

**OZYEGIN UNIVERSITY**  
**RULES AND REGULATIONS FOR UNDERGRADUATE PROGRAMS**  
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**SECTION ONE**  
**Purpose, Scope, Legal Ground and Definitions**

**Purpose**

**ARTICLE 1 –**

(1) The purpose of these Rules and Regulations is to govern the applicable principles and procedures for teaching and learning in the undergraduate programs of Özyeğin University’s faculties and schools.

**Scope**

**ARTICLE 2 –**

(1) These rules and regulations cover applicable provisions for teaching and learning in the undergraduate programs of Özyeğin University’s faculties and schools.

**Legal Ground**

**ARTICLE 3 –**

(1) These Rules and Regulations have been prepared pursuant to Article 14 and Article 44 of Higher Education Law No:2547, dated November 4, 1981.

**Definitions**

**ARTICLE 4 –**

(1) The following terms shall have the following meaning hereinafter:

- a) ECTS: European Credit Transfer and Accumulation System,
- b) Faculty: Özyeğin University Faculties,
- c) Faculty Board: Özyeğin University Faculty Boards,
- ç) Faculty Executive Board: Özyeğin University Faculty Executive Boards,
- d) Board of Trustees: Özyeğin University Board of Trustees,
- e) Student Services: Özyeğin University’s Student Services Unit,
- f) OSYM: Student Selection and Placement Center
- g) Program: Undergraduate Programs at Özyeğin University,
- ğ) Rector: Özyeğin University Rector,
- h) Senate: Özyeğin University Senate,
- ı) University: Özyeğin University,
- i) University Executive Board: Özyeğin University University Executive Board,
- j) School of Languages: School of Languages at Özyeğin University,
- k) YÖK: Higher Education Council of Turkey
- l) School: Özyeğin University Schools
- m) School Board: Özyeğin University School Boards
- n) School Executive Board: School Executive Boards of Özyeğin University,

**SECTION TWO**  
**Provisions on Student Admission**

**Quotas of Academic Programs and Student Admission**

**ARTICLE 5 –**

(1) The number of students admitted to the undergraduate programs of Özyeğin University’s faculties and schools is determined by the Senate, and takes effect pursuant to the approval of the Board of Trustees and the decision of the Higher Education Council of Turkey (YÖK).

(2) OzU Undergraduate Programs admit eligible students through the central placement examination administered by the Center of Student Selection and Placement (OSYM), as well as through special aptitude tests, international applications, horizontal transfer applications, and special student and exchange programs. Except for placements by OSYM, all admission and enrollment procedures are governed by the principles and procedures set forth by both the Senate and YÖK.

## **Admission, Enrollment and Grade Transfer of Horizontal and Vertical Transfer Students**

### **ARTICLE 6 –**

(1) Admissions to OzU undergraduate programs via horizontal transfers are conducted as per the principles determined by the Senate within the framework of the Rules and Regulations No:27561 on the Principles of Transfers between Associate and Bachelor's Degree Programs, Double Major, and Double Minor at Higher Education Institutions, and Credit Transfers Between Higher Education Institutions published in the Official Gazette on April 24, 2010.

(2) Admission of vocational school graduates to undergraduate programs through vertical transfers are conducted as per the principles determined by the Senate and the provisions of the "Rules and Regulations for the Continuation of Undergraduate Education for Graduates of Vocational Schools and Open Education Associate Degree Programs" published in the Official Gazette No: 24676 dated 2/19/2002.

(3) Of the courses taken and successfully completed by vertical and horizontal transfer students in their previous academic program, those to be counted toward the graduation requirements of the new program as well as their credit transfers, and courses to be exempted/waived in the new program, are determined by the respective faculty/school's executive board, while grade transfers are completed as per the principles set by the Senate. Excluding Turkish-medium programs, the language of instruction of a course completed by students in their previous program must satisfy the language of instruction requirement of the exempted/waived course in the students' new program.

(4) However, in the event that horizontal transfer students took courses from other universities under the status of special students or exchange students, only the courses that were transferred by the former university can be transferred to the students' new program.

(5) For the students enrolled via horizontal and vertical transfer, the number of semesters, which are calculated as one semester for each 30 ECTS credits of the courses counted towards the University's undergraduate diploma program among the courses (which) the students have achieved in their previous program, are counted towards the students' period of study. Should the total transfer credits be below 30 ECTS but at least 24 ECTS, then, only a semester will be counted towards the students' period of study. If the total transfer credits amount to less than the full multiples of 30, with the remainder being at least 24 credits, a semester will be counted towards to the student's period of study for each full multiplier of 30 ECTS credits, and one more semester will be deducted from the student's period of study for the remainder.

(6) Horizontal and vertical transfer students are required to satisfy the English proficiency requirements specified in Article 12 of these rules and regulations.

### **Special Student Status**

#### **ARTICLE 7 –**

(1) Students from other higher education institutions may attend courses offered by OzU as special students based on the decision of the respective Faculty/School Executive Board. These students submit their applications and complete their enrollments at the latest during the add-drop period announced in the academic calendar. Special students are admitted for one semester only. To further continue their education as special students, they must submit a new application.

(2) The maximum number of courses which may be taken by a special student is limited to the regular course load, which is specified in these rules and regulations. Special students are charged tuition per credit hour based on the total credit hours taken.

(3) Special students are not considered OzU students and may not benefit from any student privileges. However, in other matters, they must abide by the provisions of effective legislations which apply to university students. These students are not awarded a diploma or a degree, but they can request a transcript documenting the classes taken and grades received at the University.

### **National and International Student Exchange**

#### **ARTICLE 8 –**

(1) OzU may establish cooperation agreements with other higher education institutions in Turkey or abroad to offer students the opportunity to participate in exchange programs. Exchange programs are offered as per effective bilateral agreements and the principles set by the Higher Education Council.

(2) Exchange procedures, course registrations, tuition fees and similar other procedures for incoming exchange students are conducted by the Dean's/Director's Office at the respective Faculty/School as per effective bilateral

agreements and legislations. Incoming exchange students are not considered OzU students and may not benefit from student privileges. However, in other matters, they must abide by the provisions of effective legislations which apply to university students. These students are not awarded a diploma or a degree, but they can request a transcript documenting the classes taken and grades received at the University.

(3) OzU students who wish to take courses from other universities through student exchange programs ("outgoing exchange students") remain enrolled at OzU and are required to pay their tuition to OzU during the semester(s) they spend as exchange students in the exchange program. Course and grade transfers of outgoing exchange students are completed based on the decision rendered by the Executive Board of the Faculty/School in which the students are registered. Students participating in exchange programs remain enrolled at OzU during the semesters they spend on the exchange program, and the semesters spent as exchange students are counted towards their period of study.

### **Double Major and Minor Programs**

#### **ARTICLE 9 –**

(1) Double major and minor procedures are determined by the Senate as per the provisions of the "Rules and Regulations on the Principles of Transfers between Associate and Bachelor's Degree Programs, Double Major, and Minor at Higher Education Institutions, and Credit Transfers between Higher Education Institutions".

## **SECTION THREE Academic Principles**

### **Academic Year and Calendar**

#### **ARTICLE 10 –**

(1) One academic year consists of two semesters, each of which lasts at most 14 weeks (70 business days). The final exam periods are not included. Courses are held on a semester basis, and are offered during the fall and spring semesters.

(2) Furthermore, in addition to the Fall and Spring semesters, a summer session may also be offered, subject to the decision of the Senate. Summer sessions last at most eight weeks, which consist of at least a seven-week lecture period followed by an exam period. The total class hours of a course offered in the summer session are equivalent to the total class hours of that course when offered during the Fall or Spring semester. Registration for summer session courses is optional. The duration of the summer session is neither included nor counted towards the regular period of study. Summer session fees are not included in the tuition and fees paid for the Fall and Spring semesters, and are charged separately for courses offered during the summer session.

(3) Dates and periods pertaining to registration, classes, examinations and other important academic events are announced in the Senate-approved academic calendar.

### **Language of Instruction**

#### **ARTICLE 11 –**

(1) The language of instruction of Özyeğin University's undergraduate programs is English or Turkish.

### **English Proficiency**

#### **ARTICLE 12 –**

(1) Students are required to prove their English proficiency in order to be eligible for matriculation to the English-medium undergraduate programs at the University. Students who prove their English proficiency with either the exam score reports of the English Proficiency Examination administered by the School of Languages or that of an equivalent national and international English proficiency examination may directly matriculate to their undergraduate programs. Equivalent national and international English proficiency examinations and their validity periods are determined by YÖK or Senate, while the minimum passing scores are determined by the Senate. Prospective students must submit their English Proficiency documents either at the time of their application to the University or at the time of their enrollment in the University.

(2) Students who cannot prove their English proficiency are placed in the English Preparatory Program administered by the School of Languages.

(3) Principles and procedures pertaining to English Proficiency Examinations, terms and conditions for exemption, and attendance in the English Preparatory Program are governed by the Rules and Regulations for the English Preparatory Program within the Özyeğin University School of Languages.

(4) The provisions of this Article also apply to horizontal or vertical transfer students.

## **Enrollments**

### **ARTICLE 13 –**

(1) Students admitted to OzU must personally or by designated proxy or a legal representative complete their enrollment for the University by submitting all required documents and paying the required tuition and fees within the period specified in the academic calendar.

Enrollment documents must be original or duly certified copies. Military service and clean criminal record procedures are completed based on the student's declaration.

3) Students cannot enroll via mail or if their documents are incomplete. Prospective students who fail to complete their enrollment within the announced dates lose their right to enrollment at OzU. Should it be determined that the student does not fulfill the necessary requirements for enrollment or no longer meets enrollment requirements, the enrollment, if completed, is revoked.

Should it be subsequently determined that a student has been admitted based on incomplete, inaccurate, misleading or otherwise falsified/forged documents and statements, the student will not be enrolled, and, if enrollment has already been completed, it will be revoked, regardless of the semesters the student has studied at the University. Necessary actions shall be taken against such students, even if graduated, as per the provisions of effective legislations, and all documents issued in their name, including diplomas, shall be deemed invalid. No refund is made for the tuition and fees paid by specified students who are denied enrollment.

## **Tuition and Scholarships**

### **ARTICLE 14 –**

(1) Education offered at OzU is subject to tuition. Tuition and payment methods for both current and newly admitted students are determined and announced annually by the Board of Trustees. Students are required to pay their tuition and fees at the beginning of the Fall and Spring semester, within the period announced in the academic calendar. Students who fail to pay their tuition within the posted periods are not allowed to complete their enrollment, renew semester registration, nor take a leave of absence. Also, such students do not retain their student privileges.

(2) The scope, application requirements, allocation, and continuity of tuition waivers and additional admission and in-study scholarships awarded to students are determined upon the decision of the Senate and the approval of the Board of Trustees.

(3) Students may benefit from the scholarships under the terms and conditions the University guaranteed in the year of their enrollment. Should a student whose enrollment at the University was terminated for any reason re-enroll in the University as per effective legislations, the tuition and scholarship amount, and the terms and conditions for scholarships are determined by the Board of Trustees as per the respective legislations in effect.

(4) Summer session courses are not included in the tuition paid for the Fall and Spring semesters, and are charged separately.

## **Registration Renewal**

### **ARTICLE 15 –**

(1) Students must personally renew their registrations at the beginning of each Fall and Spring semester. To renew their registrations, students must complete their course registrations within the periods announced in the academic calendar after they pay the required tuition and fees, and fulfill any other due obligations required by the University.

(2) Students who fail to complete their registration within the announced dates may complete late registrations during the add/drop period specified in the academic calendar. Students who complete late registration are required to fulfill the requirements determined by the University.

(3) Students who fail to renew their registrations by the end of the add-drop period receive the status of "unregistered students". These students cannot attend courses or sit examinations, nor can they retain their student privileges during the semesters they spend as "unregistered students". Scholarships of unregistered students are terminated (including cash stipends and the like, if awarded). However, scholarships of students who apply to return to the University are reinstated (including additional scholarships). Returning students must pay the tuition set for the current academic year based on the year in which they were first admitted to the University. The semesters spent as an unregistered student are counted towards the term of scholarship announced in the year of the student's first admission to the University. Students who receive the status of unregistered student for four consecutive academic years within their maximum period of study are expelled from

the University. Expulsion procedures of these students are completed based on the principles set forth by the Senate.

(4) Semesters spent as an unregistered student are counted towards the period of study.

(5) Unregistered students may renew their registrations upon the approval of the Faculty/School Executive Board at the beginning of each semester provided that they submit an application to the Dean's/Director's Office of their Faculty/School before the start of classes.

(6) Students whose status is changed from "Unregistered" to "Registered" are subject to the curricula applicable to newly admitted students for that academic year. Should there be any changes to their curricula, course and grade transfers are completed upon the approval of the relevant faculty/school executive board.

## **Academic Advising**

### **ARTICLE 16 –**

(1) For each registered undergraduate student, a member of faculty at the University is assigned as an academic advisor in order to monitor the student's academic performance and provide academic guidance. Academic advisors are designated by the Dean's/Director's Office of the student's faculty/school before the start of the course registration period during the first semester of matriculation.

## **Curricula**

### **ARTICLE 17 –**

(1) The curriculum of an undergraduate program is determined with the resolution of the respective faculty/school executive board and the approval of the Senate. The curriculum consists of courses, laboratory sessions, practical sessions, internships and other similar activities which must be completed to graduate from the program, as well as weekly class hours and credits, pre-requisites or co-requisites, if any, and the grade type. Courses are distributed to the regular period of study in such a way so as to ensure that the total number of credits per semester equals to 30 ECTS.

(2) Any amendment to the curriculum is made by following the aforementioned procedures. Amendment decisions must explicitly state the applicable procedures for students who will be affected by such amendments. Amendments become effective at the beginning of the following semester.

(3) A student is defined as a freshman up until the point at which s/he completes 59 ECTS credits, and as a sophomore, junior and senior student when s/he completes between 60 and 119 ECTS; 120 and 179 ECTS; and, at least 180 credits, respectively.

## **Required and Elective Courses**

### **ARTICLE 18 –**

(1) Courses offered in undergraduate programs are classified into two groups: required and elective courses. Required courses are the courses that are mandatory for students; while, elective courses are courses that students may choose to take based on their areas of interest, within the framework of the specified terms and conditions.

## **Pre-requisites and Co-requisites**

### **ARTICLE 19 –**

(1) A pre-requisite is a requirement that students must satisfy in order to be eligible to take a specific course. A pre-requisite may include a course/courses which must be completed with at least a passing grade, or any other requirements that must be satisfied/completed including credits or works. In the event the prerequisite is a repeated course, only the most current grade obtained is applicable.

(2) Co-requisites are courses that must be taken concurrently in order to be eligible to take a certain course. Co-requisites are concurrently registered, dropped or withdrawn from. If the co-requisite of a course is completed with at least a passing grade in a previous semester, the co-requisite requirement is considered fulfilled for the respective course.

(3) Students cannot register for courses with prerequisites/co-requisites unless they satisfy the prerequisite/co-requisite requirements. The provisions of this clause also applies to exchange students participating in national or international exchange programs, students who wish to take courses from the University as special students, and students who wish to take courses from other higher education institutions while enrolled in the University.

(4) An exempted/waived course can be counted as a prerequisite/co-requisite for another course.

## **Course Load**

### **ARTICLE 20 –**

(1) Course load refers to the total number of ECTS credits taken by a student during any given semester.

(2) The regular course load in the Fall and Spring semesters is 30 ECTS credits. The maximum course loads are specified below according to the academic standing of students. Students may not exceed the given maximum course loads.

- a) 30 ECTS credits in the first semester for freshman students beginning the first semester of their undergraduate programs during the Fall semester.
- b) 34 ECTS credits in the first semester for freshman students beginning the first semester of their undergraduate programs during the Spring semester.
- c) 30 ECTS credits for students with a cumulative grade point average less than or equal to 1.99 out of 4.00.
- ç) 36 ECTS credits for students with a cumulative grade point average between 2.00 and 2.99 out of 4.00.
- d) 42 ECTS credits for students with a cumulative grade point average between 3.00 and 4.00 out of 4.00.
- e) 42 ECTS credits for students who have completed at least 198 ECTS credits with a cumulative grade point average of at least 1.60 out of 4.00.
- f) 42 ECTS credits in the Spring semester for students who have completed at least 180 ECTS credits by the end of the Fall semester with a cumulative grade point average of at least 1.60 out of 4.00.
- g) 42 ECTS credits for double major students, regardless of their cumulative grade point average.
- ğ) Students who matriculated to their undergraduate programs with at least 24 ECTS of transfer credits may take the course load specified in the clauses c, ç, d, or e of this article in the first semester of their matriculation, based on the cumulative grade point average of their transfer coursework.
- h) Students who matriculated to their undergraduate programs with 23 ECTS of transfer credits or less, and students who do not have any cumulative grade point average yet although they have transfer coursework may take the course load specified in the clauses a or b of this article in the first semester of their matriculation.
- i) (**Amended: OG: 07.06.2021-31504**) 42 ECTS credits for students in their 14th semesters, regardless of their cumulative grade point average.

(3) The maximum course load that can be taken at the University or another higher education institution, during the summer session is 18 ECTS credits, including internship/certification programs.

## **Course Registrations**

### **ARTICLE 21 –**

(1) At the beginning of each semester and within the period specified on the academic calendar, students are required to personally register for courses offered in their curriculum, provided that they satisfy the necessary course requirements, under the guidance of their academic advisors.

(2) Students who have not completed their internship/certification program, despite having completed all courses offered in their curriculum, must renew their registration and register for the internship/certification course at the beginning of each academic year during the registration period specified in the academic calendar.

(3) Students who fail to duly register for courses during the registration period are not allowed to attend classes, sit for examinations or receive any grades.

(4) When registering for the first time, it is not permitted to register for courses with overlapping meeting times ("courses with time conflicts"), even if the courses only overlap partially. The rules for taking a previously graded course concurrently with another course which has overlapping meeting times are determined by the faculty/school executive board.

## **Add/Drop**

### **ARTICLE 22 –**

(1) Students can add or drop courses, for which they registered, during the "add-drop period" announced in the academic calendar as per the provisions of these rules and regulations. Students may not add/drop or register for courses after the add/drop period is over.

(2) The first semester course registration for students who are newly admitted to the University through, for instance, additional placements or vertical transfers may be postponed to a date after the add-drop period, provided that they complete their course registrations within one week after their enrollment in the University.

## **Course Withdrawal**

### **ARTICLE 23 –**

(1) Students can withdraw from courses for which they registered within the "withdrawal period" which is announced in the academic calendar. Students are not allowed to withdraw from courses after the withdrawal period is over.

(2) Students may withdraw from at most two courses, and they are not permitted to withdraw from all of the courses for which they registered in the Fall or Spring semesters. Withdrawn courses appear on transcripts. Course withdrawals are considered course cancellations during the summer session and do not appear on transcripts. In course withdrawals and course cancellations, the tuition previously paid cannot be refunded or offset with any other fees.

(3) In the event that a student withdraws from a repeated course, the course will be considered "not repeated" and the last final grade the student obtained from the course will be reinstated.

### **Course Repeat**

#### **ARTICLE 24 –**

(1) Students must repeat the required courses they failed. In a case in which the course failed is an elective, the student may repeat the same course or may substitute it with another elective which satisfies the respective elective course requirement in the curriculum.

(2) Course repeat requirements do not apply to additional courses taken by students who have successfully completed all of the graduation requirements of their degree programs. However, these courses appear on transcripts.

(3) In undergraduate programs, courses in which students earned a grade of B or higher cannot be repeated. Courses in which students earned a grade of B- or lower can be repeated until students receive a grade of C or higher. Courses with an I or BÜT sign cannot be repeated until the final grade is assigned.

(4) Only the most current grade obtained in repeated courses are included in the calculation of grade point averages. However all registered courses appear on a student's transcript.

(5) Students who apply to transfer the courses they took and passed at another higher education institution cannot repeat the courses from which they are kept exempt in lieu of their transfer courses during their period of study at the University.

### **Course Transfers**

#### **Article 25 –**

(1) Students registered in undergraduate programs at the University may request course transfer for the courses they passed at their former higher education institution in order to have them counted towards the graduation requirements of their current program. Among the courses taken and successfully completed by students at their former higher education institutions, those to be transferred toward the graduation requirements of their current program, their credit transfers, and courses to be exempted in the current program in lieu of transfer coursework are determined by the respective faculty/school executive board, while grades are transferred based on the principles set by the Senate. In a case in which courses taken at another higher education institution are to be transferred, the credits and grades from transferred coursework are recorded as is. The language of instruction of the courses completed in international exchange programs and courses completed by students in their previous programs, excluding Turkish-medium programs, must satisfy the language of instruction requirement of the exempted courses in students' new programs.

(2) Students must submit their course transfer applications at the time of enrollment to the Dean's/Director's Office of their faculty/school with a petition, a transcript and course descriptions. Students cannot submit course transfer applications after the last day for add-drops announced in the academic calendar for the first semester of their undergraduate programs.

(3) Based on the total transfer credits of transferred coursework, the number of semesters is calculated, with each 30 ECTS credits given for transferred coursework corresponding to a semester. The number of semesters deemed completed is counted towards students' period of study. In a case in which the total transfer credits are below 30 ECTS but at least 24 ECTS, then, only a semester will be counted towards the students' period of study. If the total transfer credits amount to less than the full multiples of 30, with the remainder being at least 24 ECTS credits, a semester will be counted towards to the student's period of study for each full multiplier of 30 ECTS credits, and one more semester will be deducted from the student's period of study for the remainder.

(4) *(Repealed: OG: 07.06.2021-31504)* Students with transferred courses must attend the University as registered students for at least two semesters, and complete at least 60 ECTS credits, which are counted towards their graduation requirements, in their degree programs within this period in order to be eligible for graduation.

(5) Students may not take the courses from which they are exempted in lieu of transferred coursework during their period of study at the University.

### **Taking Courses at Other Higher Education Institutions**

#### **ARTICLE 26 –**

(1) A student enrolled in an undergraduate program at OzU may take undergraduate courses offered by other higher education institutions as special or exchange students, subject to the student's application and the approval of the respective faculty / school executive board. These proceedings are completed as per the "Rules and Regulations on the Principles of Transfers between Associate and Bachelor's Degree Programs, Double Major and Minor at Higher Education Institutions, and Credit Transfers between Higher Education Institutions" as well as the principles of the University Senate.

(2) Students may spend at most two semesters as outgoing special students. Outgoing special students are not allowed to exceed the regular course load per semester specified in these rules and regulations. Summer sessions are not counted towards the maximum number of semesters that can be spent at another higher education institution as special students. Outgoing special students cannot exceed the course load specified for summer sessions.

(3) Among the courses taken at other higher education institutions by (outgoing) special or exchange students, those to be counted toward the graduation requirements of their program at OzU, as well as their credit transfers, and corresponding courses to be exempted in their undergraduate programs at OzU are determined by the respective faculty/school executive board, while grades are transferred as per the principles set by the Senate. The language of instruction of courses taken and successfully completed by the student at another higher education institution must satisfy the language of instruction requirements of the exempted courses offered by the respective academic program at OzU.

(4) Students must pay their semester tuition to Özyeğin University in full during the semesters they spend at other higher education institutions as outgoing special students or outgoing exchange students. However, students who take courses from other higher education institutions during the summer session must pay their tuition to the host institution.

(5) Semesters spent as outgoing special and exchange students at other higher education institutions are counted towards the period of study.

(6) Summer school courses, courses offered by the Sectoral Education Department (all of the SEC-coded courses), which are engineered exclusively for our University, capstone project courses, and courses exclusively designed for an academic program at the University, cannot be taken from other universities' summer schools. Courses not allowed to be taken from other universities' summer schools are announced to students by their academic units. Courses which can be taken from other higher education institutions during the summer session and the higher education institutions 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 which are 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, language of instruction, and other qualities are deemed acceptable by the faculty/school executive board.

c) 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 the relevant articles of these rules and regulations.

### **Attendance**

#### **ARTICLE 27–**

(1) The attendance requirement and the effect of attendance on grade calculation are determined and announced by the course instructor at the beginning of the semester.

(2) In a case in which attendance is required, course instructors keep records of students' attendance.



(3) The amount of time spent on sick leave by students based on a sick leave report that is duly issued in accordance with the principles set forth by the University and/or the amount of time spent on leave of absence by students who are granted a leave of absence by the University so that they may represent the University at national and international sports, cultural, scientific and artistic events are not included in the calculation of absenteeism.

## **Examinations**

### **ARTICLE 28 –**

(1) Required examinations, projects, assignments, exercises and any other academic work for which students are responsible, as well as the effect such required work has on the final grade, are determined and announced by the course instructor at the beginning of the semester.

(2) Final examinations are administered during the examination period specified in the academic calendar. The dates of examination are announced to students before the start of the examination period. Students who have failed only one course that they need to pass in order to be eligible for graduation are not given a "single course exam" for that course. Such students must either take and pass the composite examination or repeat and pass the failed course in order to be eligible for graduation.

(3) At the end of the fall or spring semesters, composite examinations are held for courses which have final examinations. No composite examination is held for the final examinations administered during summer session.

(4) Students are considered to have failed the examinations or activities they missed. Students may be granted the right to make up any mid-term examination/work they missed in the fall or spring semesters, or any mid-term or final examination/work they missed in the summer session based on the principles set forth by the University. In the fall and spring semesters, students who are eligible to take a final examination but fail to do so are not granted a make-up examination. Such students are required to sit for the composite examination. Students who miss a composite examination are not given a make-up examination under any circumstances. In the summer session, students who are eligible to take a final examination but fail to do so may be granted a make-up examination as per the conditions stipulated in this article. The method of make-up is determined by the respective course instructor and/or faculty/school executive board. Students, who for any reason, could not exercise their right to a make-up examination/work are not granted a second opportunity to make-up the examination/work they missed. The justified reasons and the principles for make-ups are specified below:

a) The number of make-ups that may be granted for a course due to sick leave in a semester is determined by the course instructor and/or the faculty / school executive board, provided that it is granted at least once. In order to be eligible for a make-up examination/work, students must inform the course instructors and submit a written petition to the Dean's/Director's Offices of their faculties/schools by the end of the third business day from the date of the exam/work they missed.

b) In the case of the bereavement of a first-degree relative, the student is considered on a leave of absence for any examinations/works scheduled for the respective period, provided that the date of bereavement and the degree of affinity are documented, and so long as the student informs the course instructor and submits a written petition to the Dean's/Director's Office of the respective faculty / school within 30 days from the date of bereavement.

c) Students who are assigned to represent the University in national and international athletic, cultural, scientific and artistic events are granted the right to make up any examination/work they miss due to their participation in the assigned events based on the principles set forth by the Senate provided that the respective department notifies the course instructor and the Dean's/Director's Office of the respective faculty / school.

(5) Composite examinations are administered based on the following principles and procedures:

a) Composite examinations are administered during the examination period specified in academic calendar. Dates of examination are announced to students before the start of the examination period.

b) Students may take the composite examinations only for the courses they have taken in the respective semester.

c) No make-up examination is held for final examinations or composite examinations.

ç) No composite examination is held for the PLACEMENT or TRACE examinations, English Language Preparatory Program courses, or graduate courses.

d) 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 an "F" grade, and are not allowed to sit for the composite examination. 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 "BÜT" sign to indicate that they will take a composite examination.

- e) No application is necessary to take a composite examination. Students who are awarded a "BÜT" sign may sit for the composite examinations administered for the courses they failed.
- f) The grade obtained in the composite examination replaces the grade 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 sign which has not been replaced by this date automatically turns into an F ("Fail") grade.
- g) Students cannot take the composite examinations for the following courses:
- 1) Students cannot take composite examinations for their withdrawn courses ("W" courses).
  - 2) Students cannot take composite examinations for the courses for which they received an "I" (Incomplete) sign. The "I" sign must be converted into a "BÜT" sign in order for those students to be eligible to sit for composite examinations.
  - 3) Students cannot take composite examinations for the courses they passed (i.e. to achieve a better grade etc.).
- (6) Exam papers are kept by the Dean's/Director's Office of the respective faculty / school for five years from the date of administration, after which they are destroyed.

### **Objections to Examination Results**

#### **ARTICLE 29 –**

- (1) Students may submit a written petition at the Dean's/Director's Office of their faculty / school within five business days from the announcement of the exam results to request that their examination results be reviewed.
- (2) Upon the objection of the student, the examination paper is reviewed by the course instructor within at the latest five business days from the end of the objection period. The Dean's/Director's Office of the relevant faculty/school is notified of the result with a written justification. If deemed necessary, the Dean or Director of the respective faculty / school may form a commission of three made up of three faculty members/instructors to review the paper. Course instructor(s) cannot join this commission. In such a case, the commission is required to conclude its review within two weeks from the end of the objection period. If amended, the new exam result is entered into the student's records upon the approval of the relevant Faculty/School Executive Board.
- (3) Where the amendment of the exam result also requires the amendment of the final grade, the amendment is made as per Article 33 of these rules and regulations.

### **Grades and Signs**

#### **ARTICLE 30 –**

- (1) Students are assigned a final grade for each course they take by their course instructors within the period specified in the academic calendar. When necessary, certain signs can also be used to denote special circumstances pertaining to courses.
- (2) The final grades that contribute to the Grade Point Average (GPA) and their corresponding coefficients are shown below. The minimum passing grade is "D", while "F" is a fail grade.

<u>Grade</u>	<u>Coefficient</u>
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
F	0.00

- (3) The final grades that do not contribute to the Grade Point Average (GPA) are listed below. Among these grades, S is a passing grade, while U denotes that the course is failed.

<u>Grades</u>	<u>Coefficient</u>	<u>Definition</u>
S	-	Satisfactory
U	-	Unsatisfactory

- (4) Signs used to denote special circumstances pertaining to courses are as follows:

a) IP (In Progress): IP is given to students who successfully attend a course that lasts longer than a semester. IP grades are not included in the grade and credit calculations. However, IP signs must be turned into a letter grade before graduation.

- b) EX (Exemption): EX signs do not contribute to GPA. This sign is assigned for exempted/waived requirements in the academic programs at OzU in lieu of the courses students previously took on exchange programs.
- c) 'T' (Transfer): T signs do not contribute to a GPA. This sign is assigned for exempted courses in the academic programs at OzU in lieu of the courses students previously took at other higher education institutions, excluding exchange programs.
- ç) EW (Waiver with Examination) signs do not contribute to a GPA. This sign is assigned for exempted/waived requirements in the academic programs at OzU in recognition of the student's achievement in the exemption/waiver examinations. Exemption/waiver examinations are administered to grant exemption/waiver for the courses determined by the Senate.
- d) W (Withdrawal): The W sign shows that the student withdrew from the course. W signs are not included in the calculation of GPA or the total number of credits completed.
- e) I (Incomplete): I grades are given to students who failed to fulfill the necessary course requirements by the end of the semester for reasons deemed acceptable by the course instructor. These students must complete the unfulfilled requirements, and obtain a grade within four weeks from end of the final examination period specified in the academic calendar. Otherwise the 'I' grade is automatically replaced by an 'F' or 'U' grade. Under certain circumstances including extended illness or similar conditions, and upon the request and application of the student with a well-reasoned petition and necessary documentation, this period may be extended, at most till the end of the tenth week from the end of the final examination period. Such extensions are granted upon the recommendation of the course instructor and the approval of the Faculty/School Executive Board.
- f) NI (Not Included) signs refer to the courses that do not contribute to the GPA or the total number of credits completed, and therefore that are not counted towards the graduation requirements of the student's program(s). The NI sign is shown on the transcript together with the grade assigned to the student for the respective course. The NI sign is assigned as per the principles set forth by the Senate.
- g) The BÜT (Composite) sign is assigned to a student who failed to take a final examination although s/he met the eligibility criteria, or who took the final examination but still failed the course. The grade obtained in the composite examination replaces the grade 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 sign which has not been replaced by this date turns into an F ("Fail") grade.

## **Grade Point Average**

### **ARTICLE 31 –**

(1) A student's academic standing is demonstrated by semester grade point averages (SGPA) and cumulative grade point averages (CGPA), which are calculated at the end of each semester. The graduation eligibility of students who satisfied the relevant provisions of these rules and regulations and the graduation requirements of their degree programs is determined based on their graduation grade point average (GGPA).

(2) In order to calculate the semester grade point average (SGPA), the credits of each course taken in a semester are multiplied with the coefficient of the final grade received for that course, and the total grade points are then divided by the total credits obtained from the courses taken.

(3) In order to calculate a cumulative grade point average (CGPA), the credits of all courses taken during all of the semesters in which the student was enrolled are multiplied with the coefficient of the final grades received for those courses, and the total grade points are then divided by the total credits of all courses. Only the most current grade of repeated courses is considered for cumulative GPA calculations, regardless of the previous grades obtained. Previous grades obtained for repeated courses are irrelevant.

(4) In order to calculate the graduation grade point average (GGPA), the credits of all courses required for and counted towards graduation which graduation candidates have taken in their respective degree programs are multiplied with the coefficient of the final grades received for those courses, and the total grade points are then divided by the total credits of all courses counted towards graduation. Elective courses which are not required for graduation but are additionally taken by students are not counted towards the graduation grade point average. For each program graduated, a separate graduation grade point average is calculated.

(5) Grade point averages are rounded up to two decimal places.

## **Announcement of Grades and Transcripts**

### **ARTICLE 32 –**

(1) Final grades assigned by course instructors are entered into student records, and are then announced via transcripts created in the Student Information System on the "grade announcement" dates specified in the academic calendar.

(2) Official transcripts which show all the courses taken and the credits and the grades received as well as semester and cumulative grade point averages are issued upon the request of students.

## **Factual Errors in Grades**

### **ARTICLE 33 –**

(1) Factual errors in announced final grades are corrected after they are notified by the course instructor, and the correction is approved by the Director/Dean of the respective faculty / school.

(2) Factual errors in announced final grades must be corrected before the last day for incomplete grade submission specified in the academic calendar. After the specified date, corrections are subject to the approval of the relevant Faculty/School Executive Board provided that such corrections are completed before the end of the tenth week following the final examination period in the semester in which the grade was assigned.

## **Successful and Unsuccessful Students**

### **ARTICLE 34 –**

(1) Students with a minimum CGPA of 2.00 at the end of any semester are deemed 'Satisfactory', while students with a CGPA lower than 2.00 at the end of any given semester are deemed to be 'on Probation'.

(2) At the end of any given semester, among students with a cumulative grade point average (CGPA) of at least 2.00 and have a clean disciplinary record, those with a semester grade point average (SGPA) between 3.00 and 3.49 are deemed 'Honor' students; and those with a semester point average (SGPA) of 3.50 and above are deemed 'High Honor' students, provided that they have completed at least 24 ECTS credits, excluding NI courses, and obtained at least a passing grade in all registered courses, including NI courses, in the respective semester.

## **Associate and Bachelor's Degree Diplomas**

### **ARTICLE 35 –**

Students must satisfy all of the requirements below in order to be eligible to graduate and receive a diploma from the undergraduate programs in which they are enrolled at the end of any semester:

- a) To successfully complete all of the courses listed in the graduation requirements and other requirements, if any, of the undergraduate program in which they are enrolled,
- b) To have achieved at least 240 ECTS credits for graduation,
- c) To have a minimum graduation grade point average of 2.00
- d) **(Amended: OG: 07.06.2021-31504)** To be registered students in their undergraduate programs at the University for at least two semesters and to be registered students in the undergraduate programs from which they will receive a degree in the last semester before graduation
- e) To complete at least 60 ECTS towards graduation from the courses in which they are registered at the University,

(2) Students graduate from their respective degree programs at the end of the semester in which they qualify to receive an undergraduate diploma upon the executive board decision of the faculty / school in which they are registered.

(3) Students who have failed to complete their undergraduate program but have taken and successfully completed all required and elective courses offered during the first four semesters of their undergraduate programs as specified in these rules and regulations as well as the required courses specified in Article 5, clause 1 and sub clause (i) of Law No:2547 with a minimum CGPA of 2.00 are granted an Associate Degree Diploma upon their application for the degree in accordance with effective legislations and YÖK decisions.

(4) Diplomas bear the name of the undergraduate program the student completed. Until the diplomas are prepared, a temporary graduation certificate is issued only once for each student. In addition to the diploma and the temporary graduation certificate, students are also issued a diploma supplement. In the case that the diploma is lost, students may request a reissue of their diplomas by paying the required fees and filing a petition at Student Services at the University. Reissued diplomas will bear a "reissue statement" as well as a reissue number.

(5) Students who qualify to receive an undergraduate diploma are considered honor or high honor graduates so long as they meet the conditions set by the Senate.

## **Leave of Absence**

### **ARTICLE 36 –**

(1) Students may request a leave of absence due to medical, financial, personal or academic reasons, or to complete their military service, to study abroad or as a result of family circumstances or other unexpected or unavoidable cases provided documentation is produced.

(2) Leave of absence requests are submitted to the Dean's/Director's Office of the faculty/school in which students are enrolled along with a written petition and supporting documentation. Requests are evaluated and concluded by the respective Faculty/ School/Graduate School Executive Board. Students can be granted a leave of absence for at most two semesters at one time and for a total of four semesters throughout their maximum period of study. In the case of unavoidable circumstances, a longer leave of absence may be granted, subject to the approval of the University Executive Board. Students who exceed their maximum period of study are not granted a leave of absence. The time that the student spends on a leave of absence is not counted towards the student's maximum period of study.

(3) For the granted leave of absence to take effect, the student must have paid half of the tuition and fees required for the semesters for which the student is granted a leave of absence. Students who submit their leave of absence applications after the last business day of the fourth week following the start of classes must pay the full tuition for the respective semesters. Tuition paid for the semesters for which a leave of absence is taken are not offset by the subsequent semester tuition. All courses taken in the given semester by the student who is granted a leave of absence are dropped for the respective semester.

(4) Students who are arrested or imprisoned can be granted a leave of absence with the approval of the University Executive Board upon the student's request.

At the end of their leave of absence, students must renew their registration and resume their studies. Of the students who are granted a leave of absence for multiple semesters, those who wish to resume their studies at the end of the first semester must apply in writing to the Dean's/Director's Office of the relevant Faculty/School before the start of course registrations. The tuition and fees previously paid by the student who returns early from the leave of absence upon the resolution of the faculty/school executive board are deducted from the tuition and fees for the registered semester.

### **Period of Study**

#### **ARTICLE 37 –**

(1) The regular period of study for undergraduate programs is eight semesters (four academic years), and the maximum period of study to complete any undergraduate program is fourteen semesters (seven academic years). Semesters spent in the English Preparatory Program or summer sessions are not included in the maximum period of study.

(2) Students who satisfy all the graduation requirements of their undergraduate programs may graduate earlier.

(3) (**Amended: OG: 07.06.2021-31504**) For students who fail to graduate from their undergraduate programs within the maximum period of study, their right to remain enrolled and continue to pursue their studies at the University as well applicable expulsion procedures are completed as per the principles set forth by the Senate within the framework of Article 44 of Law No:2547.

### **Withdrawal from University**

#### **ARTICLE 38 –**

(1) Students may withdraw permanently from the University at any time by submitting a petition to Student Services. The enrollment of such students is terminated on the day they apply for withdrawal from the university.

(2) Newly enrolled students who request to withdraw from the University anytime between the date of registration and the end of the first semester must pay the tuition for that semester. Such students are not refunded the tuition they previously paid.

(3) Current students who paid their semester tuition and duly renewed their semester registrations are refunded for the tuition they paid based on the principles set forth by the Board of Trustees in the event that they withdraw from the University or their enrollment is terminated. However, after the specified deadline has passed, students are not refunded.

(4) Summer School students who withdraw from the university or the Summer School are not refunded even if they duly paid their summer school fees and registered for courses.

(5) Students who withdrew from the University at their own discretion or who are dismissed from the University for any reason must have no obligations against the University, and must have returned all items and equipment issued for their use by the University in good working condition.

(6) Should students withdraw from the University within the add-drop period, all courses for which the student registered are dropped for the given semester. In the case of students who withdraw from the University after

the end of the add-drop period, courses that have not been assigned final grades are denoted with a (W) on the student's record indicating the student withdrew. However, courses that have been assigned final grades are recorded with the assigned grades.

## **SECTION FOUR Miscellaneous and Final Provisions**

### **Student Discipline**

#### **ARTICLE 39 –**

(1) Student discipline is governed based on the Rules and Regulations for Student Discipline at Higher Education Institutions published in the Official Gazette No:28388 on August 18, 2012.

### **Notifications**

#### **ARTICLE 40 –**

(1) All of the notifications addressed to students are sent to the email addresses the University created for each student, as per the relevant legislations. A student who has been subject to disciplinary action is considered served when the notification is sent by certified mail to the mailing address the student provided in the official application documents and a return receipt is requested, or when announced in the relevant department.

(2) Students who fail to notify Student Services of changes to the address they provided in their official application documents within one month of a move or who provide inaccurate or incomplete information about their new address are deemed to have received any notifications sent to their mailing address on file.

### **Absence of Provisions**

#### **ARTICLE 41 –**

(1) In absence of provisions herein these Directives, the provisions of other relevant legislations and resolutions rendered by the Higher Education Council, Senate, University Executive Board as well as relevant faculty/school executive boards shall prevail.

### **Abolished Rules and Regulations**

#### **ARTICLE 42 –**

(1) The Rules and Regulations for Undergraduate Programs at Özyeğin University published in the Official Gazette No: 29941 on January 1, 2017 have been abolished.

### **Effectiveness**

#### **ARTICLE 43 –**

(1) These rules and regulations shall enter into force as of the date of publication.

### **Execution**

#### **ARTICLE 44 –**

(1) These directives are executed by Özyeğin University's Rector.