the registered diploma program with the decision of the relevant executive board. Such students shall continue to pay the tuition fee determined for their program as long as they are registered in the University. If they intend to take courses from the summer school program of another university within this scope, they shall pay the summer school tuition fee determined by the Board of Trustees. The special student status and the exchange program periods of students count towards their duration of study.

(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.

#### **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/fined 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 the semester.

(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) Students must renew their registration at the beginning of each semester within the period announced in the academic calendar following the payment of the tuition fee of the semester and the approval of their course schedule by their academic advisors. Students are completely liable for their own registration renewals and the course schedule approval procedures. They are required to see these procedures performed 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-13/3/2020-31067**) Registration of students failing to pay their tuition fee and renew their registrations shall be suspended. In the suspension period students may not exercise student rights. The suspension period counts towards the period of study. If such students fail to renew their registrations for two or more semesters, they may do so by paying half of the tuition fees for the last two semesters with no renewals. In the case of such students failing to renew their registration for a single semester, these students are expected to pay half of their final semester, in order to renew their registration. Students failing to pay their tuition fees for four years consecutively shall be exmatriculated. The boards of the relevant school, graduate school, or vocational school decide accordingly in relation to such students, and the decision is sent to the Presidency for an approval by the Directorate of the Council of Higher Education. After the approval, exmatriculation procedures are finalized by the Directorate of Student Affairs, and announced to the exmatriculated student.

### **Syllabi**

**ARTICLE 12** – (1) Syllabi to be followed throughout undergraduate degree programs, and distribution of courses by semester, shall be arranged by the relevant departments and finalized with a resolution by the school/ graduate 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 curriculum. Elective courses are determined by the head of the relevant department/ relevant graduate school board.

(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) 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) A joint requisite course is defined as a course which must be taken along with a specific course. Joint requisite courses and their conditions are set by the departments offering the courses and finalized upon the proposal by the board of relevant schools/ vocational schools 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 include 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. Total course credits to be taken by double major and minor program students are subject to these limitations, as well.

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

### **Double major programs**

**ARTICLE 16** – (1) Students of a department may be granted the right to do a double major in another undergraduate 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) Students have to attend courses, practice sessions, exams and other academic studies necessitated by instructors.

(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** – (1) Students are subject to final exams in addition to midterm exams and studies. 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)** <sup>(1)</sup> The issues regarding the committee exams and final exams at the School of Medicine are regulated via the relevant guidelines.

(3) Make-up exams are held by the relevant departments for the students having failed to take any exam with justified and valid excuses. However, make-up exams are not held for applied/ practice courses.

(4) The courses not requiring midterm and/or final exams are determined by the relevant departments and notified to the Directorate of Student Affairs. In such cases, a letter grade is given on the basis of the studies carried out by the student throughout 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>Semester Letter Grade</u>	<u>Quotient</u>	<u>Points</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) The grade (I) is given to students failing to complete necessary course studies and take the final exam due to an illness or other reasons while eligible. Students given an (I) in any course must complete the necessary course studies or pass the make-up exam to be held in place of final exams within 15 days following the announcement of grades. 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 are as follows:

a) Students may not withdraw from the courses in the first two semesters of their undergraduate program.

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) Students may withdraw from maximum one course in every semester and six courses in total during their undergraduate education with the proposal by their advisor.

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

(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) Students failing to fulfill the attendance duties in relation to the course and course applications are given an (NA) by their instructor. 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) Letter grades are announced by the Directorate of Student Affairs at the end of the semester.

#### **Objection to Material Grade Errors**

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

(1) Students may object to midterm grades, final exam grades or semester grades due to material errors by applying to the relevant Head of Department, or the Head of the relevant Graduate School for Schools without departments, within 7 days. Objection applications after 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 within 7 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 score of students is determined by the Directorate of Student Affairs by calculating their semester and cumulative 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. Calculation of semester and cumulative grade point averages is based on the grades ranging from (AA) to (FF). The most recent grade earned for a repeated course is taken into account in CGPA calculations. All grades are shown on the transcript.

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

**ARTICLE 24** – (1) Undergraduate students whose semester and cumulative grade point averages are equal to or higher than 2.00 are deemed to have passed. Students whose semester point average is between 3.00 and 3.49 with the lowest normal course load are deemed honor students, and those with a CGPA of between 3.50 and 4.00 are deemed 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) Undergraduate and associate degree students whose grade point average and semester point average is lower than 2.00 are accepted to be unsatisfactory. Students **(Added statement: RG-13/3/2020-31067)** in programs other than Medicine who are registered in the second or higher semester at the University and whose GPA is lower than 1.70 at the end of registered semester may repeat failed courses and take a maximum of 15 new credits in order to increase their GPA over 1.70. Students whose GPA is equal to and higher than 1.70 and less than 2.00 may take courses as much as their course load including new courses; however, failed courses must be taken primarily. Withdrawn (W) courses and the courses not taken in normal semester are accepted not to be taken. Repeated and withdrawn courses (W) or the courses not taken in normal semester are subject to the provisions specified in Article 25. Semesters with course repeat are included in maximum period of study.

#### **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) Students who intend to increase their GPA may repeat a course that they have passed on the condition to limit these courses to their course load, within at most four semesters after the one in which the courses have been passed. 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.

#### **Additional periods and re-examination rights**

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

(1) Associate or undergraduate degree students having received the entirety of their curriculum courses required for graduation are eligible for additional periods and re-examination rights on these conditions:

a) For up to the two courses in question, for 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) for 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 subject to a re-examination for a (DD) or (DC) course besides the (FF) or (FD) course to increase their CGPA.

The success status and the grade point averages of students are calculated on the basis of the grades obtained in the re-examination at the end of the additional period.

(2) 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 7 days following grade announcement. The Directorate of Student Affairs notifies the students and instructors about the courses where extensions and the right of re-examination are the case.

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

(4) The additional period and the right of re-examination described in this article are 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) The normal term of study for 2-year associate degree programs is four semesters, while students must complete 8 semesters in 4-year undergraduate programs. Students meeting the conditions specified in Article 28 may graduate earlier. Students must complete 2-year associate degree programs within 4 years, **(Amended statement: RG-13/3/2020-31067)** 4-year undergraduate programs within 7 years, and 6-year undergraduate programs within 9 years, regardless of a valid excuse as per this Regulation and excluding the preparatory English school of one year, starting from the semester where their courses begin, and regardless of whether they are registered for each of the semesters.

(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: 12/4/2021-31452)** Issues regarding graduation grades and rankings of students eligible for graduation are regulated in line with a Directive specifically prepared for this purpose.

**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. Students must be graded (DD) or higher for all courses necessary to be eligible for an associate diploma.

(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 – (1)** All courses taken by students from their registration to their discharge and their letter grades are recorded in student transcripts by the Directorate of Students Affairs. Authenticated copies of transcripts are submitted to students in person or by mail. In addition, transcripts are issued upon the request of public institutions.

(2) The Directorate of Students Affairs is authorized to issue, submit or post transcripts.

**Disenrollment and exmatriculation**

**ARTICLE 31-** (1) The student wishing to disenroll may apply to the Directorate of Student Affairs with a 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. 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. Disenrollment of students is notified to the relevant departments, schools or

vocational schools.

(2) The students who disenroll from the University at their own request, are exmatriculated for failing to renew their registration (**Amended statement: RG-13/3/2020-31067**) for four consecutive years, or dismissed due to academic failure or a disciplinary punishment, or those entitled to graduate and receive diploma must have no liability to the University including tuition fees and complete disenrollment procedures specified by the University in order to receive their diploma or the documents submitted during registration.

**Leaves and excuses regarding illnesses**

**ARTICLE 32** – (1) The conditions for student leaves, other than that to return and continue their education afterwards at the University, are:

a) For graduate schools, a resolution by the Graduate School Executive Board and the approval by the President's Office,

b) For schools, a resolution by the School Executive Board and the approval by the President's Office.

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.

(2) Associate degree students may suspend their student status and take a leave for maximum two semesters and undergraduate students may do so for four semesters within their maximum period of study specified in the Law number 2547 including the preparatory school on the condition that their application is approved. 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** – (1) All kinds of notifications are submitted to students in person with a signature, sent to students' addresses provided during registration through registered mail, or announced by the relevant department or unit, if a notification may not be submitted by means of these methods.

(2) Students who provide wrong or incomplete address information during registration or do not notify the Directorate of Student Affairs and the relevant school of any address changes may not make any claims regarding non-delivery of notifications.

**SECTION FIVE**

**Miscellaneous and Final Provisions**

**Repealed regulation**

**ARTICLE 34** – (1) Atılım University Regulations on Student Registration, Admission, Associate and Undergraduate Degree Education 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.

---

*(1) 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>Dated</b>	<b>no.</b>
	16/6/2017	30098
<b>The Regulations amending the Regulations were published in the Official Gazettes</b>		
	<b>Dated</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