

HALIÇ UNIVERSITY ASSOCIATE AND UNDERGRADUATE EDUCATION REGULATIONS

PART ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 - (1) The purpose of this Regulation is to regulate the procedures and principles regarding associate and undergraduate education, examinations and evaluations, including preparatory classes in faculties, schools, vocational schools affiliated to Haliç University and their departments or programs.

Scope

ARTICLE 2 - (1) This Regulation covers the provisions regarding student admissions, attendance procedures, education, exams, achievement evaluations, diploma, freezing of enrollment and registration cancellation at Haliç University's faculties, colleges, conservatories and vocational schools and preparatory classes.

Basis

ARTICLE 3 - (1) This Regulation has been prepared on the basis of Articles 14 and 44 of the Higher Education Law dated 4/11/1981 and numbered 2547.

Definitions

ARTICLE 4 – (1) As set forth in this Regulation;

- a) wGPA: Refers to weighted Grade Point Average,
 - b) Academic unit: Refers to faculty, college, conservatory and vocational school affiliated to Haliç University,
 - c) European Credit Transfer System (ECTS): Refers to the credit that expresses all the work that a student has to do in order to complete a course successfully.
 - d) Relevant board: Refers to Faculty board in faculties, college board in colleges, vocational school board in vocational schools,
 - e) Relevant board of directors: Refers to the board of directors of the faculty in the faculties, the board of directors of the colleges in the colleges, the board of directors of the vocational school in vocational schools,
 - f) Board of Trustees: Refers to Haliç University Board of Trustees,
 - g) Rector: Refers to the Rector of Haliç University,
 - h) Senate: Refers to Haliç University Senate,
 - i) University: Refers to Haliç University,
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PART TWO

Academic Periods and Registration Procedures

Academic periods and duration

ARTICLE 5 - (1) Education and training can be conducted at the university in the types of daytime education, evening education, open education and distance education. The education model to be implemented is determined by the proposal of the relevant department Board of Directors and the decision of the Senate.

(2) Education periods consist of fall and spring semesters. A semester cannot be less than 14 weeks. With the decision of the relevant board and the approval of the Senate, courses can also be held annually. The academic calendar of the university for the next academic year is determined by the Senate.

(3) The duration of the associate degree to be carried out in accordance with this Regulation is four semesters; the duration of undergraduate education is eight semesters, excluding the periods in the English preparatory program. Students must complete associate degree education in a maximum of four years, undergraduate education in a maximum of seven years, undergraduate programs with a duration of five years in a maximum of eight years, and undergraduate programs with a duration of six years in a maximum of nine academic years. Students who have not completed the education program within this period are treated according to the provisions of Article 44 of the Law numbered 2547.

Quotas and student admission

ARTICLE 6 - (1) The student quotas to be admitted to the university's academic programs are determined by the Board of Trustees upon the proposal of the relevant academic boards and the proposal of the Senate and submitted for the approval of the Council of Higher Education (YÖK).

(2) Student admissions to associate and undergraduate education programs of the university are made according to the results of the examinations made by the Assessment, Selection and Placement Center (ÖSYM) or the decisions of YÖK (Council of Higher Education).

First enrollment procedures

ARTICLE 7 - (1) (Amended: O.G.-18/2 / 2019-30690) Those who are entitled to enroll at the university make their final registration by applying personally or through their representatives or through the e-government gateway on the registration dates determined by ÖSYM and the University. Documents that can be obtained through e-government gateway are not requested from the student. The originals of the documents that cannot be obtained or their copies approved by the University are accepted.

(2) Students who do not register within the valid period are deemed to have given up their right to enroll at the University and cannot claim any rights. Candidate students who do not register for the departments that accept students with undergraduate transfer, foreign national exam, special talent exam within the specified period lose their registration rights and substitute candidates gain the right to register.

(3) At each stage, the registration of the person who uses fake or falsified documents in terms of all the documents required for final registration or who is determined to have made fraudulent practice in the university entrance exam is canceled as of the registration date and legal proceedings are initiated. If this person leaves the University, all documents, including the diploma given to him/her, are canceled. The tuition fees paid by these individuals are not refunded.

Internal and External Student Transfers

ARTICLE 8 – (1) Internal transfers between departments are determined by the Senate within the framework of the provisions of the Regulation on the double major, minor and Inter-Institutional Credit Transfer Principles of Transfers between Associate and Undergraduate Programs in Higher Education Institutions published in the Official Gazette dated 24/4/2010 and numbered 27561.

(2) The transfer of vocational school graduates to undergraduate programs affiliated to the University is determined by the Senate in accordance with the Regulation on the Continuation of Vocational Schools and Open Education Associate Degree Programs Graduates to Undergraduate Education published in the Official Gazette dated 19/2/2002 and numbered 24676, and other relevant legislation provisions.

Special students

ARTICLE 9 – (1) The private student refers to the student enrolled in a higher education institution at home or abroad, who wants to experience a different higher education environment, culture, acquisition or who is allowed to continue his education in a different higher education institution provided that his/her registration remain in his/her university, for special reasons, health and similar reasons.

(2) In order to take courses as a private student; The student must apply by adding the certificate showing his/her disciplinary status, grade table (transcript) and the decision of the board of directors of the relevant unit of the university where he/she will take the course to his/her petition. Students studying in programs whose teaching language is Turkish must certify that their foreign language level is sufficient in order to take courses from programs whose teaching language is a foreign language.

(3) As a special student, the credits of courses or practices taken from another higher education institution at the same level are counted in fulfillment of the requirements of the diploma program in which they are registered with the decision of the relevant board of directors.

(4) The student's time in special education is included in the academic term.

(5) The duration spent as a special student is included in the education duration. Students who will attend summer schools as special students pay the summer school fee to the higher education

institution where they take the course. Special students pay the tuition fee per credit of the department in which they take courses.

Student counseling

ARTICLE 10 - (1) For each student, two faculty members, one principal and one substitute, are appointed as consultants. The advisor monitors the student throughout his / her education, and within the framework of undergraduate and associate degree programs, double major and minor programs that the student is attending advises the student about the compulsory and elective courses that the student must take. During the enrollment or renewal of the semester, the student organizes his courses with his advisor and is obliged to have the course schedule approved by his consultant.

(2) If the principal consultant is not available at the University within the registration period due to a valid excuse, the student applies to the substitute advisor and the principal consultant announces the situation to the relevant students.

Student ID card

ARTICLE 11 – (1) Students who register or renew their registration for the first time are given a photo ID by the Rectorate. The student who graduates or is dismissed returns his / her identity card.

(2) In case of loss of identity card, a new identity card is issued for him / her for a fee.

(3) Students enrolled as special students at the university are issued a temporary ID card. If the student leaves the university, he / she is obliged to return the card.

Tuition Fee

ARTICLE 12 - (Amended: OJ-18/2 / 2019-30690)

(1) Education at the university is subject to fee. Annual tuition fees are determined annually by the Board of Trustees upon the proposal of the Rectorate. Students who register by internal and external transfer are subject to the semester/year fee determined for the departments/programs they have registered. The normal duration of education is subject to annual fees and exemptions are not taken into account. In case of early graduation, the annual fee for the spring term is refunded.

(2) Tuition fees for summer school and special students are charged separately on the basis of course credit. Scholarships and discounts are not taken into account in summer education. Students who have completed the normal study periods specified in this Regulation pay fees on the basis of course credit. This fee cannot exceed the semester fee.

(3) The payment plan and dates of the annual tuition fees are announced for each academic year. In order for students to renew their registration, they must fulfill their financial responsibilities before the enrollment renewal date. Students who do not fulfill their financial responsibility cannot renew their enrollment. Students whose fees are in installments must pay their installments within the payment schedule. In case of delayed payments, legal interest and legal follow-up will be applied.

(4) Scholarship students placed in the university by ÖSYM do not pay tuition fees during the scholarship period granted to them. Students, who are given a discounted quota, pay the tuition fees that are outside of the discount rate granted to them, as tuition fee each year. Students whose scholarship and discount period has been completed pay the tuition fee after this date on the basis of course credit without benefiting from scholarships and discounts.

PART THREE

Principles Regarding Education and Training

Language of Education

ARTICLE 13 - (1) The language of education at the University is Turkish, except for programs that provide education in English.

(2) Students who have been placed in programs with education fully or partly in compulsory English can directly enroll in the programs they have been placed in, if they pass the English proficiency exam or document that they have passed the international and national exams accepted by the Senate.

(3) The validity period of the proficiency certificate obtained from the university preparation programs is two years. As a result of their documents, students who are exempt from the English Preparatory Program are exempted from English I and II courses in their departments. Students can take English courses that they are exempt from if they wish.

(4) Students who fail the English proficiency exam continue their English Preparatory Program. The students who are not successful in this program are treated according to the provisions of the Regulation on Foreign Language Teaching in Higher Education Institutions and the Principles to be followed in Teaching in Foreign Language, published in the Official Gazette dated 23/3/2016 and numbered 29662. Other issues related to the English Preparatory Program are determined by the Senate.

(5) Foreign students who want to enroll in Turkish education units must certify their Turkish language proficiency.

Curriculum and course load

ARTICLE 14 – (1) Curriculum consists of compulsory and elective courses. Compulsory courses are the courses that the student has to take, and elective courses are the courses that the student can choose from certain course groups in consultation with his / her advisor.

(2) The prerequisites, course hours and ECTS credits of the courses in the curriculum, if any, are recommended by the heads of the departments to the relevant Board of Directors. Programs accepted by the relevant board of directors are finalized with the approval of the Senate. Changes must be notified to the Rectorate by the first week of April each year. Accepted changes are implemented from the beginning of the following academic year.

(3) The number of exams, homework, applications and other studies that students are responsible for for each course, their contribution to the success grade, and the requirements for taking the exam given at the end of the semester are determined by the instructor at the beginning of the semester, and a course information form is presented to the students. Due to its nature, some courses may not be given the final exam with the approval of the relevant board of directors.

(4) The normal course load of the student is 30 ECTS per semester. Course load can be increased up to 40 ECTS for double major program, minor program, graduation students and intermediate students. However, students who do not have a GPA of 3.00 cannot take courses from the upper semesters.

(5) First-year students cannot exceed the normal course load of the semester and cannot reduce their course load.

Reenrollment

ARTICLE 15 – (1) Students are required to renew their enrollment every year/semester within the period specified in the academic calendar.

(2) In order to renew the registration for the year/semester, the student must have fulfilled his/her financial obligations, including the semester in which he/she wants to renew the enrollment. Students who do not fulfill this requirement are not renewed for year / semester enrollment. These students cannot benefit from student rights.

(3) Students who have paid the tuition fee must complete the course registration procedures by having their advisors approved the course program they have created from the courses determined for that year / semester. Students are responsible for the entire registration renewal and course enrollment process and are obliged to do the course registrations themselves. The enrollment of the student who completes the course taking process is considered to be renewed.

(4) Students who exceed the normal period of study are not considered to have renewed their registration until they fulfill their financial obligations after completing the course enrollment process by approving their course schedule by their advisors.

(5) Students who fail to complete the internship study despite achieving all the courses in the curriculum must renew their registration on the dates specified in the academic calendar at the beginning of each semester.

(6) Those who do not renew their enrollment in the specified periods cannot take courses and exams in that year/semester; they cannot benefit from their student rights.

(7) The semester in which the student does not renew the enrollment shall be counted as the period of study determined in Article 44 of the Law No. 2547.

(8) Students who do not enroll for four consecutive semesters can be dismissed with the decision of the University Board of Directors and the decision of YÖK.

(9) Enrollment renewal procedures of students participating in exchange programs can be done outside the period specified in the academic calendar with the decision of the relevant board of directors.

Taking / dropping a lesson

ARTICLE 16 – (1) The procedures related to taking courses are carried out as follows:

a) The student has to take the courses he has not taken before, absent or failed at the beginning of the semester in the term course selection, at the beginning of the year in the annual course selection. Considering the courses taken by the student from the lower classes, the student and his/her advisor decide together the courses to be taken in the current semester.

b) Except for pre-conditional courses, he/she can take courses from the upper two semesters in addition to the courses in the semester/year program, provided that he/she is successful in all courses in the lower classes and that the overall weighted GPA is at least 3.00. Prerequisite courses and prerequisites are determined by the decision of the relevant board and the approval of the Senate.

c) Students can repeat the courses with grades DD and DC in order to increase their grade point averages. Courses graded CC and above cannot be repeated. In this case, the final grade received is deemed valid.

d) The exemption of a student who fails a course that is removed from the program and for which a new course is not replaced, is decided by the relevant board of directors.

d) Some courses can be given by distance education method. The principles of distance education are determined by the Senate.

e) In order for an elective course to be opened, at least ten students must be enrolled in that course.

(2) Students cannot take new courses after course taking / dropping period. They can withdraw from the course within the period specified in the academic calendar with the approval of the consultant. Students cannot withdraw from the courses of the first two semesters, the courses they have repeated because of their failure, and the compulsory courses they have never taken in the previous semesters.

(3) Students can continue their education at other universities with national and international student exchange programs if the relevant board of directors deems appropriate. In addition, students can take courses in the departments / programs of the same or other units in the pool of elective courses if the lessons are included in the educational programs.

(4) Students who start their education in the first semester must take all the courses of that year. They cannot take lessons from upper classes.

Attendance to courses

ARTICLE 17 – (1) The student must attend the courses and practices. Students who do not attend 70% of the theoretical courses and 80% of the practices are considered absent and receive a NA grade. Students cannot take the final exam of the course they failed due to nonattendance.

(2) If the student has fulfilled the attendance requirement in the same repeated courses before, he / she takes midterm exams and other exams without requiring attendance. Practical courses, laboratory studies and hospital practices are excluded from this scope.

(3) Issues regarding attendance inspection are determined by the Rectorate. The status of absent students is approved by the relevant instructor and announced on the student automation system. The absence NA grade announcement is made at least one week before the final exam week.

(4) Students who participate in scientific, social, cultural and sporting events and competitions with the purpose of representing the country or the University and with the permission of the University are deemed to be on leave from the courses within that period with the decision of the relevant board of directors and these periods are not counted as absent.

(5) Health report and disciplinary action are counted as absence period.

Internships

ARTICLE 18 - (1) The principles of the departments regarding internships, practices and similar studies are determined by the relevant dean's office / directorate.

Summer school

ARTICLE 19 - (1) The Senate, when it deems necessary, may decide to open summer school and determine the principles of implementation. Summer school is not included in the education period.

(2) The duration of the summer school is at least 5 weeks, excluding registration and exams. For each course opened in the summer school, lessons are held as much as the total course hours in the normal period.

(3) In the summer school, the start and end dates of the courses are determined by the Senate every year together with the academic calendar in line with the proposal of the departments.

(4) If the courses that students failed during the semester are not opened in our university summer school, If deemed appropriate by the relevant board of directors, they can take them from summer schools of other universities. The grades they get from these courses are added to the average in the grade and credit calculations of the students.

Double major and minor programs

ARTICLE 20 - (1) The implementation of these programs is carried out in accordance with the provisions of the Regulation on the Principles of Transfer Between Associate and Undergraduate Degree Programs, Double Major, Minor and Credit Transfer Between Institutions in Higher Education Institutions.

Exchange programs

ARTICLE 21 - (1) Student exchange programs can be implemented within the framework of cooperation protocols signed with the approval of the Higher Education Council between the university and a university abroad whose equivalence has been accepted by the Higher Education Council.

(2) Exchange programs are carried out within the framework of the Regulation on the Principles of Transfer Between Associate and Undergraduate Programs, Double Major, Minor and Credit Transfer Between Institutions among Higher Education Institutions.

(3) Within the framework of these programs, students can be sent to universities abroad for a maximum of four semesters continuously or intermittently and students can be accepted from these universities with the decision of the relevant board of directors. The enrollment of the students going abroad within this period continues at the university and this period is counted from the education and training period.

(4) Determining the courses that students will take from the university they attend, how to evaluate the success grades of the courses they take on their return, and the adjustment procedures of the students are decided by the relevant board of directors based on the opinion of the relevant department. The student cannot claim a right for the adjustment of the courses not specified in the decisions of the board of directors but taken by the student.

(5) The courses that a student has taken from an institution in Turkey or abroad with the approval of the relevant board of directors and have succeeded or conditionally accomplished are recorded on the transcript with the same code, name, credit load, ECTS and grade of the course before the semester / year enrollment renewal date, and participate in grade point averages. If the grade received by the student is different from the evaluation system of the University, the grade is converted into the University's achievement grades and recorded on the document.

(6) Within the scope of exchange programs, students coming to the University may not pay tuition fees to the University depending on the terms of the relevant agreement. These students are not given diplomas or titles; however, a grade document is issued showing the courses and grades they have taken.

(7) Within the framework of exchange programs, the amounts of contributions and payment conditions are determined by the relevant agreements.

(8) Due to the differences in the academic calendars of the institutions, only the final exam at the end of the semester/end of the year can be taken to an early date for the students who come with the exchange program and who go to the exchange programs.

Exams

ARTICLE 22 – (1) Exams are: additional exams, midterm exams, final exams, make-up exams, single course exams, grade upgrade exams, exemption exams and excuse exams. These are described below:

a) Additional exams and assignments during the semester: The instructor can make additional exams, assignments or in-class applications to encourage students to work and increase their success. However, it is determined in advance what their contribution will be to the course success grade and how many times it will be determined and announced to the students via the course information form. The instructor does this through the student information system.

a) Midterm Exam: At least one midterm exam is held for each course each semester. The date and where the midterm exams will be held are determined and announced by the relevant academic department at least one week before the exam date. In the units where the annual program is applied, a single midterm exam can be held with the decision of the relevant board. Students can take a maximum of three exams per day during the midterm exam period. Students who have more exams apply to the relevant academic department in order to benefit from the excuse exam right.

c) Final exam: The final exam of a course is held at the end of the semester/year in which that course is completed. Students who fulfill the attendance requirement and succeed in the practices of the applied courses can take the final exam.

d) Make-up exam: The make-up exam is the right given for students who have failed to take the final exam or who failed with the FF. Students who fail due to absenteeism cannot take the make-up exam.

d) One course exam: If the students who can graduate by taking the exam from the only course in which they meet the attendance requirement and fail, apply to the relevant academic department by petition, it is the exam given by the decision of the board of directors and this exam is given only once. A single course exam is not granted for a non-attendance grade of NA or a course that has never been taken before. The single course exam is held on the date specified in the academic calendar. The grade taken as a result of the single course exam is considered as a success grade. If the result of this exam is unsuccessful, the student is obliged to take the relevant course during the course's own semester or summer education.

e) Grade upgrade exam: Students who are successful in all courses but have not completed their graduation requirements only because their GPA is below 2.00 are given an exam provided that they can increase their GPA to 2.00 or higher from the three courses of their choice. In this exam, no restrictions are applied in terms of the highest grade and the grade obtained as a result of the exam replaces the old grade. Students who fail the additional exam or fail to increase their GPA to 2.00 or above are subject to the rules for course repetition. No excuse is accepted for the additional exams conducted in accordance with this paragraph and the provisions for the make-up exam are not applied.

c) Excuse exam: The right to an excuse exam is granted to students who cannot take the midterms due to their excuses. Apart from this, no excuse exams are given for any other exams. Students who have the right to take the midterm exams but could not take these exams, whose justified and valid excuses are accepted by the relevant boards, use the midterm exam rights within the same semester, on the day, place and time determined and announced. A second excuse exam right for excuse exams is not allowed. The principles regarding the excuses are as follows:

1) Students who participate in scientific, social, cultural and sporting activities and competitions with the permission of the University for the purpose of representing Turkey or the University are considered excused in the exams with the decision of the relevant board of directors.

2) Health-related excuses must be documented with a health report from any health institution. The report is delivered to the University within three days from the date of receipt. The grades taken by the students in the exams they take during their reporting period are deemed invalid. The exams of the students who have taken the exam although they have a report are canceled and an investigation is opened.

3) Excuses that can be accepted by the boards of directors provided that they are documented.

g) Exemption exam: An examination is opened at the beginning of the semester for the common compulsory courses for newly enrolled students and for the relevant language course for students who

have to study in the foreign language preparatory class. Students cannot retake the courses from which they have been exempted in order to increase their grades.

(2) Exams can be conducted in writing, oral, written-oral or practical. The instructor decides whether the exams will be held verbally or practically and how to evaluate the application, internship, thesis, project and similar studies. The instructor declares how the exams will be held with the course information form at the beginning of the semester.

(3) Students are obliged to take the exam on the announced day, time and place and to have their student ID with them. If necessary, exams can be held on Saturdays and Sundays with the decision of the Rectorate.

(4) Faculty members must announce the results of each exam to the students within seven days at the latest through the automation system. At the end of the semester, the grade status report, which is taken from the student automation system and signed by the instructor, regarding the exam results, is delivered to the faculty secretary by the head of the relevant department together with the exam documents. The grade status reports and exam documents collected in the faculty secretariat are delivered to the Student Affairs Department.

(5) Documents and minutes related to the exams are stored for at least two years in the archive determined by the Rectorate.

Objection to exam results and finalization of grades

ARTICLE 23 - (1) Students may object to the announced grades in terms of factual errors by applying in writing to the relevant dean's office, college directorship, conservatory directorship and other departments within five working days following the announcement of an exam grade.

On the exam answer sheet; The answers that are not read inadvertently and not included in the grade total and some of the answers given to the questions are not included in the grade total inadvertently are considered as factual errors. In the factual error examination, the answers given are not read and re-evaluated.

(3) Upon objection, if there is no factual error in the exam answer sheet, which is re-examined by the lecturer / lecturer of the course, the previous grade remains the same. In this case, the result is notified to the student by the dean's office / directorate, or if there is an error in assigning a grade to all the answers on the exam paper, in the sum of the grades, or in putting the questions into the grade table, the applications to be made by the student or the lecturer / lecturer of the course are finalized by the relevant board of directors, and reported to the Rectorate.

(4) In cases where a factual error has been detected and the exam or final grade of success needs to be changed, a report containing the reasons for the error and the reason for the change must be submitted by the relevant instructor with the exam document attached.

(5) In cases requiring commission review, exam documents can be examined by a commission of three faculty members / assistants with the same or similar expertise determined by the dean's office.

Success grade

ARTICLE 24 - (1) Success grade; It refers to the equivalent of the raw achievement grade in the 4-point system, which is determined by taking into account the grades they get from the semester / year activities and the semester / year-end exam, except for single course, grade upgrade and exemption exams.

(2) Relative or absolute evaluation system is used in calculating the students' grade. The relevant board of directors decides which evaluation system to use before the start of the academic year. For the conversion between 4 and 100 grade systems, the conversion table prepared by YÖK (CoHE) is used

(3) In measuring success in a course; midterm exams, additional exams, field and workplace work, practice, homework, projects, workshops, seminars, attendance, laboratories and similar mid-term studies for that course constitutes 40% of the course evaluation grade. The types of the semester studies and the contribution of these and the final exam grade to the course success grade are announced to the students at the beginning of each semester by the lecturer. Grades of all semester studies and final exams related to the courses are announced.

(4) In the absolute evaluation system, the success grade is determined according to the absolute intervals stipulated in this Regulation for raw success grades. In the relative evaluation system, the success grade is determined based on the average of raw success grades and statistical distribution.

(5) The principles of measurement and evaluation of relative and absolute evaluation systems, the conditions and limits of participation in the calculation of success grades in the relative evaluation system and the principles about success degrees are determined by the Senate and published on the Website of the University.

(6) In both evaluation systems, students who do not take the final or make-up exam of any course and cannot get at least 40 out of 100 from these exams are considered unsuccessful in that course.

(7) The score and letter equivalents of the success grade ratings and the grade intervals in the absolute evaluation system are given below:

<u>Success grade</u>	<u>Letter Grade</u>	<u>Meaning</u>	<u>Score Range</u>
4,00	AA	Perfect	90-100
3,50	BA	Very Good	80-89
3,00	BB	Good	70-79
2,50	CB	Medium	65-69
2,00	CC	Enough	60-64
1,50	DC	Conditional Success	55-59
1,00	DD	Conditional Success	50-54
0,00	FF	Failed	0-49
0,00	NA	Not Attended	0

(8) Except for the letters of the grades specified in the seventh paragraph, the status of the students in a course is determined from the letters without numerical value as follows:

a) NA (Not Attended): It is given for the courses failed due to not attending and is treated as (FF) for credit courses and U for non-credit courses in the average calculations.

b) I (Missing): It is given if the students are successful in the course but cannot complete the projects, assignments, laboratory experiments and similar studies required for the course due to their excuses. Students who receive this mark must complete their missing and take a grade within 15 days at the latest after the end of the exam period. Otherwise, the I changes to an FF grade.

c) S (Sufficient): It is given to those who are successful in internships and non-credit courses.

e) T (Transfer/Exempt): It is given for courses taken before from another higher education institution and whose equivalence is accepted by the relevant board of directors and deemed exempted.

f) W (Withdrawn): It is given for the courses the students withdrew.

f) P (In Progress): It is given for non-credit courses spanning more than one semester.

(9) In the evaluation of the numerical grades of the students during their adjustment or grades from another educational institution, the letter grades and coefficient numbers specified in this article are taken as basis.

Weighted, semester and overall weighted GPA

ARTICLE 25 – (1) Weighted grade; The multiplication of the coefficient of the credit of a course and the grade taken from that course is the weighted grade of that course.

(2) Term GPA (DNO); it is obtained by dividing the sum of the weighted grades of all the courses that the student enrolled in that semester into the credit total of the same courses. In division, two decimal digits are added to the result. In the results, the third digit after the comma is rounded to zero if it is less than five, and rounded up if it is five or greater and is determined as two digits.

(3) Annual GPA (YNO); it is obtained by dividing the sum of the weighted grades of all the courses that the student enrolled in that year into the credit total of the same courses. In division, two decimal digits are added to the result. In the results, the third digit after the comma is rounded to zero if it is less than five, and rounded up if it is five or greater and is determined as two digits. The annual GPA is used only for academic achievement scholarships and double major rankings.

(4) Weighted CGPA (AGNO); It is obtained by dividing the sum of the weighted points of all the courses taken since the student enrolled in a department, by the total credits of the same courses. The calculation of the general weighted GPA is based on the last letter grade taken by the student from the courses he/she repeats. If students are exempted from courses with unspecified grades, the relevant courses are not taken into account in the calculation of the overall weighted GPA.

(5) P, S, I, T, W grades are not taken into account in the calculation of grade averages.

(6) Graduation weighted GPA (MANO); is the weighted GPA as of the date the student is eligible to graduate.

Success status

ARTICLE 26 – (1) The student who receives one of the AA, BA, BB, CB, CC grades from a course is deemed to have succeeded.

(2) The student who receives one of the DC, DD letter grades from a course is deemed to have achieved that course conditionally. If the Weighted CGPA is at least 2.00, it is not necessary to repeat the conditionally accomplished courses for graduation.

Repetition of the course

ARTICLE 27 – (1) Students who receive one of the FF and NA grades from a compulsory course must enroll and repeat it in the first semester in which it is opened.

(2) If the course that is failed or received a W grade is an elective course, students can take other elective courses within the period of taking and dropping courses with the approval of their academic consultants. The failed elective course will not be deleted from the student grade records unless another elective course is taken in its place.

(3) The general success status of the student is determined according to his / her WGPA. Those with an WGPA of 2.00 and above are considered successful. Students can repeat the courses with grades DD and DC in order to increase their grade point averages. Courses graded CC and above are not repeated.

PART FOUR

Freezing Registration - Deregistration and Diplomas

Freezing Enrollment

ARTICLE 28 - (1) If students make a request until the last business day of the third week as of the starting date specified in the academic calendar in the fall and spring semesters, they may freeze their registration by the relevant board of directors for a maximum of two semesters at a time. The registration freeze period cannot exceed four semesters during the entire academic term.

(2) Students' registrations may be frozen free of charge by the decision of the relevant unit board of directors in the event of the following reasons:

a) If the student has a health-related excuse documented with medical reports in accordance with the principles determined by the Senate

b) In the event that education is interrupted by the decision of the Council of Higher Education due to events that will result in the disruption of education and training pursuant to the third paragraph of sub-paragraph (2) of sub-paragraph (d) of the first paragraph of Article 7 of Law No. 2547,

c) If the student has to suspend his/her education due to natural disasters, provided that it is documented with a document to be given by the highest local administrative authority.

d) If the student has a conviction that does not require a penalty of expulsion from the higher education institution, according to the provisions of the Higher Education Institutions Student Discipline Regulation published in the Official Gazette dated 18/8/2012 and numbered 28388,

e) If the student loses his / her right of postponement for whatever reason or is enlisted by removing the postponement,

f) Student's detention.

(3) (Amended: OJ-18/2 / 2019-30690) Apart from the reasons stated in the second paragraph, students can freeze their registration for other reasons that will be accepted by the relevant board of directors. However, these students pay 25% of the tuition fee corresponding to the registration freeze period. The fee paid is deducted from the tuition fee the following year. If the student deletes registration, the registration freeze fee will not be refunded.

(4) The registration freeze periods of the students are not included in the education and training period. Students who freeze their registration continue their education from where they left off by registering for the semester at the end of the period. During the frozen periods of registration, the student cannot take any courses or exams and cannot benefit from scholarships.

(5) Students are required to submit their applications for a registration freeze within the period specified in the academic calendar. After this period expires, the time limit for the applications to be made based on a force majeure within the scope of the above clauses is fifteen days from the date of occurrence of the reason.

(6) Registration freeze applications are made to the relevant academic department by filling out the registration freeze request form. Students must also add documents to this form that prove the just and valid reasons. When the registration is frozen, the documents submitted by the students during admission to the University are not returned.

Disenrollment

ARTICLE 29 - (Amended: OJ-18/2 / 2019-30690)

(1) Students who wish to dismiss voluntarily apply in writing to the relevant academic unit with a petition, either personally or through a notarized proxy. After the opinion of the relevant unit board and the determination that its financial responsibilities have been fulfilled, the deletion of records is carried out. Students who are deregistered are given their high school diploma and grade status. The approved sample of the high school diploma and other documents received during registration are stored in the student's file.

(2) If the students have the registrations deleted after the start of the education, the fall semester fee will be charged; if the spring semester fee has been charged, it will be refunded. Of those who canceled their registration after the spring term begins, tuition fee is paid in full.

(3) In cases where the student is dismissed from the higher education institution, has not paid the tuition fee for four consecutive years within the normal education period, cannot complete his / her education within the maximum education period, and cannot successfully complete the English preparatory program within two years, his / her registration is deleted by the decision of the University Board of Directors.

When external transfer is made to another higher education institution, if the higher education institution to which the transfer is made requests the student's documents from the University, a dismissal process is made without the student's application and the documents are sent.

Graduation

ARTICLE 30 – (1) Students who have fulfilled the following conditions are deemed to have graduated by completing their studies:

a) To have successfully completed the obligations stipulated by the education and training program in which they are registered.

b) To complete 120 ECTS credits for two-year associate degree programs, 240 credits for four-year undergraduate programs, 300 credits for five-year programs that co-issue undergraduate and master's degrees, and 360 ECTS credits for six-year programs.

c) To be successful in all compulsory and elective courses required by the education and training program.

ç) To have provided at least 2,00 WGPA.

d) Not to be dismissed from the university.

(2) The student who gains the right to graduate is entitled to receive a diploma, provided that he / she pays all of the tuition and other fees and returns the registered fixtures.

Diplomas and certificates

ARTICLE 31 – (1) Those who complete their studies are awarded the following diplomas or certificates:

a) Associate degree: Students who successfully complete their four-semester program in the vocational school of the university and meet the graduation requirements are awarded an associate degree with the approval of the relevant unit board. In the departments applying the undergraduate program, students who are successful in all courses in at least the first four semesters of their

undergraduate education can be awarded an associate degree diploma, if they wish, according to the principles set by the faculty board of directors.

b) Undergraduate diploma: Students who successfully complete an eight-semester undergraduate program and meet the graduation requirements are awarded the undergraduate diploma of the relevant program after the graduation approval of the relevant board of directors.

c) Double major diploma: Students who obtain the right to graduation in the undergraduate program in which they are registered and who complete the double major undergraduate program and meet the graduation requirements are given a second major diploma by the relevant department board of directors.

d) Minor certificate: In the departments implementing the minor program, students who successfully complete their minor programs are approved for graduation by the relevant board of directors and given a minor certificate.

(2) A temporary graduation certificate may be issued for one time until the diplomas are prepared.

(3) In case of loss of the diploma, a new diploma is prepared, provided that it is announced in a national newspaper, one-time. In this case, a statement stating that it was issued for the second time due to loss is placed on the diploma.

(4) Students who graduate with at least 3.50 WGPA without disciplinary action are given a high honor certificate, and students who graduate with an WGPA between 3.00 and 3.49 are given an honor certificate.

PART FIVE

Miscellaneous and Final Provisions

Notification and address reporting

ARTICLE 32 - (1) Students are obliged to carefully follow the written announcements and announcements made by the University regarding education, course and exam programs, exam results and other matters throughout their education.

(2) All kinds of official notifications to the students can be made to the e-mail address created for the student according to the provisions of the relevant legislation, or can be made to the address provided by the students during registration to the University by registered mail.

(3) If a notification is sent to the current addresses of students who do not notify their address changes to the registry office and students who give incorrect or incomplete addresses, they are deemed to have been notified. The student himself / herself is responsible for the problems experienced for this reason.

Disciplinary proceedings

ARTICLE 33 - (1) Disciplinary actions against students are carried out in accordance with the provisions of the Higher Education Institutions Student Disciplinary Regulation.

Cases with no provisions

ARTICLE 34 – (1) Where there are no provisions in this Regulation; the provisions of the relevant legislation and the decisions of the Higher Education Council, the Senate, the relevant board of directors and the relevant department board are applied.

Repealed regulation

ARTICLE 35 - (1) Haliç University Associate and Undergraduate Education Regulation, published in the Official Gazette dated 22/6/2012 and numbered 28331, has been abolished.

Effective Date

ARTICLE 36 - (1) This Regulation enters into force on the date of its publication, effective from the beginning of the 2017-2018 academic year.

Execution

ARTICLE 37 - (1) The provisions of this Regulation are executed by the Rector of Haliç University.

	The Official Gazette in which the Regulation was published	
	Date	Number
	25/9/2017	30191
	Official Newspapers where regulations that amend the regulation are published	
	Date	Number
	18/2/2019	30690

1.