

ABDULLAH GÜL UNIVERSITY
UNDERGRADUATE EDUCATION AND EXAM REGULATION

SECTION ONE

Purpose, Scope, Legal Basis, and Definitions

Purpose

ARTICLE 1 – (1) This Regulation aims to regulate the principles concerning student admissions and registrations for the undergraduate programs offered at Abdullah Gül University, and the conduct of undergraduate education and exams therein.

Scope

ARTICLE 2 – (1) This Regulation covers provisions concerning student admissions and registrations for the undergraduate programs offered at Abdullah Gül University and the conduct of undergraduate education and exams therein.

Legal Basis

ARTICLE 3 – (1) This Regulation has been drawn up based on the Articles 14 and 44 of the Higher Education Law No. 2547 dated 4 November 1981.

Descriptions

ARTICLE 4 – (1) In this Regulation, the following terms refer to the ensuing descriptions:

- a) ECTS: The European Credit Transfer System,
- b) Faculty board: The board of the relevant faculty at the University,
- c) GPA: Cumulative grade point average,
- d) EEE: The English Exemption and Placement Exam of the School of Languages at Abdullah Gül University,
- e) Credit: ECTS credits of a course per semester,
- f) Undergraduate program: A higher education program covering a period of at least eight semesters;
- g) SA: The Student Affairs at Abdullah Gül University;
- h) Rector: The Rector of Abdullah Gül University;
- i) Senate: The Senate of Abdullah Gül University;
- j) University (AGU): Abdullah Gül University;
- k) University Executive Board: The Executive Board of Abdullah Gül University;
- l) AGUSL: The Abdullah Gül University School of Languages;
- m) CoHE: The Council of Higher Education;
- n) Executive board: The executive board of the relevant faculty at Abdullah Gül University.

SECTION TWO

Provisions Concerning Education

Medium of Instruction

ARTICLE 5 – (1) The medium of instruction in AGU's undergraduate programs is English. However, the Senate can identify courses that have to be taught in Turkish or any other language.

(2) Students are enrolled in undergraduate programs after their proficiency in English is documented.

(3) Students who have been placed at AGU can enroll in their respective programs after documenting their proficiency in English with language proficiency tests which are approved by the Senate upon the suggestion of the AGUSL. Those who have been placed and admitted into an undergraduate program, but cannot document their English proficiency

attend the language courses. The Senate determines the principles concerning the English proficiency of lateral transfer students.

(4) Undergraduate students who have discontinued their education for two consecutive academic years (four semesters) due to a leave of absence or failure to renew the registration are required to document their English proficiency with the EEE or an equivalent exam approved by the Senate so as to be able to re-enroll.

(5) The AGUSL determines the level of English proficiency of citizens of foreign countries where the official language is English with an interview and, if necessary, a written exam.

(6) The AGUSL determines the level of English proficiency of special student applicants who are native speakers of English or have studied at an English-medium degree program with an interview and, if necessary, a written exam.

Duration of Study

ARTICLE 6 – (1) The study period of a program, maximum study period, extended study period, duration of the English preparatory program as well as expulsion of a student due to failure to renew the registration, and every other issue related to the period of study are regulated according to the Article 44 of the Law No. 2547.

(2) In accordance with the decision of the relevant executive board, the semesters for which students are granted a leave of absence are excluded from the study period of a program as well as the maximum and extended study periods.

(3) Semesters spent at national or overseas higher education institutions as part of student exchange programs are included in the study period of a program as well as the maximum and extended study periods.

Academic Year

ARTICLE 7 – (1) One academic year consists of two semesters, each of which consists of fourteen weeks excepting final exam periods.

(2) The summer school may be offered for eight weeks, a week of which is for final exams. The decision to take courses in the summer school belongs to students. The principles regarding the conduct of education in the summer school are determined by the Senate.

(3) Duration and dates of the registrations, courses, exams, and other similar activities within an academic year are specified in the academic calendar.

(4) Weekly course schedules in a semester and summer school are prepared and announced by the offices of relevant department chairs in coordination with the SA.

(5) Courses to be offered in a semester and summer school are determined by the office of the relevant department chair and decreed by the relevant executive board. Course sections, capacities, and criteria are determined by the office of the relevant department chair.

Undergraduate Program

ARTICLE 8 – (1) An undergraduate program is drawn up by the relevant department(s) and offered following the recommendation of the relevant faculty board, decision of the Senate, and approval of the CoHE.

(2) The curriculum of an undergraduate program comprises studies such as theoretical work, laboratory work, practical work, workshop(s), studio work, practical training, etc., and the distribution of them as courses per semester.

(3) Changes to the title and duration of an undergraduate program are drawn up by the relevant department(s) and decreed by the Senate following the recommendation of the relevant faculty board.

(4) Amendments to the curriculum of an undergraduate program and the guidelines for the adjustment of students to them are prepared by the relevant department(s) and decreed by

the relevant faculty board(s).

International Joint Degree Program

ARTICLE 9 – (1) At AGU, international joint degree programs can be offered together with the institutions of higher education abroad.

Lateral Transfer

ARTICLE 10 – (1) The procedures regarding lateral transfers between undergraduate programs of the University and other higher education institutions are determined by the Senate in accordance with the provisions of the relevant regulation.

Double Major

ARTICLE 11 – (1) Students enrolled in an undergraduate program of AGU may concurrently enroll in another undergraduate program in addition to the current one. The second undergraduate program is designated as a double major. Students who complete this program are awarded a double major diploma in addition to the diploma they receive from the first undergraduate program in which they are enrolled. The principles governing the double major programs are determined by the Senate in accordance with the provisions of the relevant regulation.

Minor

ARTICLE 12 – (1) Students enrolled in an undergraduate program of AGU may additionally enroll in a minor which incorporates a certain number of courses offered by another undergraduate program or a certain number of interdisciplinary courses at AGU. A minor is not an undergraduate program. Students who complete a minor receive a certificate. The principles governing minors are determined by the Senate in accordance with the provisions of the relevant regulation.

Exchange Programs

ARTICLE 13 – (1) Within the scope of bilateral agreements, exchange programs may be arranged between AGU and national or overseas higher education institutions. Principles governing such programs are determined by the Senate in accordance with the provisions of the relevant regulation.

Certificate Programs

ARTICLE 14 – (1) The principles concerning the certificate programs are determined by the Senate.

Special Students

ARTICLE 15 – (1) Special students are students who are not registered in any program of AGU, but who are expected to fulfill the requirements of the limited number of courses they take.

(2) Special students are not entitled to a diploma or title and can only receive a document that displays the courses and grades taken.

(3) The principles governing special students are determined by the Senate.

Admission to Undergraduate Programs

ARTICLE 16 – (1) Student admissions to the undergraduate programs are conducted according to the Higher Education Law No. 2547, provisions of other relevant regulations, and principles set by the Senate within the framework of the decisions taken by the CoHE.

(2) The Senate determines the principles regarding the application, admission, and registration of foreign national students and students applying abroad.

(3) The Senate determines the principles regarding application and admission of lateral transfers from outside or within the University in accordance with the provisions of the relevant regulation.

First Registration at the University

ARTICLE 17 – (1) The registration of students who have been placed at and admitted to an undergraduate program is carried out by the SA at the dates specified in the academic

calendar.

(2) The following conditions are necessary to finalize students' registration procedures:

a) Holding a document certifying that the student is qualified to receive a diploma from a high school or an institution, in the country or abroad, which is recognized as the equivalent of a high school by the Ministry of Education.

b) Fulfilling the provisions regarding the tuition and education fees.

c) For international students, not having a student visa problem.

d) Fulfilling other requirements as announced by the University.

(3) Only the originals of the documents or their copies approved by the University upon presentation of the originals are accepted for registration. Procedures regarding compulsory military service and judicial records are conducted only after a candidate's declaration. When students who have earned the right for registration with false or misleading declarations and documents are detected, they are not registered. If they have already been registered, the registration is canceled regardless of the semester they are in, all documents issued to them, including diplomas, are declared null and void, and legal action is taken against them. Those in this position are deemed not to have earned a student status and cannot enjoy any rights granted to students in the future.

(4) Students who have completed the registration procedures are provided with a student ID card. The ID cards contain introductory information about the students.

(5) Those who do not complete the first registration procedure within the announced period are deemed to have waived their right to become a student and thereafter cannot claim any of those rights. Those who do not complete their registration within the announced period may make an excuse with an official document. The University Executive Board decides whether to accept the excuses and register the students.

Courses and Course Credits

ARTICLE 18 – (1) Courses in undergraduate programs are of two types: compulsory and elective. Compulsory courses are specified in the curriculum and must be taken. Elective courses are those whose numbers, types, and groups are specified in the curriculum and are selected by students.

(2) Course titles, codes, contents, credits, categories, prerequisites, co-requisites, midterm exams, final exams, and other similar features and amendments to be made to these features are decreed by the relevant faculty board following the recommendation of the relevant department.

(3) The Senate determines the principles concerning course taking through distance education or digital platforms from institutions in the country and abroad.

(4) Prerequisite and co-requisite courses may be specified in order for a course to be taken:

a) A course to be taken prior to another course and in which at least the letter grade D or S is to be earned is called the prerequisite of that course.

b) A course to be taken together with another course is called the co-requisite of that course.

(5) Apart from the prerequisite and co-requisite courses, additional conditions may be determined by the office of the relevant department chair in order that a course might be taken.

(6) If a student is exempted from a prerequisite or co-requisite of any course, they are considered to have met the concerned prerequisite or co-requisite.

(7) The credit value of a course is specified in terms of ECTS credits taking into account all of its weekly theoretical course hours and weekly hours of laboratory, practical, studio, internship, and other similar work related to that course.

Course Load

ARTICLE 19 – (1) Teaching plans are drawn up based on 60 ECTS credits per year.

(2) A student's course load in a semester is limited to the normal course load. The normal course load is 30 ECTS credits. The normal course load

a) can be increased by up to 8 ECTS credits upon a student's request and with the approval of the advisor if their cumulative grade point average is at least 2.00.

b) can be increased by up to 15 ECTS credits upon a student's request and with the approval of the advisor if their cumulative grade point average is at least 2.50.

(3) Excepting compulsory situations concerning English courses, students cannot change their course load stated in the curriculum during the first semester of their enrollment in a program.

(4) The minimum course load of students in a semester is three courses which are included in the GPA. In justifiable situations, this load may be reduced with the approval of the advisor and the office of the relevant department chair.

(5) Students who are able to fulfill the requirements for graduation at the end of an enrolled semester are not required to take the minimum course load.

(6) During their last semester, the normal course load may be increased by up to 15 ECTS credits for students who have completed 165 ECTS credits at a department which implements the "Workplace Experience Program" or 195 ECTS credits at other departments.

Adjustment to Undergraduate Programs and Counting of Courses

ARTICLE 20 – (1) Procedures related to the counting of courses taken from another higher education institution are carried out by the relevant executive board based on the decision of the relevant departmental adjustment committee and the recommendation from the office of the relevant department chair.

(2) Based on the principles set by the Senate, the relevant committees take into account both the courses which a student has taken previously and courses of the program into which they have transferred laterally, decide on the semester or year to which they will adjust, make an adjustment program consisting of additional courses, if any, which they have to take, and determine courses from which they will be exempted.

Extra-Curricular Courses

ARTICLE 21 – (1) Extra-curricular courses are those that do not exist in the curriculum of the undergraduate, or double major/minor program a student is enrolled in, but which the student additionally takes. These courses can be included in the grand point average or not, under the non-credit status (NC), with the approval of the advisor.

(2) Extra-curricular courses to be included in the GPA are subject to the provisions of this Regulation.

(3) For extra-curricular courses which are not included in the GPA (NC status), the following rules apply:

a) These courses are included in the course load of students for the relevant semester.

b) Maximum two NC courses may be taken per semester.

c) The NC status of a course cannot be changed after the registration procedure is finalized for the relevant seminar.

d) NC courses cannot be counted as part of the enrolled program(s) for the semester when they are taken.

e) NC courses can be repeated only once under the same status.

f) NC courses are indicated in the transcript along with the earned letter grade.

Semester Registrations

ARTICLE 22 – (1) Each semester, students must renew their registration online at the registration dates indicated in the academic calendar. However, students who register for their undergraduate program for the first time may also register during the add/drop week indicated in the academic calendar. Students who fail to register at the indicated dates are

deemed unregistered and may not enjoy the rights of registered students.

(2) The semester registration procedure consists of the following phases:

- a) Students pay the tuition or education fee.
- b) Students register for the new semester.
- c) Students meet their advisors to obtain approval for the online semester registration.

(3) Students cannot delay taking the first-semester courses in their curricula.

(4) The following priorities are observed while determining the courses to be taken during the semester registration provided that prerequisites are met; however, these priorities may be changed with the advisor's approval:

a) Courses that must be repeated.

b) Courses that should have been taken in previous semesters, but were not.

c) Courses that must be taken according to years indicated in the curriculum, those that students want to take in order to increase their grade, and/or those taken under the NC status.

(5) Students who have completed the semester registration during the online registration period may add or drop courses or change course sections during the add/drop period indicated in the academic calendar. The advisor's approval is required in order for the changes to be valid.

(6) If unregistered students would like to complete the semester registration, they must submit a request to the office of the relevant department chair by stating and documenting their excuse before the end of the designated add/drop period for that semester. Students whose excuses are accepted by the relevant executive board and who meet the requirements for the semester registration are re-registered by the SA.

(7) Unregistered students may register for ensuing semesters on the dates indicated for the online registration in the academic calendar. However, these students must submit a request to the SA by the date when the online registration starts at the latest. Applications are processed through evaluation in terms of English proficiency, maximum study period, and adjustments to undergraduate programs based on the provisions of this Regulation.

Withdrawal from Courses

ARTICLE 23 – (1) Students may withdraw from courses they are enrolled in according to the following rules:

a) The course withdrawal system becomes active at the dates indicated in the academic calendar.

b) The advisor's approval is required for any course withdrawal.

c) Students can withdraw from only one course per semester.

d) Students can withdraw from maximum four courses during their period of study. Courses that students withdraw from in their previously enrolled programs are counted in the total number if they change departments within AGU.

e) Students cannot withdraw from any course in the first two semesters of the curriculum.

f) Students cannot withdraw from repeated courses, courses from which they have withdrawn once, or those under the NC status.

g) The course withdrawal system is closed to students who take the minimum course load or below for the relevant semester.

h) Courses from which students withdraw are indicated with W in the transcript. These courses are not included in the calculation of the GPA.

Cancellation of Registration

ARTICLE 24 – (1) Students can cancel their registration by applying to the SA if they wish so.

(2) Students who withdraw their registration or are dismissed on the grounds of disciplinary action must follow the procedures for cancellation of registration specified by the

University and fulfill their financial obligations (tuition or education fee, housing fee, library debt, etc.) in order that they may receive their diplomas or personal documents in the SA folders.

(3) Students who withdraw their registration from a program by receiving an associate degree diploma or without meeting the graduation requirements forfeit all their rights at the University and cannot re-register for the program from which they have withdrawn in order to complete their degree.

SECTION THREE

Exams, Assessment, and Graduation

Attendance and Exams

ARTICLE 25 – (1) Students must attend the theoretical and practical class hours, exams, and other academic studies as required by instructors.

(2) The attendance records of students are kept by instructors.

(3) The role of attendance in taking the midterm or the final exam and its percentage in the semester letter grade; midterm exam, homework, quizzes, applications, etc. as course requirements, and their percentage in the semester letter grade; and requirements for taking the final exam, if any, are determined by the instructor of the concerned course; and, after being negotiated at the relevant departmental board, they are announced to students at the beginning of the semester by the instructor.

(4) Students who are not entitled to take the final exam of a course are noted by the instructor and cannot sit for that exam. Their grades are recorded as F.

(5) Students are informed of their success for each course within a semester by the instructor of that course. For such a notification, instructors observe the principle of personal information privacy.

(6) In courses for which final exams are administered, the organization of the exams is made as follows:

a) Times and dates of the final exams are determined and announced by the SA following negotiations with the relevant departments.

b) Announced final exam dates may be changed by the SA upon a justified request by the office of the relevant department chair provided that the new dates are within the period of final exams. This procedure is carried out before the period of final exams starts.

(7) If deemed necessary, courses and exams may be held after weekly working hours and/or on Saturdays and Sundays.

(8) Instructors and proctors are responsible for the administration of exams according to the rules.

(9) Students who fail to re-register and/or cannot meet the requirements to sit for a midterm for the following reasons retain their rights:

a) Medical reasons to be documented with a certificate from a health institution.

b) Suspension of education with the decree of the CoHE due to social events.

c) With the exception of a final judgment on conviction or a disciplinary penalty of suspension or expulsion from the higher education institution based on the Student Disciplinary Regulation for Institutions of Higher Education published in the Official Gazette No. 28388 dated 18 August 2012, dismissal of charges which have led to the custody or detention of a student or acquittal from such charges.

d) Losing the right to deferment from military service or being conscripted after canceling the deferment.

e) Taking a break from education due to the death of a first-degree relative (mother, father, sibling, spouse, or child) or caring for a first-degree relative in case of a severe illness when it can be documented that there is not anybody else to accompany the patient.

f) Other situations which the relevant executive board deems justifiable.

Medical Certificate and Make-up Exams

ARTICLE 26 – (1) A student who gets a sick note submits the medical certificate to the office of the relevant department chair or school within 5 days of the expiration of the medical certificate. The said offices approve medical certificates issued appropriately and forward their copies to the instructors whose courses the student takes. Students with valid sick notes are provided with the opportunity to make up for the midterm exams administered during sickness absence. Relevant instructors determine the dates of and how to administer make-up exams. However, make-up exams must be administered and assessed before the end of courses in a semester. Except for midterm exams, the decision to give students who have not been able to participate in evaluation activities in a semester and have valid medical certificates the opportunity to make up lies with course instructors.

(2) A student cannot take any courses or exams held during their sickness absence, and if they participate in an exam or any other assessment activity in that period, their grades in them are considered invalid.

(3) Students who have a sick note at the time of a midterm exam of a course are granted a make-up exam right provided that they submit their medical certificates to the office of the relevant faculty dean or school at least one day before the announcement of semester letter grades and apply to take their make-up exams in due time. Students who do not submit their certificates or apply in due time are not granted a make-up exam right.

Assessment and Grades

ARTICLE 27 – (1) Students are given a letter grade for each course at the end of the semester they register for.

(2) A course instructor can use either relative or absolute evaluation at their discretion in conversion to letter grades.

(3) Students' midterm and final exam grades, success in their work within the semester, attendance at the course, and participation in applications are taken into consideration in determining the letter grade.

(4) Courses for which an exemption exam will be administered, the exemption exam policy, and its implementation are determined by the Senate upon recommendation from a relevant academic board.

(5) Letter grades, grade points, range of scores, and explanations used when calculating the grade point average are indicated below:

a)

<u>Letter Grade</u>	<u>Grade</u>	<u>Points</u>	<u>Letter Grade</u>	<u>Explanation</u>
A	4.00	90-100	NA	Non-Attendance
A-	3.67	87-89	W	Withdrawal
B+	3.33	83-86	I	Incomplete
B	3.00	80-82	T	Transfer
B-	2.67	77-79	S	Satisfactory
C+	2.33	73-76	U	Unsatisfactory
C	2.00	70-72	P	In Progress
C-	1.67	64-69	EX	Exempt
D+	1.33	56-63		
D	1.00	50-55		
F	0.00	0-49		
NA	0.00	-		

b) The NA grade is assigned by a course instructor to students who have taken their course and been deemed unsuccessful due to the failure to attend the course. The NA grade is processed as an F grade when calculating the grade point average.

(6) The following grades are not counted in the grade point average:

- a) The S (satisfactory) grade is assigned to students who are successful in courses which are not counted in the GPA.
- b) The U (unsatisfactory) grade is assigned to students who are not successful in courses which are not counted in the GPA.
- c) The EX (exempt) grade is assigned to students who have been exempted from certain courses in a curriculum.
- d) The I (incomplete) grade is assigned to students who have not been able to meet requirements of a course for reasons deemed valid by its instructor. The I grade must be converted to a letter grade within the period indicated on the academic calendar following the deadline for the submission of semester or summer school final grades. In special cases, however, this period may be extended until the start of online registration for the next semester at the latest, and then it must be converted to a letter grade. This special procedure is carried out upon recommendation from the chair of the department offering the course and the approval of the executive board concerning that department. In case of failure to convert the I grade to a letter grade within the required period, the I grade will automatically be converted to the F or U grade. Dates concerning the I grade are indicated in the academic calendar.
- e) The W (withdrawal) grade is assigned to students who withdraw from a course.
- f) The P grade is assigned in courses lasting more than one semester for the semesters before the last one. This grade is not counted in the grade point average.

Announcement of Grades, Grade Corrections, and Objections

ARTICLE 28 – (1) Final letter grades for a semester are submitted by course instructors at the dates indicated in the academic calendar and announced via the university information system.

(2) Course assessment results are announced to students within fifteen working days at the latest from the date when the activity is made. All assessments made within a semester are announced before the starting date of final exams for that semester which is indicated on the academic calendar.

(3) Final grades for a semester or summer school are changed after the course instructor's written application to the office of the relevant department chair within ten working days following the deadline for grade submissions, the approval of the relevant executive board, and submission of a notification to the SA.

(4) Students can object to any assessment result or letter grade. Student objections are reviewed by a committee of three academics to be formed within five working days from the date of the relevant grade announcement by the course instructor. The decision of the committee is decreed by the relevant executive board. The review and decision process is finalized within 15 days from the date of the objection, and students are notified of the decision.

Passing and Repeating Courses

ARTICLE 29 – (1) The grades F, NA, and U are failing grades.

(2) Courses in which the letter grade F, NA, U, or W is earned must be repeated. Instead of repeating the same elective course, another elective course in the curriculum may be taken. NC courses must be repeated if failing grades are earned in them except for the letter grade W.

(3) Only the courses in which the grade C, C-, D+, or D is earned can be repeated in one of the four semesters following the one when they are taken.

(4) The last grade earned in a repeated course becomes valid.

Grade Point Averages

ARTICLE 30 – (1) Students' semester grade point averages and cumulative grade

point averages are calculated at the end of each semester, and their levels of success are indicated.

(2) The total credits obtained in a course are calculated by multiplying the ECTS credits of that course and the grade points corresponding to the letter grade earned in the course at the end of the semester.

(3) The semester grade point average is calculated through the division of the total grade points earned in all the credit courses the student has taken in the relevant semester by the total credits of those courses.

(4) The cumulative grade point average is calculated through the division of the total grade points earned in all the credit courses the student has taken up to that time including the relevant semester by the total credits of those courses.

(5) The grade point averages obtained in these calculations are expressed by rounding them off to two decimal places. In rounding the numbers off, the second digit after the decimal point does not change if the third digit is smaller than 5, but it increases by one if the third digit is 5 or greater.

(6) At the end of the summer school, grade point averages are re-calculated taking into account the grades students have earned in the summer school courses. Course enrollments at the beginning of the following semester are done taking into account the academic standing of students which is now determined with regards to updated grade point averages.

Successful Students

ARTICLE 31 – (1) Students whose cumulative and semester grade point averages are at least 2.00 and who have not received a failing grade for the relevant semester are designated as follows according to their semester grade point averages:

a) Of the students who are within their maximum period of study and who have taken at least three credit courses in the relevant semester, the ones with semester grade point averages of 3.50 to 4.00 are designated as high honor students and the ones with semester grade point averages of 3.00 to 3.49 are designated as honor students. Students who fulfill the grade-point-average requirement but fail to fulfill the three-credit-course requirement are considered to have satisfactory academic standing.

b) Students who are within their maximum period of study and have semester grade point averages of 2.00 to 2.99 or students who have exceeded the maximum period of study and have semester grade point averages of at least 2.00 are considered to have satisfactory academic standing.

(2) Students who have cumulative and semester grade point averages of at least 2.00 but have a failing grade in a course for the relevant semester are considered to have sufficient academic standing.

Unsuccessful Students

ARTICLE 32 – (1) If students' cumulative grade point averages and/or semester grade point averages fall below 2.00, their academic standing is considered unsatisfactory.

Probation Students

ARTICLE 33 – (1) Students whose cumulative grade point averages fall below 2.00 in two consecutive semesters are placed on academic probation.

(2) Probation students cannot enroll in courses which they have not previously taken or the courses for which they have received the grade W. These students must first repeat the courses they have previously taken, primarily those for which they have received failing grades (F, NA, U). Students who are on probation or have unsatisfactory academic standing may repeat any courses they have previously taken and received a C-, D+, or D grade.

(3) Probation students may enroll in an elective course which they have not previously taken on the condition that it replaces a previously taken elective course.

(4) Provisions of this Regulation regarding the minimum course load do not apply to

probation students.

(5) Probation students must reach a cumulative grade point average of at least 2.00 in the ensuing semester in order to be considered in satisfactory academic standing.

(6) Provisions of this article limiting students to previously taken courses do not apply to probation students who wish to take courses in the summer semester and students in extended status who have exceeded the standard duration of study.

(7) Probation students can take additional one new course or courses provided that they do not exceed 6 ECTS credits.

Graduation Requirements and Date

ARTICLE 34 - (1) The following requirements must be met in order to be eligible for graduation from an undergraduate program:

a) All enrolled courses must be completed with at least a letter grade of D or S. Additional credit or non-credit courses (NC status) for which the letter grade W has been received are not obstacles for graduation.

b) The student must have obtained at least 240 ECTS credits and have a cumulative grade point average of at least 2.00.

c) With the exception of international joint undergraduate degree programs carried out with partner universities abroad, at least half of the total credits of a curriculum must be obtained at AGU.

d) With the exception of exchange and international joint undergraduate degree programs carried out with partner universities abroad, the last two semesters of enrollment must be spent at AGU.

(2) For students who have taken all the courses comprising an undergraduate program within the maximum period of study but cannot meet the graduation requirements due to failing grades, provisions of the Article 44 of the Law no. 2547 are applied.

(3) The graduation date for undergraduate programs is determined as follows:

a) For undergraduate programs, the graduation date is the announcement date of letter grades indicated in the academic calendar for the relevant semester or summer school. For students who graduate later than grade announcements due to a grade correction or the conversion of the I grade to a letter grade, the graduation date is the date on which the last letter grade is finalized.

b) For students who wish to leave the university by receiving an associate degree diploma before becoming eligible for graduation from an undergraduate program, the graduation date is the announcement date of the letter grades for the semester in which the student has earned the right to receive an associate degree diploma.

Diplomas, Certificates, and Other Documents

ARTICLE 35 – (1) Diplomas, certificates, and other documents issued to students and graduates, and the provisions concerning the issuance of them are as follows:

a) Undergraduate diploma: This document is awarded to students who meet the graduation requirements of an undergraduate program.

b) Double major diploma: This document is awarded to students who are eligible for graduation from an undergraduate program and, also, meet the graduation requirements of the double major program they are enrolled in.

c) Associate degree diploma: This document is awarded to students who wish to leave the University before becoming eligible for graduation from an undergraduate program provided that they apply for the diploma and complete the procedure to cancel their registration. In order to qualify for an associate degree diploma, students must have earned at least a letter grade of D or S for all the courses in the curriculum of the first four semesters, and the grade point average of those courses must be at least 2.00.

d) Provisional graduation certificate: This document is issued only once as a substitute

for a diploma to students who are deemed eligible for a diploma.

e) Diploma supplement: This document accompanies a diploma and aims at the international recognition of the academic and professional competencies of its holder.

f) Minor certificate: This document is given to students who are eligible for graduation from an undergraduate program and, also, successfully complete the minor program they are enrolled in. This certificate is not a diploma.

g) Transcript: This document is a record for students that shows the courses taken each semester, their credits and the grades earned, the grade point averages for relevant semesters, the cumulative grade point average, and the academic standing starting from students' admission to the university.

h) Student certificate: This is a document that proves the enrollment status of a student at the University.

i) NAT (Non-Academic Transcript): This document is a record of all the extra-curricular activities in which students participate and develop themselves around the AGU values.

(2) Diplomas, certificates, and other such documents are signed by the following authorities:

a) Associate degree, undergraduate degree, double-major diplomas, and minor certificates are signed by the Rector, relevant dean or school director, and department chair.

b) The provisional graduation certificate is signed by the relevant department chair and authorized SA staff.

c) Diploma supplements, transcripts, and student certificates are signed by authorized SA staff.

d) Non-Academic Transcripts are signed by authorized staff of the Coordination Office for Student Activities or an equivalent office.

(3) Students' faculties, departments, and programs are indicated on the diplomas, certificates, and other documents.

(4) Students who complete undergraduate and/or double major programs with a GPA of 3.00 to 3.49 are designated as "Honor" and those with a GPA of 3.50 or above as "High Honor" graduates. These designations are indicated on the diplomas.

(5) The format and size of the diplomas and certificates as well as the information to be written on them are specified by the Senate.

(6) If a diploma or certificate is lost, a replacement copy is issued once only. The replacement copy bears the notation "second copy."

(7) If a graduate changes their name and/or surname after the graduation date, replacement copies are not issued in place of their diplomas and/or certificates, nor is the information on them changed.

SECTION FOUR

Miscellaneous and Final Provisions

Advisorship

ARTICLE 36 – (1) Department chairs assign an academic advisor from full time and teaching faculty to each student enrolled in an undergraduate program.

(2) The responsibilities of academic advisors are stated below:

a) They inform students about which courses they are going to take each semester and provide guidance on choosing them.

b) They approve semester registrations after evaluating courses to be taken with students according to their academic standing.

c) They provide information and guidance to students on adapting to university life, professional development, and career choices.

Disciplinary Procedures

ARTICLE 37 – (1) The disciplinary procedures for students are carried out in accordance with the provisions of the Disciplinary Regulation for Students of Institutions of Higher Education.

Cheating and Plagiarism

ARTICLE 38 – (1) A disciplinary investigation is opened against a student who is suspected of cheating in exams, homework, reports, or other assessment activities, attempting to cheat, plagiarizing, or similar violations stated in the Disciplinary Regulation for Students of Institutions of Higher Education. During a disciplinary investigation, marks are not given for the assessment activity in question. At the end of the disciplinary investigation, the exam of the student who is found not guilty is marked, or a make-up exam or activity is administered to them. The student who is found guilty receives a mark of zero for the relevant exam or assessment activity besides their disciplinary punishment.

(2) All the work, projects, laboratory reports, homework, and other assessment activities, which affects the semester grade point average is described as "exam" based on the Disciplinary Regulation for Students of Institutions of Higher Education.

Scholarships and Aid

ARTICLE 39 - (1) The provisions governing the distribution of student grants and aid obtained from various sources are determined by the Senate.

Medical Services

ARTICLE 40 – (1) The provisions governing the medical services offered to students are determined by the Senate.

Tuition, Education, and Other Fees

ARTICLE 41 – (1) Students are required to pay tuition or education fees specified by relevant legislation within the period indicated on the academic calendar.

(2) Students who cannot complete the preparatory class of the degree programs at the end of the first academic year of their education and those who cannot graduate from the four-year undergraduate programs within the standard duration of study pay tuition or education fees specified for the relevant semester. Students who are enrolled in a double major program pay tuition fees according to the provisions of this article at the end of the duration of their degree program and an additional year.

(3) Students who pay their tuition or education fees but later decide to cancel their registration of their own volition are not reimbursed.

Leaves of Absence

ARTICLE 42 – (1) Student requests for an excused absence or leave of absence on the grounds of health, military service, education in an institution of higher education in Turkey or abroad, financial and familial obligations, representing the University or country at national or international events, custody, detention, or conviction are processed based on the provisions of the relevant legislation.

Notifications

ARTICLE 43 – (1) All types of notifications to students are sent to their postal addresses indicated in the students' official records or to their e-mail addresses provided by the University.

(2) Students are obliged to follow the messages sent to their e-mail addresses provided by the University.

(3) Students whose contact information changes are obliged to inform the SA within 15 days at the latest following the change.

Absence of Provisions

ARTICLE 44 – (1) In cases for which provisions are not specified in this Regulation, relevant provisions of the legislation and decisions of the CoHE, Senate, and University Executive Board apply.

The Repealed Regulation

ARTICLE 45 – (1) The regulation titled Abdullah Gül University Undergraduate Education and Examination Regulation published in the Official Gazette no. 29277 dated 24 February 2015 has been repealed.

Validity

ARTICLE 46 – (1) This regulation is effective as of the date of its publication and is implemented starting with the 2020-21 academic year.

Execution

ARTICLE 47 – (1) The provisions of the Regulation are executed by the Rector of Abdullah Gül University.

The Regulation was published in the Official Gazette	
Dated	No.
21/12/2020	31341