

REGULATION**ALTINBAŞ UNIVERSITY REGULATION FOR ASSOCIATE
AND UNDERGRADUATE DEGREE EDUCATION****PART ONE****Objective, Scope, Basis and Definitions****Objective**

ARTICLE 1 – (1) The objective of this regulation is to establish rules and procedures regarding associate and undergraduate degree education offered by Altınbaş University, except for Altınbaş University School of Medicine and Altınbaş University School of Dentistry.

Scope

ARTICLE 2 – (1) This regulation covers all provisions regarding associate and undergraduate degree education offered by Altınbaş University, except for Altınbaş University School of Medicine and Altınbaş University School of Dentistry.

Basis

ARTICLE 3 – (1) This regulation has been prepared based on Article 14 and Article 44 of Turkish Higher Education Law No. 2547 of November 4, 1981.

Definitions

ARTICLE 4 – (1) As used in this Regulation, the following terms shall have the meanings specified below;

- a) ECTS: European Credit Transfer System,
- b) Dean: Deans of undergraduate schools at Altınbaş University,
- c) Undergraduate School Board: Undergraduate school boards at Altınbaş University,
- d) Board of Trustees: Board of Trustees of the Altınbaş University,
- e) President: President of Altınbaş University,
- f) Senate: Senate of Altınbaş University,
- g) University: Altınbaş University,
- h) Administrative Board: Administrative Boards of undergraduate and vocational schools at Altınbaş University,
- i) Vocational School Board: Boards of vocational schools at Altınbaş University,
- j) Vocational School Director: Directors of vocational schools at Altınbaş University.

PART TWO**Academic Year, Programmes and Courses****Academic Year**

ARTICLE 5 – (1) The academic year shall consist of two at least 14-week semesters and the following period of end of semester examinations.

(2) Any matter concerning registration, courses, examinations and durations/dates of any activity of similar nature shall be set forth in the academic calendar which is previously issued by the Office of the President and approved by the Senate.

(3) If required, University may offer summer courses. All rules and regulations regarding summer courses shall be established by the Senate.

Programmes and Courses

ARTICLE 6 – (1) Courses offered by associate's degree or undergraduate degree programmes, course content, credit hours and ECTS credits, graduation requirements shall be set forth by the respective programme/department chair and submitted to the Senate along with the decision of the respective academic board. All regulations regarding the programmes shall be finalized by Senate decision.

(2) Courses are divided into two groups: required courses and elective courses. Required courses that shall be taken in accordance with your programme curriculum, elective courses that are required to be taken and the elective courses that are available are indicated in the programme curriculum.

(3) In addition to required courses specified in the curriculum, students can also take courses that match their interests after having completed the required ECTS credits. Such courses are shown in transcript along with grades. Grade points earned for the said courses shall not make part of the GPA calculation and not be considered credits for fulfilling the credit graduation requirement.

(4) A prerequisite means a course that a student must have taken prior to enrolling in a specific course.

Courses requiring prerequisites and its prerequisites shall be determined by the programme that offers the courses requiring prerequisites. Those courses shall become definite after having approved by the Senate upon the recommendation of the undergraduate or vocational school offering the respective programme.

- 5) A common course prerequisite means a course (which the student has previously passed or failed) that a student must have taken prior to enrolling in a specific course or must have taken along with a specific course. Such courses shall be established by the programme/department offering the course and shall become definite after having approved by the Senate upon the recommendation of the undergraduate or vocational school offering the respective programme.
- 6) Respective departments/programmes may administer exemption examinations for some courses specified by the Senate. Students who successfully pass the exemption examinations shall be exempted from the respective courses at their own request. Assessment principles governing courses with exemptions shall be established by the Senate.
- 7) If deemed appropriate by the Senate, some courses may be offered either fully or partially via distance learning.

Course credits and course load

ARTICLE 7 – (1) A course load is defined either as credit hour load or ECTS credit load. Credit hour load is based on the number of classroom, laboratory hours per week throughout a term. ECTS credit load is calculated by the programme offering the respective course in accordance with the course workload. One semester of studies corresponds to 30 ECTS credits. The equivalent of one hour theory classes per week is one credit/hour, and the equivalent of one hour practical classes and laboratory per week is 0,5 credit/hour. The credit load and ECTS credit load for other activities such as workshop, studio, field experience and internship/traineeship shall be determined by the Senate upon suggestion from the respective academic boards.

(2) Normal course load per semester /year shall be determined by the Senate upon recommendation from the respective academic boards. Courses without credits shall not be included in course load per semester/year. Course load of certificate courses and other courses of similar character, which are not specified in programme curriculum, shall not be considered a part of student's course load per semester/year.

(3) Associate's and undergraduate degree curriculum for each academic year shall be reviewed by the respective academic boards and then approved by the Senate no later than the end of May in the previous academic year.

(4) Course credit/hour load for any academic programme that a student can take per each semester/year is the maximum credit/hour load specified by the Senate.

(5) Course load that a student can take over a semester/year may be reduced, except for first-year courses, in case student's weekly course schedule exceeds maximum course load or provided that the student presents a valid justification for a course load reduction. In order for the course reduction process can be carried out student must obtain approval from her/his academic advisor, programme chair and Dean's or Vocational School Director's Office. Students granted a reduced course load must enroll at least in two academic courses for each semester/year.

(6) Double major or minor programme students falling behind with their normal curriculum work, wishing to complete their courses, or retake courses to raise their GPA may increase their normal semester course load by one course provided they have a minimum GPA of 2.50 and obtain approval from their advisors; by 2 courses provided they have a GPA greater than 3.00 and obtain approval from their advisors; and by 3 courses at the most provided they have a GPA greater than 3.50 and obtain approval from their advisors.

(7) Final-year students may be allowed, by the decision of undergraduate/vocational school administrative board, to undertake additional courses for each semester and summer school provided they submit a written application to the respective undergraduate school during the course registration period. A student should not take more than 3 additional courses in one semester.

(8) Students are not allowed to retake exempt courses to raise their GPAs.

Double major programmes

ARTICLE 8 – (1) Double major is a programme of study where undergraduate students may complete two sets of degree requirements concurrently. All matters regarding double major programmes shall be established by the Senate.

Minor programmes

ARTICLE 9 – (1) A Minor degree is a secondary concentration of courses that complements the Major. A minor may not be completed independent of a major programme. All matters regarding minor programmes shall be established by the Senate.

PART THREE
Compulsory Attendance, Grades, Assessments and Academic Standing

Compulsory Attendance

ARTICLE 10 – (1) Students must attend classes, workshops, and examinations. Any matter regarding student attendance shall be monitored by the respective undergraduate school/vocational school board or by the respective faculty member.

Examinations and Assessments

ARTICLE 11 – (1) Students must sit mid-term examinations and final examinations for each course they take. At least one mid-term examination is administered in each semester. Mid-term exam dates shall be announced by the Department Head, Dean's Office or Vocational School programmes on the first month of the semester. Any changes in exam dates shall be carried out upon approval from Department Head, Dean's Office or Vocational School director. Brief quizzes may be given without prior notice, except major examinations. Final examinations shall be given on dates and places previously specified by the University. Final grades and marks given to students shall be finalized by instructors in accordance with students' mid-term and end of semester examinations, students' performance in school and university work and attendance rate.

(2) Students deemed eligible for entering mid-term/final examination for a course may also sit retake examination. Upon the recommendation of the respective academic board, Senate shall decide for which courses retake exams will be given or for which courses summer classes will be offered. Grade points earned in retake examinations shall be considered as final grade. No retake examinations will be given for courses that do not require a final examination.

(3) In case a student fails to sit a mid-term examination, s/he may be allowed to take a make-up examination provided s/he presents a valid reason for his/her absence. No make-up examinations shall be given for final and retake examinations.

(4) The respective programme/department shall determine the courses that do not require mid-term and/or final examinations and notify the Registrar's Office accordingly. In such case, final grades shall be given by taking into account student's semester work.

(5) The practical and/or laboratory components of a course may be evaluated separately. In that case, the provisions set forth above shall apply to practical and/or laboratory components of a course, separately.

(6) The final grade is finalized after being submitted by the instructor to the student information system.

Grades

ARTICLE 12 – (1) As per the relative evaluation system, students are given for each course they take one the letter grades listed below.

<u>Mid-term Grade</u>	<u>Coefficient</u>
AA	4,00
BA	3,50
BB	3,00
CB	2,50
CC	2,00
DC	1,50
DD	1,00
F	0,00

(2) When it is required to convert grades and grade point average in percentage-based system, the conversion table prepared by the Turkish Higher Education Council must be used.

(3) Other letter grades and their meanings are as follows:

a) A grade of Incomplete (I) is given to students who fail to satisfactorily complete a substantial part of the course work or fail to take final examination due to an illness or a similar impediment beyond his/her control even though s/he has good academic standing. In case a student is given an (I) grade for a specific course, s/he must complete the required work within fifteen days from the final examination date for the said course. Otherwise, (I) grade will automatically turn into an (F). The above-mentioned period, however, may be extended by the approval of the concerned administrative board.

b) A grade of Satisfactory (S) is awarded to students who successfully pass courses that are not included in GPA calculations.

c) A grade of Unsatisfactory (U) is awarded to students who fail the courses that are not included in GPA calculations.

d) Exempt grade (EX) is given to students who are exempted from taking some courses in the curriculum. Exempt grade may also be awarded to students who meet specific course requirements established by the Senate. (EX) grade is not included in GPA calculations, however, it shall be shown on student's transcript.

e) A W (Withdraw) Grade is given to students who are allowed to withdraw from a course within the first ten weeks from the beginning of the semester, after the add/drop period is over. Withdrawal from a course is subject to advisor's recommendation and instructor/faculty member's approval. Regarding course withdrawal, the principles set forth below shall apply:

- 1) Students cannot withdraw from courses offered in the first two semesters of the programme, except for courses they have previously passed and they retake to raise their GPA, even if they are not required to.
- 2) Students shall not withdraw from courses that they are required to repeat, that they have been given a (W) and also they shall not withdraw from courses which are not included in GPA calculations.
- 3) Students are allowed to withdraw from a maximum of six courses during their normal period of undergraduate studies (not more than one course per semester). Subject to the recommendation of their advisors and the respective instructor's approval, students may withdraw from a maximum of two courses during their normal period of associate studies.
- 4) In accordance with agreements signed between the University and international education institutions or official organizations, exchange students and visiting students' request for course withdrawal shall be subject to exchange programmes coordinator's recommendation and instructor's approval. For such students, procedures regarding (W) grade shall not apply.
- f) The courses taken in NI (not included) status are indicated in the transcript along with the earned letter grade; however, NI grades are not included in GPA calculations.
- g) (P) (Progress) grade is given to students who successfully pass the courses that are not included in GPA calculations.

h) A NA and F are treated the same for GPA calculations. A NA or Not Available grade is given to students who fail the course due to one of the following reasons:

- (1) Not being eligible to take the final examination because of unsatisfactory attendance,
- (2) Not being eligible to take the final examination due to failure to meet course requirements,
- (3) Failure to take none of the major examinations (midterm examinations and finals).
- (4) Credit equivalency and grade adaptation for courses taken as part of student exchange programmes shall be carried out by the respective administrative board in accordance with ECTS.
- (5) Registrar's Office is responsible for announcing final examinations results.
- (6) Credit equivalency and course adaptation procedures for undergraduate transfer and vertical transfer students, and also for students who have previously attended another higher education institution and entered Altınbaş University via the entrance examination conducted by the Student Assessment, Selection and Placement Centre (ÖSYM), shall be carried out by the respective administrative board upon recommendation of the respective programme. Letter grades earned from these courses shall be included in GPA calculations.

Grading errors/mistakes

ARTICLE 13 – (1) Students may submit a grade appeal letter to the respective academic division within three business days from the release date of examination results. The respective administrative board shall decide accordingly after evaluating the appeal letter. The board must issue a decision within at least seven business days from the grade appeal deadline.

Grade Point Average

ARTICLE 14 – (1) Students' academic standing is determined by the Registrar's Office at the end of each semester by calculating end of semester GPA and overall GPA. The total number of credits that a student has taken for a course is calculated by multiplying the coefficient of the final grade by the credit hours. In order to obtain the GPA for any given semester, total number of credits that a student has taken during the respective semester is divided by the total credit hours of courses taken by student. The average obtained is given as two places after the decimal. The GPA is calculated by taking into account all courses that are taken by student since his/her entrance to the university and that are recognized as valid by the program in which s/he is registered. Any given grade from AA to F is taken as basis for both the GPA and the term (semester) GPA. The most recent grade obtained for a repeated course is also used to calculate the GPA. All grades are shown on students' transcript.

Successful academic record

ARTICLE 15 – (1) In order for an undergraduate and an associate's degree student can be deemed successful, his/her grade point average and term point average must be minimum 2, 00. From among those students, those who achieved a GPA of 3, 00-3,49 with a normal course load at the end of one semester shall be deemed honour students of the respective semester, those who achieved a GPA of 3, 50-4, 00 shall be deemed high honour students. Honours list is announced at the end of each semester.

Unsatisfactory academic record

ARTICLE 16 – (1) The standing of the undergraduate and associate's degree students whose GPA or term (semester) GPA is below 2.00 is deemed unsatisfactory.

Course Registration

ARTICLE 17 – (1) A student's first academic semester/year is determined in accordance with the date when the student has first registered to his/her respective associate or undergraduate programme. The academic year when the student has registered to University is his/her first academic year. With regard to students attending English Preparatory Class, the year when they first start their academic programme shall be deemed their first academic year.

(2) Students who have registered to undergraduate programmes on the first year fall semester can take only fall semester courses specified in their curriculum. In the Spring Semester, however, students shall enroll in all classes specified in spring semester curriculum. But, they are allowed to repeat programme courses they failed during the first fall semester provided that they take spring semester courses offered by their programme first and ensure they don't

exceed their credit ceiling and avoid any course overlap. Having started their period of study in the fall semester, these students cannot enroll in classes that will be offered in the next semesters. As for the associate degree students, they may take additional courses in the spring semester provided they meet the requirements set forth in Article 7.

(3) Students who have registered to their respective programme in the first spring semester are required to enroll in all classes to be offered in the first two semesters during the first three semesters following their date of registration. Also, the above listed rules should be observed when applying these provisions:

a) Students must principally enroll in first year/fall semester classes offered by their respective programme. These students may take courses offered by their respective programme in spring semester provided they do not exceed first year/spring semester credit ceiling, and they may take third and fourth semester general electives and non-area electives provided they meet the course registration requirements.

b) In the second year/fall semester, students are required to enroll in all classes (offered by their respective programme) that they have not enrolled or failed during first year/fall semester.

c) In the second year/spring semester, students are required to enroll in all classes (offered by their respective programme) that they have not enrolled or failed during first year/ spring semester.

(4) However, students, who have registered for second or higher semesters via undergraduate or vertical transfer or according to the score they earned in Student Assessment, Selection and Placement Centre (ÖSYM)'s examination, may enroll in classes offered in higher semesters provided they do not exceed regular credit ceiling and meet the course registration requirements.

(5) When registering for courses, students should first take classes offered by their respective programme in lower semesters that they have failed or never taken.

Course Repeat Policy

ARTICLE 18 – (1) Students, who have received an (F) or (W) grade for any course, or students, who have not taken a course in the respective semester, are required to repeat/take the course on the first semester when it is reoffered. In case these courses are electives or were removed from the programme curriculum afterwards, students shall take courses deemed necessary or appropriate by their respective programme.

(2) In case the course that should be repeated is an elective course, students may take another course from the same elective pool instead of the said course. In such case, the course which has been previously taken will not be shown on student's transcript and not be included in GPA calculations.

Unsatisfactory academic record in final semester

ARTICLE 19 – (1) Graduating students who have taken and successfully passed all courses offered by their respective programme, except for one course, or students who have taken and successfully passed all courses offered by their respective programme but failed a maximum of two courses they've taken in their final semester shall be eligible to sit supplementary examinations.

(2) Subject to the aforementioned requirements, students whose GPA is below 2.00 even though they have not received any (F) or (U) grade in their final semester, may be eligible to sit supplementary examinations for a maximum two courses in which they have earned a (DD) or (DC). In case the student earns an (F) in the supplementary examination, s/he must repeat the course on the first semester it will be offered.

(3) In order to be eligible for supplementary examination, students are required to fulfil the attendance requirements for the course they have failed.

(4) For courses that are assessed through projects or workshops, no supplementary examination will be conducted.

(5) Supplementary examination fees shall be determined by the University.

(6) Applications for supplementary examination shall be evaluated by the respective undergraduate or vocational school.

(7) The provisions of Article 20 shall apply to students who fail to complete their studies within the maximum period of study specified by their respective programme.

PART FOUR

Period of Study and Degree Requirements

Period of Study

ARTICLE 20 – (1) In Altınbaş University, two-year associate degree programmes shall normally be capable of completion in four academic semesters; four-year undergraduate degree programmes shall normally be capable of completion in eight academic semesters, and five-year undergraduate degree programmes shall normally be capable of completion in ten academic semesters. Students who fulfil the requirements set forth in Article 21 can graduate ahead of normal period of study. Typically, students are required to complete two-year degree programmes in in four years, four-year degree programmes in seven years, five-year degree programs in eight years, six-year degree programmes in nine years unless they present valid reasons to do otherwise as provided in this Regulation. Students, who fail to graduate within the normal period of study, may register to continue with their studies provided they pay the tuition fee. Accordingly, they will be able to maintain their student status, attend classes and examinations, except without being entitled to other student rights.

Undergraduate degree requirements

ARTICLE 21 – (1) In order to receive an undergraduate degree, students' GPA must not be below 2.00; they must earn at least (DD) grades in courses that are included in GPA calculations, except for courses in which they have

received (EX), also they are required to earn at least (S) in courses that are not included in GPA calculations. Graduation honours are awarded to students achieving a GPA of 3,00-3,49, graduation high honours are awarded to students achieving a GPA of 3,50 and above. Honours status is shown on the official transcript.

(2) Undergraduate transfer students must complete at least two last semesters in Altınbaş University in order to be entitled to an associate/undergraduate degree.

Associate degree requirements

ARTICLE 22 – (1) All rules and procedures regarding the award of an associate degree to or course adaptation for students who have failed to complete their undergraduate studies are governed by the provisions of the Regulation on Award of an Associate Degree and Vocational School Course Adaptation for Students Unable to Complete Undergraduate Studies published in Official Gazette No. 20112 of 18/3/1989. In order to earn an associate degree, students must receive at least (DD) grades in each required course.

PART FIVE

Miscellaneous and Final Provisions

Situations for which there are no provisions in this Regulation

ARTICLE 23 – (1) Regarding situations for which there are no provision in this Regulation, other respective legislation provisions and decisions issued by Turkish Council of Higher Education, University Senate and University Administrative Board shall apply.

Annulled Regulation

ARTICLE 24 – (1) Altınbaş University Regulation for Associate and Undergraduate Degree Education published in Official Gazette of 30/5/2011 No. 27949 has been annulled.

Course Adaptation

PROVISIONAL ARTICLE 1 – (1) Sub article 5 and sub article 6 of Article 7 herein shall not apply to students who have registered to Altınbaş University prior to the effective date of this Regulation.

Effective Date

ARTICLE 25 – (1) This Regulation shall be effective beginning with the Academic Year 2017-2018.

Execution

ARTICLE 26 – (1) The provisions of this Regulation shall be executed by the President of Altınbaş University.

