ATILIM UNIVERSITY REGULATION ON ASSOCIATE AND UNDERGRADUATE EDUCATION AND EXAMINATION

FIRST CHAPTER
Objective, Scope Basis and Definitions

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

Scope
ARTICLE 2 – (1) This Regulation covers the provisions regarding educational activities and examinations executed at associate and undergraduate degree in higher education programs of Atılım University.

Basis
ARTICLE 3 – (1) This Regulation has been prepared based on the Articles 14, 43 and 44 of the Higher Education Law date 4/11/1981 and number 2547.

Definitions
ARTICLE 4 – (1) The terms given below have the meaning given opposite to them wherever used in this Regulation:

a) Chairperson: Chairpersons of the departments at Atılım University;
b) Dean: Deans of the schools at Atılım University;
c) School committee: School committees at Atılım University;
d) Credit/ECTS: European Credit Transfer System;
e) Board of Trustees: Board of Trustees of Atılım University;
f) ÖSYM: The Directorate of Assessment, Selection and Placement Center;
g) President: President of Atılım University;
h) Senate: Atılım University Senate;
i) University: Atılım University;
j) Executive Committee: Executive Committees of schools and vocational school of Atılım University;
k) Board of School: Boards of schools and vocational school of Atılım University;
l) Director of School: Directors of schools and vocational school of Atılım University.

SECOND CHAPTER
Education, Registration, Programs, Courses,

Academic Year
ARTICLE 5 – (1) An academic year consists of two semesters, each consisting of sixteen weeks. Semesters also cover semester final exam periods. Semester period of the programs which include compulsory long-term summer internship can be shortened with the approval of the Senate on the condition that course hours are not reduced. Courses are arranged on semester basis. However, summer school which shall be executed in compliance with relevant regulation can be opened in addition to the fall and spring semesters. Academic calendar announced by the University shall regulate the dates and periods of registration, 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) Student transfer applications from in and out of the University shall be made in accordance with the provisions of relevant legislations and Senate resolutions.

Taking course 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 programs of the University within the scope of national and international student exchange programs or special student status for a given period in compliance with the provisions of 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 register in Atılım University afterwards, the courses and grades taken at the University may be included in GPA calculation of the students according to 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 program within the scope of exchange program or special status, they shall pay the summer school tuition fee determined by the Board of Trustees.

(2) Credits of the courses or practices taken by registered students of Atılım University who take courses from another higher education institution at the same level within the scope of 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 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 summer school program of another university within this scope, they shall pay the summer school tuition fee determined by the Board of Trustees. Special student status and exchange program periods are included in students’ period of study.

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

Registration transactions

ARTICLE 9 – (1) Registration transactions of students admitted to the University at any level shall be carried out in accordance with provisions of relevant legislation within the periods announced by OSYM on the condition that all necessary documents are submitted and all conditions specified by the University are duly met. Students who fail applying in announced period, paying tuition fee, submitting necessary documents and meeting specified conditions shall not be registered.

Tuition Fees

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

(2) (Amended: OG-2/10/2018-30553) “The students who have maximum 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 to be paid for exceeding normal study period, additional exams and other circumstances.

Semester registrations
ARTICLE 11 – (1) Students must renew their registration in the beginning of each semester within the time 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 required to renew their registration and carry out the approval procedure of their course schedule by themselves.

(2) Students who have not enrolled in courses within the specified time and in accordance with the terms cannot attend the courses and take the exams of those courses. Exam and grade of a student who have not enrolled in the course are canceled.

(3) Students who do not renew 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 school/vocational school.

(4) Registration of students who do not pay their tuition fee and renew their registration shall be suspended. In suspension period which is included in study period, students cannot exercise the rights granted to students. Such students may renew their registration by paying half of the tuition fees of non-registered semesters. However, students who do not pay tuition fee for four years consecutively shall be exmatriculated.

Syllabi
ARTICLE 12 – (1) Syllabi and distribution of courses by semester shall be arranged by relevant departments and approved by school/vocational school.

Compulsory, elective and prerequisite courses
ARTICLE 13 – (1) Courses are divided into two groups as compulsory and elective. Student are obliged to take every course of the department they are registered as well as elective courses of which number and type specified in curriculum. Elective courses are determined by the board of schools/vocational school.

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

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

(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 set by the departments and finalized upon the proposal of the board of relevant schools/vocational high school and the approval of the Senate.

(5) A joint requisite course is defined as a course which must be taken along with a specific course. The joint requisite courses and their conditions are set by the departments and finalized upon the proposal of the board of relevant schools/vocational high school and the approval of the Senate.

Course credits
ARTICLE 14 – (1) Credit value of a course is determined on the basis of the studies (theoretical course, practice, internship, seminar, individual study, exams, assignments) required for duly completion of a course. A semester is arranged to consist of 30 credits. Courses such as project, internship and field study are given credits, as well.

(2) Courses that will not be counted in grade point average shall be specified by the Senate.
Course load

ARTICLE 15 – (Amended: RG-6/8/2017-30146)

(1) The course is the total of course credits (30) that must be taken in a semester. Students can take maximum 33 credits except for the courses not included in GPA. Course loads of students can only be extended by maximum 7 credits on the condition that their GPA is above 2.00. Course loads of students whose GPA is 2.50 and above can be extended by maximum 12 credits. If students’ GPA is 3.00 above, their course loads can be extended by 15 credits. Total course credits to be taken by double major and minor program students are subject to this limitation, as well.

Double major programs

ARTICLE 16 – (1) Students of a department may be granted a 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 a right to do a minor in another undergraduate program. A minor program is not accepted as a separate undergraduate program. The principles regarding minor programs are determined by the Senate.

THIRD CHAPTER

Grades, Evaluation and Attendance

ARTICLE 18 – (1) Students have to attend courses, practices, exams and other academic studies necessitated by instructors.

(2) Attendance of students is followed by instructors who explain compulsory attendance conditions for taking midterm and final exams and contribution of attendance in semester grade in syllabus in the beginning of each semester.

Exams and Evaluation

ARTICLE 19 – (1) Students take final exams apart from midterm exams and assignments. A minimum of one midterm exam is held in each semester. Midterm dates are announced by relevant departments or dean’s offices/schools in the first month of the semester. Midterm exam dates are changed upon the approval of departments or dean’s offices/schools. Short exams may be carried out unannounced. Final exams are held in the dates and places announced by the University. Students shall be given a final grade by the instructor on the basis of their midterm and final examinations grades, assignments and the attendance record.

(2) Make-up exams are held by relevant departments for the students who fail taking any exam due a justified and valid excuse. However, make-up exams are not held for applied/practice courses.

(3) The courses not requiring midterm and/or final exam are notified to the Directorate of Student Affairs. In such cases, letter grade is given on the basis of the studies carried out by the student throughout the semester.

(4) A course and its practice and/or laboratory activities can be evaluated separately. In such a case, the provisions in this article shall be applied to the course and its practice and/or laboratory activities separately, as well.

(5) Semester grade is finalized once it is entered into the ATACS by instructors.

(6) 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 “0” grade from that course. In addition, disciplinary proceeding shall be carried out on the basis of relevant legislation.
Grades

ARTICLE 21 – (1) Students are given a letter grade by instructors for each course at the end of registered semester.

(2) Instructors may choose any method for grading including relative grading method.

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

(4) The Senate determines the courses to be given exemption exam, exemption conditions and procedures.

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

(6) Letter grades and their equivalents are listed below:

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

a) I: Incomplete
b) S: Satisfactory
c) U: Unsatisfactory
d) W: Withdraw
e) NI: Not Included
f) NA: Not Attended

(7) The grade (I) is given to students who fail completing necessary course studies and taking final exam due to illness or other reasons although they are eligible. Students given (I) in any course must complete necessary course studies or pass the excuse exam to be held in place of final exams within 15 days following the announcement of grades. Otherwise, the (I) grade will automatically become a (FF) or (U).

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

(9) The grade (U) is given to students who fail non-credit courses.

(10) The grade (W) is given for courses from which students withdraw with proposal of their advisor and approval of relevant instructor within the first ten weeks of the semester after the end of course registration and add/drop period. Withdrawal conditions are as follows:

   a) Students cannot withdraw from the courses included in the first two semesters of their program.

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

   c) Students can withdraw from maximum one course in every term and six courses in total during their undergraduate education with the proposal of their advisor.
(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 students’ transcript with the letter grade received from the course. Such courses are included in the scope defined in the Article 15 and not used in the course exemption processes regarding registered program(s). (NI) courses cannot be repeated. The status of the courses taken as (NI) cannot be changed in the same program.

(13) Students who fail fulfilling course requirements are given (NA) by their instructor. (NA) shall be calculated as the grade (FF) in GPA.

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

(15) Letter grades are announced by the Directorate of Student Affairs.

Objection to Material Grade Errors

ARTICLE 22 – (1) Students can object to midterm, final exam or letter grades due to a material error by applying to relevant course instructor within 7 days following the announcement of grades. Objection applications after this period shall not be accepted.

(2) If instructors find a material error in letter grades, they apply to chairperson of department or dean of school along with supporting documents. In such cases, the chairperson or dean corrects the letter grade within 7 days following the date of objection and informs the Directorate of Student Affairs accordingly. In addition, correction of material errors found out by instructors after this period subject to the decision of relevant board.

Grade Point Averages

ARTICLE 23 – (1) Success score of students is determined by the Directorate of Student Affairs by calculating their semester and cumulative grade point averages. Total credit earned from a course is calculated by multiplying the coefficient of the final grade by the credit hours. In order to calculate the Grade Point Average (GPA) for any given semester, the total credit points are divided by the total credit hours. The averages are rounded up and represented with two digits after point. CGPA is calculated with all current courses taken and registered by students since their registration in the University. Calculation of semester and cumulative grade point average is based on the grades from (FF) to (AA). The most recent grade earned for a repeated course is used to calculate CGPA. All grades are shown on transcript.

Satisfactory and unsatisfactory students

ARTICLE 24 – (1) Undergraduate students whose semester and cumulative grade point average is equal to and higher than 2.00 are accepted to be satisfactory. Students whose semester point average is between 3.00 and 3.49 with the lowest normal course load are accepted to be honor student, and between 3.50 and 4.00 high honor student. List of honor and high honor students are announced at the end of each semester. Courses taken in summer school are not included in calculations for graduation and honor student rankings.

(2) Undergraduate and associate degree students whose semester and cumulative grade point average is lower than 2.00 are accepted to be unsatisfactory. Students 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 or 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 new courses. 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 course repeat
ARTICLE 25 – (1) Students who are given (FF), (FD), (W), (NA) or (U) in a course, or do not take the course in normal semester must take that course in the first semester in which it is available and included in curriculum. If the course is elective or out of curriculum, students take the courses approved by their registered department instead.

(2) Students who intend to increase their GPA may repeat a course they have passed within following four semesters in accordance with course load principles. In repeated courses, the latest grade is applicable no matter what the previous grade is.

Additional period and exam
ARTICLE 26– (Amended: OG-2/10/2018-30553) (1) Among associate and undergraduate students who take all courses in their curriculum:

a) The students who receive (FF) or (FD) from maximum two courses included in GPA are given additional period and exam right for two courses;

b) The students whose CGPA is under 2.00 although they have not received (FF) or (FD) are given additional period and exam right for two (DD) and/or (DC) courses in order that they can increase their CGPA;

c) The students whose transcript include an (FF) or (FD) course and CGPA is under 2.00 are given additional period and exam right for a (DD) or (DC) course besides the (FF) or (FD) course in order that they can increase their CGPA.

Success status and grade point averages of students are calculated on the basis of the grades obtained in additional exams.

(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 the announcement of grades. The Directorate of Student Affairs notifies the students and instructors about the courses to be given additional period and exam right.

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

(4) Additional period and exam right described in this article is granted only once. Students who cannot be entitled graduation after exercising this right must continue taking necessary courses by paying tuition fee and completing registration procedures.
FOURTH CHAPTER
Term of study, diploma requirements, leaves

Period of study
ARTICLE 27 (1) Normal term of study for 2-year associate degree programs is four semesters, while students must complete 8 semesters for 4-year undergraduate programs. Students meeting the conditions specified in the Article 28 can graduate earlier. Students must complete 2-year associate degree programs within 4 years and 4-year undergraduate programs within 7 years beginning from the first registered semester excluding one-year preparatory school without considering whether students registered in each semester, on the condition that there is not a valid reason specified in this Regulation.

(2) Senior students are given two additional exam rights for all courses they fail at the end of maximum term of study. Students who decrease the number of courses they fail to five as a result of additional exams are given three semesters for five courses. In addition, students who fail maximum five courses without taking additional exams are given four semesters while students failing one course are given unlimited exam taking right. However, such students cannot exercise the rights granted to students during these semesters. Unlimited exam right is granted to senior students who will be exmatriculated as they fail achieving necessary CGPA in order to be regarded as successful, although they pass all courses necessary for graduation from their registered program. Attendance is not obligatory for applied and practice courses and the ones which have not been registered before. Students who do not participate in exams for three academic years consecutively or at intervals shall be regarded to be renounced from their right which cannot be exercised again. Students who exercise their unlimited exam right continue paying exam fee determined by the Board of Trustees for each course. However, such students cannot exercise the rights granted to students except for exam procedures.

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

Associate degree and undergraduate diploma
ARTICLE 28 – (1) In order for the issuance of associate degree/undergraduate diploma, students must pass their courses in curriculum with (DD) or higher and have a minimum CGPA of 2.00. In addition, the courses which are not included in GPA calculation must be graded (S). Students whose CGPA is 3.00-3.49 shall graduate as Honor Students, and students whose CGPA is 3.50-4.00 as High Honor Students.

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

(3) In order to be entitled to graduation and issuance of diploma or certificate of graduation, students must have no liability to the University including tuition fee.

Associate degree diploma to be issued for students who cannot complete their undergraduate program
ARTICLE 29 – (1) Provisions of relevant legislation shall be applied for appointment to a vocational school or issuance of associate degree diploma for students who cannot complete their undergraduate program. Students must be graded (DD) or higher for all courses necessary for associate degree diploma.

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

ARTICLE 30—(1) All courses taken by students from their registration to their discharge and their letter grades are recorded in students’ transcripts by the Directorate of Students Affairs. Authenticated copies of transcripts are submitted to students in person or by post. 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 write a petition and apply to the Directorate of Student Affairs. 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 fee shall be refunded. If the application is made within 15 days following the starting date of courses, 75% of their tuition fee shall be refunded. However, in the cases where students apply for disenrollment or are disenrolled after 15 days following the first day of courses, their tuition fee shall not be refunded. Disenrollment of students is notified to relevant department, school or vocational school.

(2) The students who disenroll from the University at their own request, are exmatriculated due to failure of renewing registration, academic failure or disciplinary punishment, or 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

ARTICLE 32 – (1) Students may take leave with decision of relevant executive board and approval of the President’s Office on the condition that they return and continue their education at the University. Students pay the half of tuition fee of relevant semester. Leave applications of students who do not pay their tuition fee shall not be accepted.

(2) Associate degree students may suspend their student status and take leave for maximum two semesters and undergraduate students for four semesters within maximum period of study specified in the Law number 2547 including preparatory school on the condition that their application is approved. These periods may be extended with the decision of Executive Board of the University in the cases of force majeure. The period on leave shall not be included in period of study

(3) Applications for leave can be accepted in the cases 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 semester suspension right;
   b) Students are recruited as they could not defer their military service due to a force majeure;
   c) Students lose their first or second degree relative(s) or suffer from a natural disaster which makes their education at the University very difficult or impossible to continue;
   d) Students intend to study abroad;
   e) Students are under custody or convicted (for period of sentence);
   f) Students cannot continue their education due to the reasons which can be regarded as an acceptable excuse by relevant executive board, on the condition that excuses or force majeure are duly documented.
(4) Students apply to relevant school or vocational school for leave by submitting a petition and all supporting documents. The decision given by 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 in specified periods shall not be accepted.

(6) In the cases where students apply to continue their education after the end of leave, relevant executive boards evaluate the education and courses taken by students during temporary study abroad. Students who take leave for other reasons continue their education by registering in the next semester at the end of the period. However, students who take sick leave must submit a medical report to relevant dean’s office or directorate in order to prove that they are fit enough to continue education at the University.

**Notification and address information**

**ARTICLE 33** – (1) All kinds of notifications are submitted to students in person against signature, sent to students’ address provided during registration, through registered mail or announced by relevant department or unit, if notification cannot be submitted by means of abovementioned methods.

(2) Students who provide wrong or incomplete address information during registration or do not notify the Directorate of Student Affairs and relevant school after any address change cannot make any claim for non-delivery of notifications.

**FIFTH CHAPTER**

**Miscellaneous and Final**

**Abolished Regulation**

**ARTICLE 34** – (1) The Regulation on Student Registration, Admission, Associate and Undergraduate Education and Training and Examination date 20.06.2012 and number 28329 is hereby abolished.

**Transitional Provision**

**PROVISIONAL ARTICLE 1** – (1) The provision regulated in the Article 26 regarding additional period and exam right shall take into effect in the beginning of the spring semester of 2017-2018 academic year.

**Effective Date**

**ARTICLE 35** – (1) This Regulation shall go into effect in the beginning of 2017-2018 academic year.

**Execution**

**ARTICLE 36** - (1) This Regulation is executed by the President of Atılım University.

| The Regulation was published in the Official Gazette: |
|---|---|
| Date | Issue |
| 16/6/2017 | 30098 |

| The Regulations on the Amendment of the said Regulation were published in the Official Gazettes: |
|---|---|
| Date | Issue |
| 1 | 6/8/2017 | 30146 |
| 2 | 2/10/2018 | 30553 |