

Principles and Procedures for Composite Examinations and the Summer School for Undergraduate Students

(Senate Date: 10.04.2017, Senate Decision: 2017/07)

Please be advised that the following principles and procedures will apply to composite examinations and the summer school, effective from the 2017-2018 Fall semester as per letter sent by the Higher Education Council of Turkey (YÖK) on September 17, 2017.

- 1.** Undergraduate students will be offered composite examinations for their undergraduate Fall and Spring courses which have a final examination. Students will sit for their composite examinations at the end of the respective semester in which the courses are offered. Composite examinations are administered on the dates announced in the academic calendar. *(Amended: US: 12.09.2019-2019/08)* No final examination is administered for courses offered by the School of Applied Sciences due to its required internships that cover all of the summer session. However, a composite examination can be administered for specific courses announced at the beginning of the semester by the Board of the School of Applied Sciences. The scope of such a composite examination should correspond to that of the last mid-term examination administered for the respective course during the semester. Students who fail these courses or who are unable to sit for the last mid-term examination of these courses may take the composite examinations administered for these courses. These students are assigned a BÜT grade to denote that they will take the composite examination. No make-up examination is administered for the last mid-term of these courses. The grade obtained in the composite examination replaces the grade obtained from the last mid-term examination. The student's new grade is assessed and announced by the course instructor by the last date for the submission of incomplete grades. Any BÜT sign which has not been replaced by this date automatically turns into an F ("Fail") grade.
- 2.** Students may take the composite examinations only for the courses offered in the respective semester.
- 3.** No composite examination is held for courses offered during the summer school.
- 4.** No make-up examination is held for final examinations or composite examinations.
- 5.** No composite examination is held for the PLACEMENT or TRACE examinations, English Language Preparatory Program courses, or graduate courses.
- 6.** Any eligibility requirements explained in the course syllabus for the final examination also applies to the composite examination. Students who are unable to meet the eligibility requirements receive a grade "F", and are not allowed to sit for the composite examination.
- 7.** Students who, for any reason, were unable to take or fail their final examinations although they have met the eligibility requirements for their final examination may sit for a composite examination. These students are given a grade "BÜT" to indicate that they will take a composite examination.
- 8.** No application is necessary to sit for a composite examination. Students who are awarded a "BÜT" grade may sit for the composite examinations administered for the courses they failed.
- 9.** The score obtained in the composite examination replaces the score obtained from the final examination. The student's new grade is assessed and announced by the course instructor by the last date for the submission of incomplete grades. Any BÜT grade which has not been replaced by this date automatically turns into an F ("Fail") grade.
- 10.** Students cannot take the composite examinations for the following courses:
 - a)** Students cannot take composite examinations for their withdrawn courses ("W" courses).
 - b)** Students cannot take composite examinations for the courses for which they received a grade "I" (Incomplete). Students with incomplete work should be awarded a "BÜT" grade if they are to be allowed to sit for composite examinations.
 - c)** Students cannot take composite examinations for the courses they passed (i.e., to raise their grade, etc.).
- 11.** Courses offered by our University during the summer school cannot be taken from other universities' summer schools.
- 12.** The Sectoral Education Program courses (all SEC-coded courses), which are designed exclusively for our University, and capstone projects cannot be taken from other universities' summer schools. Likewise, should there be any other courses which faculties or schools do not allow to be taken from other universities' summer schools, these courses will be announced to students by the respective academic unit.

- 13. (Amended: US: 07.08.2018-2018/09)** Courses which can be taken from other higher education institutions during the summer session and the higher education institutions (universities) where these courses can be taken are determined by the Faculty / School Executive Boards. Students must apply to their faculties/schools in order to take the courses not offered by the OzU summer school from other universities and have their grades transferred. To do so, the following requirements must be met:
- a)** Applications must be submitted with a petition which clearly explains the requested course, university offering the course, course description, course credits, and language of instruction (by the due date, if any, announced by the respective academic unit and together with any additional/supplementary documents).
 - b)** The course can be taken only if its course description, course credits, and language of instruction are deemed acceptable by the faculty/school executive board.
 - c)** The Faculty / School Executive Boards review the credits and courses the students have completed, and decide which courses to be waived after credit and grade transfers as per Article 26 of the Rules and Regulations for Undergraduate Programs.