

**ABDULLAH GÜL UNIVERSITY**  
**UNDERGRADUATE EDUCATION AND EXAMINATION REGULATION**

**SECTION ONE**

**Purpose, Scope, Legal Basis and Definitions**

**Purpose**

**ARTICLE 1 -** (1) The aim of this Regulation is to regulate the procedures and principles for student admissions and registration to the undergraduate programs offered at Abdullah Gül University, and the conduct of undergraduate education, examinations and assessment.

**Scope**

**ARTICLE 2 -** (1) This Regulation covers provisions concerning student admissions and registration to the undergraduate programs offered at Abdullah Gül University, and the conduct of undergraduate education, examinations and assessment.

**Basis**

**ARTICLE 3 -** (1) This Regulation has been drawn up based on the Higher Education Act 2547 dated November 4, 1981.

**Definitions**

**ARTICLE 4 -** (1) Unless otherwise indicated, the terms in this Regulation are defined as follows:

- a) ECTS: European Credit Transfer System
- b) Major Program: Enrolled undergraduate diploma program
- c) Core Program: The program covering first grade courses of students admitted to an undergraduate program in AGU.
- d) Double Major Program: Besides an enrolled diploma program, the second undergraduate program registered at AGU.
- e) Faculty Board: The faculty board of Abdullah Gül University
- f) WGPA: Weighted Grade Point Average
- g) SE: Preparatory program of School of English at Abdullah Gül University
- h) EEPE: English Exemption and Placement Exam of School of English at Abdullah Gül University
- i) Credit: ECTS credits of a course per semester
- j) Undergraduate program Higher education program covering a period of at least eight semesters
- k) Student: Registered students at an undergraduate program.
- l) SAD Student Affairs Department of Abdullah Gül University.
- m) Rector The Rector of Abdullah Gul University
- n) Senate Abdullah Gül University Senate
- o) Administrative Board Administrative Board of Abdullah Gül University
- p) University/AGU Abdullah Gül University
- r) SGPA Semester Grade Point Average
- s) YOK Higher Education Council of Turkey
- t) Board Relevant Faculty Board of Abdullah Gül University

u) Regulation Undergraduate Education and Examination Regulation of 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. Yet courses to be conducted in Turkish or any other language are determined by the Senate.

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

(3) Students placed at the university can document their proficiency in English with language texts suggested by the SE and approved by the Senate and register at their respective programs. Those who have been placed at, admitted or transferred from another institutions to the undergraduate programs but cannot document their English proficiency attend to language courses. Assessment of English proficiency levels of students and education at AGÜ English preparatory program is conducted in accordance with the “Abdullah Gül University English Preparatory Class and Examination Regulation” published in the Official Gazette No. 28731 dated August 07, 2013.

(4) Undergraduate students who have discontinued their education for two consecutive academic years (four semesters) due to leave of absence or failing to re-register are required to document their English proficiency through EEPE or an equivalent exam approved by the Senate so as to be able to re-register. However, this rule does not apply to students who can document that they have studied and been successful at an English-medium higher education institution in the country or abroad for a minimum of one semester in the last four semesters.

(5) The SE determines the level of English proficiency of citizens of foreign countries where official language is English with interview and written examination if necessary.

(6) The SE determines the level of English proficiency of those who have applied to be special students and are native speakers of English with interview and written examination if necessary.

#### **Duration of Study**

**ARTICLE 6 -** (1) Study period of a program, maximum study period, extended study period, duration of English preparatory program as well as expulsion of a student due to failure to re-register and every other issue related to the period of study are regulated according to the Article 44 of Law number 2547.

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

(3) Semesters spent in higher education institutions in the country or abroad as part of student exchange programs are included in the program study period, 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 examination periods.

(2) Besides, Summer School may be offered for 8 weeks, seven weeks of which are for lectures followed by a week for final examinations. The decision to take courses in Summer School belongs to students. The principles regarding the conduct of education in Summer School are determined by the Senate.

(3) Duration and dates of the registration, courses, examinations 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 relevant department chairs in coordination with SAD.

(5) The courses to be offered in a semester and Summer School are determined by the relevant department chair and approved by the relevant administrative boards. Course sections, capacities and criteria are determined by the relevant department chair.

#### **Undergraduate Programs**

**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 Higher Education Council.

(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 throughout academic years.

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

(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) International joint degree programs may be offered together with the institutions of higher education abroad.

#### **Horizontal Transfer, Credit Transfers Between Higher Education Institutions, Double Major, Minor**

**ARTICLE 10** - (1) The procedures regarding undergraduate transfers between programs (horizontal transfer), exchange programs and credit transfers between institutions; procedures and principles of double major and minor programs as well as maximum education periods are determined in accordance with the provisions of "Rules and Regulations Governing the Undergraduate Transfers between Associate Degree and Undergraduate Programs in Institutions of Higher Education, Double Major and Minor Programs and Inter-institutional Credit Transfer" published by the Higher Education Council in the Official Gazette No. 27561 dated April 24, 2010.

(2) Within the same academic year, if students who are placed at AGU by the Student Selection and Placement Centre (ÖSYM) are already registered at AGU and they are placed at a program different than their currently registered program, they are considered as horizontal transfer students.

(3) Adjustments of students who have completed their exact registrations at AGU via horizontal and vertical transfers are carried out by relevant executive board. Among the courses previously taken and successfully completed by these students, the grades of those which are deemed suitable shall be determined by the relevant faculty board and transferred to AGU as (T) in student transcripts.

(4) Conversion table accepted by the Senate is used to convert grades in hundred point grade system to four point grade system.

(5) Students may ask to have their transfer credits changed until the end of first registration period following the semester horizontal transfer has taken place. Change requests are taken into consideration and decreed by relevant administrative board.

(6) Grades and credits of courses deemed equivalent by the relevant faculty and school in case of intra-institutional horizontal transfers are transferred as such.

(7) When special and exchange students are transferred horizontally or vertically, they can only transfer courses accepted by the registered diploma program.

### **Double Major**

**ARTICLE 11** - (1) Students registered in an undergraduate program at AGU may concurrently register in another undergraduate program in addition to the current one. The second undergraduate program is designated as a “Double Major Undergraduate Program.” Students who complete this program are awarded a “Double Major Diploma” in addition to the diploma they receive from the undergraduate program in which they are registered. The principles governing the double major programs are determined by the Senate in line with relevant YOK rules.

### **Minor**

**ARTICLE 12** - (1) Students registered in an undergraduate program at AGU may additionally register 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 program is not an undergraduate program. Students who complete this program receive a certificate. The principles governing minor programs are determined by the Senate in line with relevant YOK rules.

### **Exchange Programs**

**ARTICLE 13** - (1) Within the scope of bilateral agreements, exchange programs may be arranged between AGU and higher education institutions in the country and abroad. Principles governing such programs are determined by the Senate in line with relevant YOK rules.

(2) Students wishing to study at other universities as part of an exchange program are allowed on the condition that the exchange duration is included in the normal period of study.

(3) Relevant administrative board assigns an academician as the exchange program coordinator so that s/he can help AGU students pursuing education at universities with which AGU has agreement within the scope of an exchange program choosing their courses, monitor their education at other universities and contact them during their study.

(4) Courses students take abroad within the framework of the exchange program are indicated in AGU transcript. Based on the adjustment made by the exchange coordinator and the decision of relevant administrative board, students may be exempted from some of the courses in their registered program at AGU thanks to some of these courses.

(5) Upon the return of a student, with the decision of the relevant administrative board, transfer of courses taken in another university within that semester is completed until the end of the next registration period after the semester when the student has registered at the university. Changes to exempted courses need to be made until the end of the academic period in which the exemption procedure has taken place.

#### **Certificate Program**

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

#### **Special Students and Visiting Students**

**ARTICLE 15** - (1) Special students are students who are not registered to any program at AGU, but who are expected to fulfill the requirements of the limited number of courses to which they are registered. The principles governing special students are determined by the Senate. Special student applications are evaluated and decreed by the relevant administrative board.

(2) Students pursuing their undergraduate education at higher education institutions in the country or abroad may apply to attend courses at AGU as full time visiting students for one or two semesters. Applications to be visiting students are evaluated by the relevant administrative board and decreed according to the success of their registered universities and the standing of students in these institutions.

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

#### **Admission to Undergraduate Programs**

**ARTICLE 16** - (1) Student admissions to the undergraduate programs are conducted in line with the Higher Education Act 2547 dated November 4, 1981, rules and regulations of Council of Higher Education, and principles set by the Senate.

(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 horizontal transfers from outside or within the university in line with relevant YOK regulation. Additionally, students placed by OSYM via vertical transfer may register to attend to the relevant class of the education program they are admitted.

#### **First Registration with the University**

**MADDE 17** - (1) The registration of students who have been placed and admitted to an undergraduate program is done by the SAD on the dates specified in academic calendar.

(2) The following conditions are necessary for the exact registration of students:

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 required for registration, or their copies approved by the University upon presentation of the originals are accepted. Procedures regarding compulsory military service and judicial records are conducted only after a

candidate's declaration. In case students who have earned the right for registration with false or misleading declarations and documents are detected, they will not be registered. If they have already been registered, the registration will be cancelled regardless of the semester they are in, all documents issued to them, including diplomas, will be declared null and void, and legal action will be 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 students.

(5) Those who have not completed their registration within the announced period are deemed to have waived their student rights and thereafter may not claim any of those rights. Those who have not completed their registration within the declared period may make an excuse with an official document. The Rectorate 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 courses 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 determined by recommendation of the relevant department and the decision of the relevant faculty board.

(3) 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 which must be taken together with another course is called the co-requisite of that course.

(4) Apart from the prerequisite and co-requisite courses, additional conditions may be determined by the department chairs in order that a course might be taken.

(5) In case of exemption from the prerequisite or co-requisite course of any course, the prerequisite or co-requisite provision of that course is deemed to have been met.

(6) Credit value of a course consists of all of its weekly theoretical course hours plus half of the weekly hours of laboratory, practical, studio, internship and other similar work related to that course.

### **Course Load**

**ARTICLE 19** - (1) The normal course load of an undergraduate program is 30 ECTS.

(2) A student's course load in a semester is limited to the normal course load

a) may be increased by up to 8 ECTS upon a student's request and with the approval of the advisor if her/his Cumulative Grade Point Average is at least 2.00.

b) may be increased by up to 15 ECTS upon a student's request and with the approval of the advisor if her/his Cumulative Grade Point Average is at least 2.50.

(3) 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 included in the WGPA. In justifiable situations, this load may be reduced with the approval of the advisor and the relevant department chair.

(5) For students who are able to fulfill the requirements for graduation at the end of the registered semester, the minimum course load provision is not sought.

#### **Adjustment to Undergraduate Programs and Counting of Courses**

**ARTICLE 20** - (1) Procedures related to the adjustment of students to undergraduate programs and/or counting of courses in the below mentioned situations are carried out by the relative administrative board by recommendation of the relative department chair:

a) Horizontal transfer.

b) Vertical transfer.

c) In other adjustment and course counting procedures specified in Article 44 of Law number 2547, it is indicated which of the courses with the grades C and above, S or with their equivalent grades are to be counted towards the program, and which are to be retaken.

(d) All courses with the grades F, NA W, U or their equivalent grades are to be retaken.

(2) The below-mentioned rules are applied in adjustments and counting of the courses:

a) Adjustment procedures are conducted in accordance with the current curriculum.

b) Courses which have been taken in the previous program but which do not exist in the current curriculum are excluded from the adjustment.

c) It is determined which courses with the grades C and above, S or with their equivalent grades are to be counted towards the program, and which are to be retaken.

d) All courses with the grades D, F, NA W, U or their equivalent grades are to be retaken.

e) In order for the prerequisite or co-requisite provision to be met, the previous grades in such courses must be C or above, S or an equivalent grade.

f) The semester(s) considered spent from the maximum duration is/are calculated according to the courses counted towards the program and deducted from the student's maximum duration. In this procedure, the normal course load of the relevant program, considered equivalence of one semester, is used.

(3) Principles regarding counting of the courses and the validity periods of courses are determined by the Senate.

#### **Extra-curricular Courses**

**ARTICLE 21** - (1) Extra-curricular courses are credit courses 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. The following rules apply for extra-curricular courses:

a) Such courses are taken in NI status.

b) The courses taken in NI status are counted towards the course load of a student in the related semester.

c) Maximum two courses may be taken in NI status per semester.

d) The status of courses taken in NI status cannot be altered after the registration procedures of the relevant semester are completed.

e) Courses taken in NI status cannot be counted towards the program(s) in which the student is enrolled within the semester they are taken.

f) Status of courses not taken in NI status cannot be rendered NI after the registration procedures of the relevant semester are completed.

g) Courses taken in NI status may be repeated only once in the same status.

h) Courses taken in the NI status are not included in Grade Point Average calculations.

i) Courses taken in NI status are indicated in the transcript along with the earned letter grade.

### **Semester Registrations**

**ARTICLE 22** - (1) Each semester students must renew their registration on the online registration dates indicated in the academic calendar. However, students who register in a graduate program for the first time may also register in the add/drop week indicated in the academic calendar. Students who fail to register on the designated dates are deemed unregistered and may not enjoy the rights of registered students.

(2) Semester registration procedures consist of the following phases:

a) The student pays the tuition or the education fee and fulfills any other financial obligation (dormitory fee, library fee, etc.) pertaining to previous years, if any.

b) The student registers for the new semester.

c) The student meets his/her advisor to obtain approval for the online semester registration.

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

(4) The following priorities are observed in determining the courses to be taken during semester registrations provided that prerequisite requirements are met; however, these priorities may be changed with the approval of the academic advisor:

a) Courses that must be repeated.

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

c) Courses that must be taken in accordance with class order in the curriculum, those that students want to take in order to increase their grade and/or those taken in NI status.

(5) Students who have completed their 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. Advisor approval is required in order for the changes to be valid.

(6) Among students who fall into the unregistered status, those who wish to register for a semester must apply to the relevant department chair by stating and documenting a valid reason before the termination of the designated add/drop period for that semester. The student whose excuse is accepted by the relevant administrative board and who meets the requirements for the semester registration is re-registered by the SAD.

(7) Students who fall into the unregistered status may register for ensuing semesters on dates indicated for the online registrations in the academic calendar. However, these students must submit a petition to the SAD by the date online registrations start at the latest. Applications are processed through evaluation within the framework of the rules and regulations in this document in terms of English proficiency, maximum duration and adjustments to undergraduate programs.

### **Withdrawal from Courses**



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

a) Course withdrawal is processed after the termination of the add/drop period and within the first ten weeks of a semester.

b) Approvals of the course instructor and the academic advisor are required for course withdrawal.

c) Course withdrawal may be processed for only one course in a semester.

d) Course withdrawal may be processed for maximum four courses throughout a period of study. Courses that students withdraw from in their previously enrolled programs are included in the total number while changing departments within AGU.

e) Course withdrawal cannot be processed in the first two semesters of the curriculum.

f) Course withdrawal cannot be processed for repeated courses, courses that were previously withdrawn, or those in NI status.

g) Course withdrawal is not allowed for students taking the minimum course load or below in a semester.

h) Courses that the student withdraws from are indicated as W in the transcript. These courses are not included in the calculation of Grade Point Average.

#### **Cancellation of Registration**

**ARTICLE 24** - (1) Students who wish so may withdraw their registration by applying the SAD.

(2) Students who withdraw their registration or are dismissed on grounds of disciplinary action must follow the procedures for registration cancellation specified by the university and fulfill their financial obligations (tuition or education fee, dormitory fee, library debt, etc.) in order that they may receive their diplomas or their personal documents among the SAD files.

(3) Students who cancel their registration from a program by receiving an Associate Degree Diploma or without meeting the graduation requirements forfeit all their rights in the university and may never register again in the program from which they have withdrawn in order to get an undergraduate degree.

### **SECTION III**

#### **Examinations, Assessment and Graduation**

##### **Attendance and Examinations**

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

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

(3) At least one mid-term examination and one final examination are administered for each course. Courses that do not require a mid-term and/or final examination are determined by the relevant department and the SAD is informed accordingly.

(4) For all the courses with a final examination, in order to be entitled to take the finals, students must reach the success level determined by the instructor for the evaluation activities throughout a semester. Students who cannot meet the success level or attendance requirements cannot take the final examination.

(5) The role of attendance in taking the midterm or the final examination and its percentage in the semester letter grade; midterm examination, homework, quizzes, application, etc. that are required and their percentage in the semester letter grade; and prerequisites for taking the final examination, if any, are announced to students in the beginning of the semester by the instructor.

(6) Students who are not entitled to take the final examination are noted by the instructor and are reported to the SAD. These students cannot take the final examination and the resit examination. Their grades are recorded as F.

(7) In case that students who are entitled to a semester final examination do not take a semester final examination without a valid medical certificate receive F for grade.

(8) Students are informed of their success in each course within a semester by the instructor of that course. While doing so, instructors follow the principle of privacy of personal information.

(9) Examination dates of the courses for which mid-term examinations are given are determined by department chairs upon the recommendation of the course instructors and announced within the first four weeks of a semester. Changes in the examination dates are made and announced by department chairs upon the recommendation of the course instructors. In compulsory multi-section courses offered for different undergraduate programs, the examination dates are determined and announced by the relative department chairs in coordination with the SAD.

(10) All exams other than the mid-term and final examinations may be given with no predetermined date.

(11) In courses for which final examinations are administered, the arrangement of the final exams is made as follows:

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

b) Announced final examination dates may be changed by the SAD upon the justified request of the relative department provided that the new dates are within the period of final examinations. This procedure is carried out before the period of final examinations starts.

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

(13) Relevant instructors and proctors are responsible for the administration of the exams in accordance with the rules.

(14) The principles regarding the procedures to be applied for students who have failed to sit an examination are determined by the relevant department chair.

### **Resit Examinations**

**ARTICLE 26** - (1) Students who meet necessary requirements in courses with final examinations may take resit exams provided that they apply within the period indicated in academic calendar. Resit exams are not administered in courses which do not have final exams, those taken in minor certificate programs or graduate scientific preparation and those taken by special and visiting students. Resit exams are not administered in courses offered in summer school.

(2) Following the announcement of letter grades, students who have received F from the final exam of a course can apply to take the resit exam within the period indicated in

academic calendar. Students who get conditional or unconditional passes, or grades other than F or U cannot apply for resit exams. Students who do not apply in due time cannot take resit exams and their exams would be invalid even if they have taken them. The Rectorate determines and announces the resit exam timetable.

(3) Resit exams are counted as final exams. Grades students receive on resit exams only replace grades of final exams when calculating the new letter grade and their weights are the same with the announced weights of the finals in the overall grades. Resit exams do not replace evaluation activities taking place throughout a semester.

(4) F grade do not change for students who apply for a resit exam and do not take it regardless of their excuses. The new letter grade received on a resit exam is indicated as the new course grade on the student's transcript and replace the final grade in grade point average.

### **Medical Certificate and Make-up Examinations**

**ARTICLE 27** - (1) A student who gets a sick note submits the medical certificate to the relevant faculty dean's office or school directorate within 5 days of the expiration of the medical certificate. Dean's office or school directorate approves medical certificates issued appropriately and forwards their copies to the instructor at whose course the student is registered. Students with valid sick notes are provided with the opportunity to make up for the midterm exams administered during sickness absence. Relevant instructor determines the date of and how to administer the make-up exam. However, make-up exams must be administered and assessed before the end of courses in a semester. Except midterm exams, the decision to provide students who have not been able to participate at evaluation activities in a semester and have valid medical certificates with an opportunity to make up lies with the instructor of the course.

(2) A student cannot take any courses or exams held during her/his sickness absence and if s/he takes an exam or any other evaluation activity in that period, relevant grades are considered invalid.

(3) Students who had a sickness note at the time of a midterm exam of a course are granted a make-up right provided that they submit their medical certificates to the relevant faculty dean's office or school directorate at least one day before the announcement of semester grade letters and apply to take make-up exams in due time. Students who do not submit their certificates or apply in due time are not granted make-up exam rights. Students with a make-up right are given resit exams in place of make-up exams. These students are not granted another right to a resit exam.

(4) Students whose sickness absence coincides with resit exams are not granted a right to make-up or resit exams. Regardless of their excuses, students who have not taken resit exams cannot take make-up exams. These students receive the grade F.

### **Assessment and Grades**

**ARTICLE 28** - (1) Students are given a letter grade for each course at the end of the semester they are registered.

(2) The instructor of a course can use either relative or absolute evaluation depending on choice in conversion to letter grades.

(3) In determining the letter grade, students' mid-term and final examination grades, their success in their studies within the semester and their attendance during course and practical work are taken into consideration.

(4) The courses for which an exemption exam is to be administered, the requirements for exemption and the implementation principles are determined by the Senate upon the recommendation of the relevant faculty board.

(5) The coefficients of the letter grades and the score intervals used in the calculation of Grade Point Average are indicated below:

a)

<b>Letter Grade</b>	<b>Coefficient</b>	<b>Score Intervals</b>	<b>Status</b>
A	4.00	90-100	Pass
A-	3.67	87-89	Pass
B+	3.33	83-86	Pass
B	3.00	80-82	Pass
B-	2.67	77-79	Pass
C+	2.33	73-76	Pass
C	2.00	70-72	Pass
C-	1.67	64-69	Conditional pass
D+	1.33	56-63	Conditional pass
D	1.00	50-55	Conditional pass
F	0.00	0-49	Fail
NA	0.00	*	Not Attended
W	*	*	Withdrawn
I	*	*	Incomplete
T	*	*	Transferred
S	*	*	Satisfactory
U	*	*	Unsatisfactory
P	*	*	In Progress
EX	*	*	Exempt

b)

The grade NA is designated by the course instructor to students who have been deemed unsuccessful due to one of the conditions below. The grade NA is processed as F in the calculation of Grade Point Average.

1) Not qualifying to take the final exam due to failure in fulfilling the attendance requirements.

2) Not qualifying to take the final exam due to failure in fulfilling the provisions regarding course activities.

3) Having taken none of the mid-term and final examinations.

(6) Grades which are not included in the Grade Point Average are as follows:

a) The grade S (satisfactory) is designated to students who are successful in non-credit courses.

b) The grade U (unsatisfactory) is designated to students who are not successful in non-credit courses.

c) The grade EX (exempt) is designated to students who have been exempted from certain courses in the curriculum.

d) The grade I (incomplete) is designated to students who are not able to complete the course requirements by the end of the semester or the summer school for a reason found valid by the course instructor. The grade "I" must be converted to a letter grade within a week of the last day of grade submissions for the semester or summer school. In special cases,

however, this period may be extended until the date online registrations start for the following semester at the latest when it must be converted to a letter grade. These special procedures are conducted by recommendation of the department chair offering the course and the approval of the relevant administrative board. In case of failure to convert the grade I to a letter grade within the required period, the grade "I" will be automatically converted to the grade F or U. The dates concerning the letter grade I are indicated in the academic calendar.

e) The grade W (withdrawn) is designated to students who withdraw from a course.

e) T grade: T grade is designated to courses taken in another higher institution or another undergraduate program in AGU upon the approval of the relevant administrative board of the faculty offering the undergraduate program at which the student is currently registered. T grade is not included in grade point average although the course taken is included in the transcript. The fact that a course is transferred is not enough to be exempted from any of the courses in the curriculum.

f) P: It is designated to courses lasting more than one semester at the end of penultimate semesters. This grade is not included in grade point average.

### **Submitting and Announcing Grades and Grade Corrections**

**ARTICLE 29** - (1) Final grades for a semester are submitted by course instructors on the dates indicated in the academic calendar.

(2) Grades are announced on the related Internet address to be opened to the access of students on the date indicated in the academic calendar.

(3) Any errors in grading are corrected with the approval of the relevant department chair upon the course instructor's application for correction within a week of the last day for the submission of semester or summer school final grades. In cases where this period is exceeded, the correction of errors must be made by recommendation of the department chair offering the course and the approval of the relevant administrative board. The dates concerning grade corrections are indicated in the academic calendar.

### **Course Success and Course Repeats**

**ARTICLE 30** - (1) Students must earn a passing grade from a course to be considered successful. Grades A, A-, B+, B-, C+, C and S are passing grades.

(2) Grades C-, D+ and D are conditionally passing grades. Courses with such grades may be required to be repeated in the maximum duration of a program and in the adjustment procedures made in the extended duration granted after this period. In other adjustment procedures and in course counting, these courses must be repeated.

(3) Grades F, NA, and U are failing grades.

(4) Courses in which the letter grades F, NA, U, and W have been earned must be repeated. Instead of the elective courses which must be repeated, other elective courses in the curriculum may be taken.

(5) Excluding students in probation, courses in which the letter grade D or above has been earned may be repeated within the four consecutive semesters following the semester in which the courses has been taken.

(6) The last grade earned in the repeated course is valid regardless of the previous grade.

### **Grade Point Averages**

**ARTICLE 31** - (1) Students' Semester Grade Point Averages and Cumulative Grade Point Averages are calculated at the end of each semester and their success status is determined.

(2) The total credit points obtained in a course are calculated by multiplying the credit value of the course and the coefficient 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 credit points obtained in all the courses the student has taken in the relevant semester by the total credit values of those courses.

(4) The Cumulative Grade Point Average is calculated through the division of the total credit points obtained in all the courses the student has taken up to that time including the relevant semester by the total credit values of those courses.

(5) The Grade Point Averages obtained in these calculations are expressed by rounding them off to the second digit after the decimal point. In rounding the numbers off, the second digit after 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 summer school courses. Course registrations at the beginning of the following semester are done taking into account the academic standing of students determined with regards to updated Grade Point Averages.

#### **Successful Students**

**ARTICLE 32** - (1) Students whose Cumulative and Semester Grade Point Averages are at least 2.00 and who have not received a failing grade in the relevant semester are qualified 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 whose Semester Grade Point Averages are 3.50 – 4.00 are qualified as *High Honor Students*, and the ones whose Semester Grade Point Averages are 3.00 – 3.49 are qualified as *Honor Students*. Students who fulfill the Grade Point Average requirement but who fail to fulfill the requirement for three credit courses are considered *Satisfactory* in their standing.

b) Students who are within their maximum period of study and whose Semester Grade Point Averages are 2.00 – 2.99, or students who have exceeded the maximum period of study and whose Semester Grade Point Averages are at least 2.00 are considered *Satisfactory* in their standing.

(2) Students whose Cumulative Grade Point Averages and Semester Grade Point Averages are at least 2.00 but who have obtained a failing grade from a course in the relevant semester are considered *Sufficient* in their standing.

#### **Unsuccessful Students**

**ARTICLE 33** - (1) Students whose Cumulative Grade Point Averages and/or Semester Grade Point Averages are below 2.00 are considered *Unsatisfactory* in their standing.

#### **Probation Students**

**ARTICLE 34** - (1) Students whose Cumulative Grade Point Averages are below 2.00 in two consecutive semesters are qualified as Probation students.

(2) Probation students may not enroll in the courses which they have not previously taken, or in which they have earned the grade W. These students must first repeat the courses they have previously taken, primarily those which they have earned failing grades (F, NA, U). Probation or unsatisfactory students may repeat the courses they have previously taken and earned C-, D+ or D grades.

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

(4) The minimum course load requirement mentioned in this document is not valid for probation students.

(5) The Cumulative Grade Point Average of probation students must be at least 2.00 in the ensuing semester in order for them to be considered in Satisfactory standing.

(6) New course limitation stated in this document is not applicable to students on probation who wish to take courses in the summer period.

(7) New course limitation is not applicable to students who have extended their normal study period.

(8) Students on probation may take one extra course or new extra courses on the condition that their overall credits do not exceed 20% of the normal credit load and with the approval of the department head and the relevant dean or the director in special cases.

#### **Graduation Requirements and Date**

**ARTICLE 35** - (1) The following requirements must be fulfilled in order to be eligible for graduation from an undergraduate program:

a) All the courses included in the curriculum must be completed with at least the letter grade D or S.

b) The Cumulative Grade Point Average must be at least 2.00.

c) With the exception of the international joint degree programs conducted with contracted universities abroad, at least half of the total credit points of the curriculum must be obtained at AGU.

d) With the exception of exchange programs and international joint degree programs conducted with the contracted universities abroad, the last two semesters must be spent at AGU on registered status.

(2) The date of graduation from undergraduate programs is determined as follows:

a) In undergraduate programs, the graduation date is the announcement date of the letter grades for the relevant semester or Summer School as indicated in the academic calendar. For those who graduate later than the announcement of grades and following the correction of an erroneous grade, the conversion of the grade "I" to a letter grade, or by exercising the right for a make-up, the graduation date is the date on which the 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 obtained the right to receive an Associate Degree Diploma.

#### **Diplomas, Certificates and Other Documents**

**ARTICLE 36** - (1) Diplomas, certificates awarded and other documents issued to students, and the provisions regarding the issuance of these are as follows:

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

b) Double Major Diploma: This diploma is awarded to students who are deemed eligible for an undergraduate diploma and who also meet the graduation requirements of the double major program they are registered at.

c) Associate Degree Diploma: This diploma is awarded to students who wish to leave the University before being entitled to graduation provided that they apply for it and complete the registration withdrawal procedures. In order to qualify for an Associate Degree Diploma, students must have earned the letter grade D or S at least in all the courses in the curriculum of the first four semesters, and their Cumulative Grade Point Averages must be at least 2.00.

d) Provisional Certificate of Graduation: This document is issued only once as a substitute for a diploma to students who are deemed eligible for graduation, and it is valid until the date of the commencement ceremony of the relevant academic year.

e) Diploma Supplement: This is a document which accompanies diplomas and aims at the international recognition of the academic and professional competences of its holder.

f) Certificate of High Achievement: This is a certificate which is awarded to high ranking graduates in undergraduate programs. The principles regarding the rank order of such students are determined by the Senate.

f) Minor Certificate: This diploma is given to students who are deemed eligible for an undergraduate diploma and who also successfully complete the minor program they are registered in. This certificate is not a diploma.

h) Transcript: This document is a complete official record of the courses taken each semester, their credit values and the grades earned, the grade point averages for the relevant semesters, the cumulative grade point averages and the standing of a student starting from the student's admission to the university.

i) Semester Success Certificate: This is a document given to "Honors" or "High Honors" students at the end of a semester.

j) Student Certificate: This is a document which shows the University registration status of a student.

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

a) Associate degree, undergraduate degree, double-major degree diplomas and minor certificates are signed by the Rector and the relevant Dean and the Department Head.

b) Provisional certificate of graduation is signed by the relevant Department Head and authorized SAD staff.

c) Graduation certificates and Semester Success Certificates are signed by the Rector.

d) Diploma supplements, transcripts and student certificates are signed by authorized SAD staff.

(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 Grade Point Averages of 3.00 – 3.49 are qualified as "Honors" and those with Grade Point Averages of 3.50 or above are qualified as "High Honors" graduates. These qualifications are stated in the diplomas.



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

(6) In the event of the loss of a diploma or a certificate, a replacement copy is issued once only. The replacement copy bears the notation "second copy".

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

## **SECTION FOUR**

### **Advisorship, Disciplinary Procedures, Scholarship, Health Service, Tuition Fees, Student Leave, and Student Notifications**

#### **Advisorship**

**ARTICLE 37** - 1) Department chairs assign an academic advisor among full time faculty to each student registered in an undergraduate program.

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

a) They inform the students about the courses they are to take each semester and provide guidance in choosing them.

b) They approve semester registrations after evaluating the courses to be taken with the student according to her/his academic standing.

c) They provide information and guidance to the student in adapting to university life, professional development and career choices.

#### **Disciplinary Procedures**

**ARTICLE 38** - (1) The disciplinary procedures regarding students are carried out in accordance with the provisions of the Rules and Regulations Governing the Disciplinary Procedures in Institutions of Higher Education published in the Official Gazette No. 28388 dated August 18, 2012.

#### **Cheating and Plagiarism**

**ARTICLE 39** -(1) A disciplinary investigation is conducted against a student who is suspected of cheating in exams, homework, reports or other evaluation activities, attempting to cheat, plagiarizing or similar violations stated in the disciplinary regulation. During disciplinary proceedings, the evaluation activity in question is not marked. The exam of the student who is found not guilty following a disciplinary investigation is evaluated or make-up exam or activity is administered. The student who is found guilty receives mark of '0' for the relevant exam or evaluation activity besides disciplinary punishment.

(2) All projects, laboratory reports, homework and other evaluation activities which are relevant for the semester overall grade are counted as "exam" with respect to the Rules and Regulations Governing the Disciplinary Procedures.

#### **Scholarship and Aid**

**ARTICLE 40** - (1) The provisions governing the distribution of student grants and aids obtained from various sources are determined by the Senate.

#### **Health Service**

**ARTICLE 41** - (1) The provisions governing the health services offered to students are determined by the Senate.

### **Tuitions, Education Fees and Other Fees**

**ARTICLE 42** - (1) Tuitions, education fees and other fees are determined by the University Administrative Board within the framework of the Council of Ministers' decree.

### **Leaves of Absence**

**ARTICLE 43** - (1) Students may be granted a leave of absence from the University for a maximum period of two semesters with the decision of the relevant administrative board based on obligations related to health, military service, education in an institution of higher education in Turkey or abroad, or financial and familial obligations.

(2) Leave of absence can be granted for a maximum period of four semesters during an undergraduate program.

(3) Students who wish to be granted a leave of absence must apply to the relevant department chair with a petition stating valid grounds for the request and the necessary documents by the end of the add-drop week of the related semester at the latest. However, no time restrictions exist for application in the event that grounds for permission arise after the end of the add-drop week.

(4) The department chair sends the student's request for leave to the relevant administrative board along with their own opinion and the opinion of the student's academic advisor.

(5) The relevant administrative board sends their decision to the SAD, whom processes the decision and notifies the student and the relevant academic and administrative units.

(6) The academic status of the students whose leave periods have ended is evaluated by the SAD within the framework of the related articles in this Regulation. Students who meet the registration requirements may register for the new semester on the dates indicated in the academic calendar.

(7) Students who wish to return to University earlier than the termination of the leave period must apply with a petition to the relevant department chair before online registrations start. The application is resolved with the decision of the relevant administrative board upon the opinion of the student's advisor and recommendation of the department chair, and it is sent to the SAD. The status of the student is evaluated within the framework of the related articles in this Regulation. Students who meet the registration requirements may register for the new semester on the dates stated in the academic calendar.

### **Notifications**

**ARTICLE 44** - (1) All types of notification to students are sent to their postal address in the students' official records or to the e-mail addresses provided to them 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 SAD within 15 days the latest following the change.

## **SECTION FIVE**

### **Miscellaneous and Final Issues**

#### **Invalidated Regulations**

**ARTICLE 45** - (1) The regulation entitled Abdullah Gül University Undergraduate Education and Examination Regulation published in the Official Gazette no. 28731 dated June 08, 2013 has been invalidated.

**Validity**

**ARTICLE 46** -This regulation is effective as of the date of its publication and is to be implemented starting January 20, 2015.

**Implementation**

**ARTICLE 47** -(1) The provisions of this regulation are implemented by the Rector of Abdullah Gül University.

Prof. Dr. Erhan KUTANOĞLU  
Acting Rector