

# **IBN HALDUN UNIVERSITY REGULATION ON UNDERGRADUATE DEGREE EDUCATION AND EXAMINATION**

## **CHAPTER ONE**

### **Purpose, Scope, Basis, and Definitions**

#### **Purpose**

**ARTICLE 1** – (1) The purpose of this Regulation is to regulate the principles applicable in registration, education and examination carried out at the undergraduate degree programs of Ibn Haldun University.

#### **Scope**

**ARTICLE 2** – (1) This Regulation covers the provisions on registration, education, examination, degree, and exmatriculation procedures in the undergraduate degree programs of Ibn Haldun University.

#### **Basis**

**ARTICLE 3** – (1) This Regulation has been prepared based on Article 14 of the Law of Higher Education No. 2547 dated November 4, 1981.

#### **Definitions**

**ARTICLE 4** – (1) The terms used in this regulation shall bear the following meanings:

- a) ECTS: European Credit Transfer System,
- b) DMP: Double Major Program,
- c) Dean's Office: The Dean's Office related to the School of Ibn Haldun University,
- d) School: The schools, which are affiliated to Ibn Haldun University,
- e) School Board of Directors: Board of Directors of the related School at Ibn Haldun University,
- f) GPA: Grade Point Average,
- g) Related Board: Board of School,
- h) Related Board of Directors: School Board of Directors,
- i) Adjustment Program: A program consisting of additional courses and practices in order to adjust to the curriculum of a double major program or lateral transfer programs,
- j) MERNİS: Central Population Administration System,
- k) Board of Trustees: Ibn Haldun University Board of Trustees,
- l) Prerequisite Course: The course required to be completed in order to register in a course,
- m) ÖSYM: Measuring, Selection and Placement Center,
- n) President: The President of Ibn Haldun University,
- o) Senate: Ibn Haldun University Senate,
- p) University: Ibn Haldun University,
- q) ÜYK: The University Board of Directors,
- r) Foreign Language Proficiency Exam (YDYS): Foreign language proficiency exam conducted by the School of Foreign Languages at Ibn Haldun University,
- s) MP: Minor program,
- t) SPA: Semester Grade Point Average,
- u) YÖK: Council of Higher Education.

## **CHAPTER TWO**

### **Principles of Admission and Registration**

#### **Admission of Students**

**ARTICLE 5** – (1) The admission of the students to the schools of the University is carried out according to the results of the central exam organized by ÖSYM and with placement procedure implemented likewise.

(2) The admission of international students is carried out under the provisions of the relevant legislation. International student quotas, application and registration dates and fees are determined by the Senate decision and approval of the Board of Trustees.

#### **Registration**

**ARTICLE 6** – (1) The registrations to the University may be made online (via e-devlet) or in-person on the dates specified and announced by ÖSYM in accordance with the relevant legislation. For the personal registration processes, candidates must apply to the Department of Student Affairs for registration.

(2) To be able to register for the undergraduate programs of the University, the candidate must be placed in the related program by ÖSYM and should be non-registered in the formal education programs of another higher education institution that accepts students within the quota.

(3) The principles to be applied and the documents to be requested in the final registration shall be determined by the relevant boards of the University in accordance with the relevant legislation and announced on the website.

(4) The registration of candidate students may be made provided that they comply with all the principles for registration. The original documents or their approved copies by the University are accepted. Regarding the criminal record, the procedure shall be carried out based on the applicant's declaration.

(5) Those who are unable to complete the deficiency in their documents and those who have submitted falsified or altered documents (by reserving the right of legal action) shall not be registered and dismissed if registered.

(6) The registration process of the candidates who cannot register in-person can be performed by the legal representatives of those under eighteen years old and through their representatives appointed from the notary public of those who are over eighteen, if they document their excuses.

#### **Admission by Lateral and Vertical Transfer, Double Major and Minor Programs**

**ARTICLE 7** – (1) The principles and procedures of student admission by lateral and vertical transfer to the programs of the University within or outside and of Double Major and Minor Programs; are determined by the University Senate in accordance with Higher Education Law No. 2547, Regulation on Transfer Between the Associate Degree Programs and Undergraduate Programs of Institutions of Higher Education, Double Major Programs, Minor Programs and Credit Transfer Between Institutions published in Official Gazette No. 27561 of April 24, 2010, Regulation on the Continuation of Undergraduate Studies by Graduates of Vocational Schools and Distance Learning Associate Programs published in Official Gazette No. 24676 dated February 19, 2002 and the provisions of other applicable legislations.

(2) The transfers from outside the University and the adjustment of the courses taken are determined by the commission formed by the head of departments and decided by the School Board of Directors.

#### **Students with Special Status**

**ARTICLE 8** – (1) A special student refers to a student who is registered in a higher education institution or graduated from at least a bachelor's degree program and is allowed to take courses without enrolling in any program at a different higher education institution.

(2) The principles and procedures for students who will take courses with special status are set forth by the Senate per the provisions of By-Law on Transfer between the Associate Degree Programs and

Undergraduate Programs of Institutions of Higher Education, Double Major Programs, Minor Programs and Credit Transfer between Institutions.

(3) Along with the application, admission, registration of the students who will take courses from the University as a special status student, the very same procedures of registered students of the University but wish to take courses as a special status student from another higher education institution, are finalized with the decision of the School Board of Directors.

(4) The time spent as a special status student in the University is included in the period of study.

(5) Special status students are non-registered students of the University and cannot benefit from registered student rights, but subject to academic and administrative rules applied to University students. These students are not given a diploma or a title, they receive only a transcript of records listing the courses taken along with the grades awarded.

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

**ARTICLE 9** – (1) Pursuant to the agreements made between the University and other universities in Turkey or abroad, the student exchange programs can be applied, in accordance with bilateral agreements and the principles determined by YÖK.

(2) Within the scope of exchange programs, the admission and course registration of the student are carried out by the related department. These students are given a transcript of records listing the courses taken along with the grades awarded at the end of the program.

(3) The period during which the student is going to study at another university within the scope of exchange programs is included in the study period. The adjustment of the courses taken in the exchange program is done by the decision of the Related Board of Directors.

#### **Registration Renewal**

**ARTICLE 10** – (1) Students are required to register for courses on the dates specified in the academic calendar at the beginning of each semester and renew their registrations by paying the relevant semester's tuition fee. The students who do not renew their registration within the deadline cannot attend classes and exams and cannot benefit from the rights arising from their student status. However, the semesters in which the student has not renewed his/her registration are included in the study period.

(2) The students who cannot enroll within the deadline due to their excuses can renew their registrations, as long as their excuses are deemed valid by the School Board of Directors, by the last working day of the fourth week, following the beginning of the courses at the latest.

#### **Advisor**

**ARTICLE 11** – (1) A full-time faculty member is assigned as an advisor for each student by the related Dean's Office or the Head of the related department. The advisor monitors the student during the study, informs and guides the student on undergraduate degree education pursuant to applicable legislation and his/her academic performance. The student's course registration, add-drop and withdrawal procedures are performed by the advisor's approval.

(2) For the student's written requests submitted to the Chair of the related department on the academic issues, the advisor's opinion is consulted. The advisor and department head opinions can also be sought on student petitions that are planned to be discussed at the authorized boards of the schools.

(3) To ensure that the academic advising is carried out as is due, an audit is conducted by the Head of Department or by the Dean's Office.

#### **Tuition Fees and Scholarships**

**ARTICLE 12** – (1) Education at the University is paid. The annual tuition fees and the course fees to be paid per ECTS credits for each course registered, by the students who cannot graduate in the regular period of study and the summer school, and those with special status are determined by the Board of Trustees.

(2) The annual tuition fee does not include summer school fees. Summer school tuition fees are determined by the Board of Trustees apart from the tuition fees of the programs.

(3) The principles of scholarships are determined by the Board of Trustees in accordance with the principles established by the University Board of Directors. The principles regarding the types and conditions of the scholarships are determined according to the provisions of the relevant legislation.

### **CHAPTER THREE** **Principles on Education**

#### **The Medium of Instruction, Foreign Language Preparation Programs, and Foreign Language Proficiency Exams**

**ARTICLE 13** – (1) The medium of instruction at the University is both Turkish and English. However, if deems necessary, the programs can also be opened in which the medium of instruction is partially or fully in different languages.

(2) The students who enroll for programs in which the medium of instruction is fully or partially in a foreign language are subject to compulsory foreign language preparatory programs in the relevant foreign language. The Turkish compulsory foreign language preparatory program is applied to international students, who lack fundamental competencies but enrolled for the programs in which the medium of instruction is fully or partially Turkish.

(3) The proficiency levels of the students are ascertained upon their documentation of the success at the determined level in YDYS or one of the national/international exams recognized by YÖK and the Senate. Students who do not attend or are not successful in at least one of these exams for the required language are enrolled in the compulsory foreign language preparatory program.

(4) The students who are subject to the foreign language preparatory program can register for Arabic, Turkish or English programs upon request providing that they document their success at the determined level in YDYS or one of the national/international exams recognized by YÖK and the Senate. However, the students who do not attend one of these optional foreign language preparatory programs directly start their undergraduate education.

(5) The maximum period of study in the compulsory preparation program, applied to the programs in which the medium of instruction is partially or fully in a foreign language, is two years. At the end of the maximum period, the students who fail will be disenrolled from the program that they are studying. Upon request, the students who have been disenrolled may be placed by ÖSYM, to the programs in which the medium of instruction is Turkish provided that the central placement score is not below the base score of the program that the student will be placed.

(6) In the programs which the medium of instruction is Turkish, the students may register for the optional Arabic or English preparation programs while they can register for the optional Arabic or Turkish preparation programs, in the programs which the medium of instruction is English upon request and with the approval of the Senate. When the students fail in the optional preparation program, they continue to the program in which they have been registered.

(7) In the programs which the medium of instruction is partially or fully Turkish, international students are asked to provide a Turkish proficiency certificate recognized by the Council of Higher Education (YÖK), and the proficiency level should meet the level determined by the University's Senate. For students who do not have Turkish proficiency, a compulsory Turkish preparatory program is applied. The maximum period of study in the preparation program is two years. The students who fail at the end of the maximum period will be dismissed from the program that they are studying.

(8) The rules regarding the compulsory and optional foreign language preparatory program shall be determined by the principles accepted by the Senate and shall be carried out according to the principles specified in the relevant legislation.

(9) The time spent in the preparatory programs shall not be taken into consideration in terms of the credit hours of the courses that the student is required to take during the undergraduate program.

### **Academic Year and the Duration of Studies**

**ARTICLE 14** – (1) Education is carried out on a semester basis. Each academic year is comprised of two semesters, each consisting of at least fourteen weeks. Final exams are not included in these periods.

(2) The general principles of dates and duration on education activities, such as registration, courses, and exams are arranged through the academic calendar which is prepared by Student Affairs Department and announced upon University Senate's approval. Academic units, academic staff, and the students are obliged to comply with the dates on the calendar.

(3) The maximum duration of study in an undergraduate program is eight semesters. English Preparatory Program and summer school program are not included within this period.

(4) The summer education is conducted within the framework of the principles established by the Senate.

### **Curriculum**

**ARTICLE 15** – (1) The curriculum of an undergraduate program is finalized sequentially with the proposal of the relevant Head of Department or the Dean's Office, the decision of the Related Board, and the approval of the Senate. The curriculums of the double major or minor programs are determined in the same manner.

(2) The curriculums include the compulsory common courses determined by YÖK along with the theoretical courses and practices that will take place during the academic year and semesters, laboratories and workshops, their ECTS credit values, the number of hours, and the information on whether the courses are compulsory, elective or prerequisite. ECTS credits of educational activities such as internship, graduation work, and thesis are also specified in the curriculum.

(3) ECTS is a credit system based on the workload of the student. ECTS refers to all the studies for a student to complete a course successfully such as theoretical course, practices, seminar, individual study, exams, assignments, et cetera. ECTS credits of the courses are determined according to their working load. In one academic year, the total ECTS credits of theoretical courses and practices is 60 and the total ECTS credits for undergraduate programs at the end of the fourth year should be at least 240.

(4) The number of courses and groups to be offered for the programs is specified at the beginning of each semester by the decision of the Related Board of Directors.

(5) Each student is obliged to take the compulsory courses of the program in which they are enrolled and the elective courses indicated in the curriculum as per the type and number. The students may register for the courses without prerequisites or which they have met the prerequisites regardless of semesters, provided that they do not conflict.

### **Class Definitions**

**ARTICLE 16** – (1) Students with a total number of ECTS credits under 60 are classified as a freshman, 60 to 119 as a sophomore, 120 to 179 as junior, and 180 or over as senior students.

(2) In determining the class of the student, the total ECTS value of the courses in which the student is successful and exempted is taken into consideration. The grade point average is not regarded.

### **Course Repetition, Substitution, and Exemption from Courses**

**ARTICLE 17** – (1) One of the courses taken within the same semester cannot be substituted for another course which is completed with an unsatisfactory or low grade. The student wishing to repeat an elective course, on the condition that the course belongs to the same elective course group, shall specify which course should be substituted during the course registration.

(2) An exemption exam can be given by the related School for those who want to be exempted from a course. Students succeeding in these exams are exempted from these courses.

(3) After having studied in any higher education institution, the students who transferred by the way of lateral transfer, solely transfer or taking the exam can request a substitution for the courses they have taken and deemed successful in the previous institution. For this, the students must apply to their schools with their transcripts, approved course contents, and a petition by the end of the first semester they

are registered. Among the courses that are succeeded and deemed equivalent by the decision of the Related Board of Directors are converted to the success grades in terms of the University's grading scale and processed on the transcript. Based on the transferred ECTS credits, the School Board of Directors' decision specifies how many semesters will be deducted from the student's maximum period of study. In order for a course to be transferred, it has to be accomplished in the last five years and it must be taken from a higher education institution recognized by the Council of Higher Education (YÖK).

(4) The students can also take courses in the summer schools of other higher education institutions if the course is not offered in the University. This process is carried out as regards the permission and principles of the Related Board of Directors. The grades awarded for these courses are included in the grade and credit calculations.

#### **Attendance to Classes and Practice Sessions**

**ARTICLE 18** – (1) At the beginning of each semester, the syllabus of the course including the content, practices, sources, assessment and evaluation methods, and other details, is prepared by the course instructor and it is published on the web.

(2) The students are obliged to attend regularly minimum of 80% of the courses, practices and the laboratory studies that they have registered since the beginning of the academic year and to participate all kinds of assessment and evaluation processes, as well as other studies specified in the syllabus by the course instructor. Health reports of the students who could not participate in the abovementioned studies due to health problems are evaluated by the instructor of the course.

(3) The attendance status of the student is monitored by the relevant course instructor. The student who does not fulfill the obligation to attend the course without a valid excuse cannot take the final exam of that course and is deemed unsuccessful.

(4) If the course is repeated due to unsatisfactory grade when the attendance requirement is fulfilled, the attendance obligation is sought in the applied courses while it is not sought in the theoretical courses.

(5) The course instructor is informed by the Presidency about the absence of students who participate in meetings, sports activities, arts and other activities on behalf of the University or Turkey with the approval of the Presidency; these students are considered on leave and may be given make-ups of the studies for the assessment and evaluation.

#### **Credit Load**

**ARTICLE 19** – (1) **(Different: Official Gazette-15/5/2020-31128 no.)** The freshmen year students who have no adjustment process have the right to take courses maximum of 38 ECTS.

(2) From the beginning of the third semester, with the advisor's approval, students with a GPA between 2.00 and 3.00 may take a maximum of 6 more ECTS, and students with a GPA above 3.00 may take a maximum of 12 more ECTS in addition to their regular credit load.

(3) The students at the end of their maximum period of studies per Article 44 of Law No. 2547 and those who will be able to graduate in their last two registered semesters, summer school is not counted, may take credits regardless of their GPAs more than the regular credit load specified in this Article with the advisor's approval.

(4) To take more than the regular credit load specified in this Regulation, the advisor's proposal and the decision of the Related Board of Directors are required.

(5) The credit load of DMP or MP students is determined by the Senate.

(6) Students may take courses under the regular credit load with the advisor's approval.

#### **Course Registration and Students on Probation**

**ARTICLE 20** – (1) The students register for courses at the beginning of each semester with the approval of their advisors.

(2) It is principal that the students take courses based on their semester curriculums and primarily the failed or non-registered courses of the previous semesters. The students cannot register even for partially

overlapping courses on the weekly schedule simultaneously. (**Annexed: Official Gazette-15/5/2020-31128 no.**) However, the students who are registered to a double major or a minor program, may have conflicting courses that are to be taken from the second major or the minor program with those of primary major program. In such a case, students may register for these courses concurrently upon the advisor's and both course instructors' approval.

(3) At the end of any semester, students with a GPA below 2.00 are deemed on probation and these students cannot take on extra credits.

(4) As of the end of the fourth semester of the undergraduate studies, the students having a GPA below 1.80 shall primarily repeat the failed courses, courses graded below C to raise their GPAs or non-registered courses of the previous semesters.

(5) Graduate courses can be taken within the scope of the principles determined by the Senate.

#### **Course Add-Drop and Withdrawal**

**ARTICLE 21** – (1) Students may drop the courses of which they have previously registered or add new ones within this period that is the first two weeks of the semester. After the add-drop period, the changes that wished to make can be done upon the approval of the Related Board of Directors until the end of the fourth week following the beginning of the courses.

(2) Starting from the third semester, students may withdraw from one or more registered courses with the approval of the advisor during the withdrawal period specified in the academic calendar. In this case, they do not receive any refund from the tuition fee. A student can withdraw from maximum of six courses.

#### **Graduation Projects and Internships**

**ARTICLE 22** – (1) Graduation project is a study showing that the student has reached the required professional or academic knowledge and skill level and is carried out under the advisory of a faculty member. The distribution of advisory duties among the faculty members is made by the relevant department head. The principles on the assignment, conduct, submission, assessment and evaluation of graduation projects are determined by the Senate upon the proposal of the Related Board of Directors.

(2) The internship is a practical study conducted in the summer months, preferably in an institution within or outside the University, to provide that the student reaches the desired level of professional or academic knowledge and skills. The principles related to internships, for the departments and programs in which the internship is compulsory, are determined by the Senate upon the proposal of the Related Board of Directors.

### **CHAPTER FOUR**

#### **Examinations, Assessment and Evaluation Principles**

##### **Exams**

**ARTICLE 23** – (1) (**Different: Official Gazette-15/5/2020-31128 no.**) The assessment and evaluation of a course include at least one midterm exam and one final exam for each semester. At least one midterm exam and an annual final exam are held for the courses that are accepted to be taught annually by the Related Board of Directors. The Senate determines the programs in which the make-up exams will be offered and the dates pertaining to the make-up exams are announced in the academic calendar. The faculty member may include assignments, practices, laboratory work, in-class, and other kinds of activities in the assessment and evaluation. The final exam of the semester and academic year and the make-up exams shall be done in written form. However, upon the decision of the School Board of Directors, exams can also be oral, oral and written or applied. In the formation of final success grade, all assessment and evaluation results, activities made during the semester, attendance and participation are considered. In the courses which the make-up exams are offered; the students who are granted the right to take final exams though failed in these exams and those met the requirements to take final exams but could not attend due

to an excuse, use their entitlements for make-up exam period provided that their excuses are approved by the Related Board of Directors.

(2) Students are not required to be notified for quizzes in advance. The final exam schedule of the semester and the academic year, the dates and places of the examinations are announced on the date specified in the academic calendar. The faculty member cannot change the date and time of the final exam without receiving the School Board of Directors' approval. The final exam or year-end exams shall be given for all the courses, apart from those such as applied and laboratory courses which are considered that do not require exam by the Related Board of Directors. The exams can be carried out on weekends if the need arises. The students are required to take the exams on the specified dates and places and must provide an identity card along with the required documents or ancillary course tools.

(3) Students who cheat, try to cheat or help to cheat and who are found to have cheated or assisted cheating during the evaluation of the exam papers are deemed failed and the provisions of the relevant legislation shall be applied.

(4) The exam and other assessment and evaluation results are required to be announced before the two weeks pass. The instructor provides feedback on the evaluation and assessment criteria such as the exam paper, project report, homework, etc.

(5) In the calculation of the student's final grade, at least three assessment and evaluation instruments must be present. The weight of any assessment and evaluation instrument cannot be more than 60%. The students are informed on the ratio pertaining to the mid-term studies and final exams as part of calculating the success grades through the syllabus submitted at the beginning of the academic year. The same principles shall be applied to the courses taught throughout the academic year.

(6) The instructor of each course prepares a one-page course summary report along with the final grades, exam questions, the course syllabus, and other documents pertaining to the assessment and evaluation methods and submits to the relevant Dean's Office within the 30 days at the latest following the date of final exam. The documents herein are reserved for two years.

#### **Make-up Exams**

**ARTICLE 24** – (1) A student who could not take the final exam should apply to the relevant school with a petition containing the excuse for exam absence within the five working days following the exam date. If exists, students attach an original and valid health report approved by the relevant Dean's Office or proving document for any other excuse. The same principles are applied to the courses taught annually.

(2) Students whose excuses have been accepted by the School Board of Directors are given make-up exams on the announced dates. Students whose excuses are not accepted or who do not take the make-up exam shall receive "0" (zero).

#### **Single Course Exams**

**ARTICLE 25** – (1) Students who have only one course to graduate without having completed the maximum education period or can provide at least 2.00 average as a result of the single course exam, can take single course exam within fifteen days following the end of the final exams upon the decision of the School Board of Directors as long as they have met the attendance requirement of the course and have completed the mid-term studies. A student who does not pass a single course exam must repeat the course and fulfill all the requirements.

(2) The students who are eligible to take the single course exam must apply to the relevant Dean's Office within five working days at the latest before the announced date of the single course exam in the academic calendar.

(3) There is no single course exam for the courses such as graduation project/thesis.

#### **Finalization of Grades**

**ARTICLE 26** – (1) The success grades of the finals are identified to the Student Information System by the course instructor within maximum of five working days beginning from the last day of the



final exams. The grades that are not submitted within the specified period are converted to I grades temporarily.

### **Objection to Exam Results**

**ARTICLE 27** – (1) The student may request a reexamination of the exam paper by the course instructor in three working days following the announcement of exam results. The course instructor examines the objection in three days at the latest and announces the result. If the student wishes to object to the result once more, he/she may apply to the relevant Dean's Office with an objection petition in the following five working days. The application is finalized within seven working days under the supervision of the Dean's Office and notified to the relevant parties in written form. The objections after the deadline shall not be accepted.

(2) Any changes to the announced grades shall be subject to the approval of the Related Board of Directors.

### **Grades and Notifications**

**ARTICLE 28** - (1) The success levels of the students are expressed with a letter grade system. The letters, coefficients, and descriptions used in this system are as follows:

#### **a) Letter Grade System:**

<u>Final Grade</u>	<u>Coefficient</u>	<i>Description</i>
A+	4,0	Successful
A	4,0	Successful
A-	3,7	Successful
B+	3,3	Successful
B	3,0	Successful
B-	2,7	Successful
C+	2,3	Successful
C	2,0	Successful
C-	1,7	Conditionally successful
D+	1,3	Conditionally successful
D	1,0	Conditionally successful
F	0,0	Unsuccessful
IA	0,0	Unsuccessful due to incomplete attendance

b) The A + grade is an honorary grade that can only be given to students with outstanding success. It is included in the transcript of the student and affects the grade point average just like A grade.

c) Other than letter grades, the letter standings of the permanent CW, E, LA, R, S, T, U, W and the temporary I, NP grades that are on the transcript are shown below:

1) CW: Complete Withdrawal. This notification shows that the student withdrew his/her registration within the semester.

2) E: Exempted. This notification shows the courses that were passed through an exemption exam.

3) I: Incomplete. It is a temporary grade given to the students who were unable to fulfill the particular requirements of the course in due time, because of an illness or another valid excuse. If the student who receives this grade finishes the incomplete coursework within two weeks from the date of submission of the grades, the grade (I) is converted to a letter grade. If the student is unable to finish the incomplete coursework during this time, the (I) grade is converted to an (F) grade for credit courses and a (U) grade for non-credit courses.

4) LA: Leave of Absence. Indicates that the student is on semester leave.

5) NP: Not Present in the final exam. Indicates that the student did not take the final exam. Those made-up within two weeks of the end of the final exam will be awarded with success grades. If not, the grade is converted to an (F) grade for credit courses and a (U) grade for noncredit courses.

6) R: Repeated. Indicates the repeated courses.

7) S: Satisfactory. Indicates that student is successful in a course that is not included in the grade point average.

8) U: Unsatisfactory. It shows that the student is unsuccessful in a course that is not included in the grade point average.

9) W: Withdrawal. This notification shows that the student withdrew from the course with the approval of the advisor. It is not included in the grade point average.

#### **Calculation of Grade Point Averages**

**ARTICLE 29** - (1) The academic standing of students is monitored at the end of each semester on the basis of SPA and GPA.

(2) A success credit taken from a course is calculated through the multiplication of the ETCS credit value of each course taken that semester with the coefficient of the final grade received for the course. The grade point average is calculated by dividing the sum of multiplication of success grades' coefficients with ECTS credits of the courses to the total ECTS credits of the courses.

(3) When a course is repeated due to a failure or with the intent of improving the GPA, the last grade awarded is valid regardless of the previous grades. However, the former grades are shown on the transcript.

#### **Diploma**

**ARTICLE 30** – (1) The students who complete all the courses in their programs in accordance with the provisions of this Regulation, have a GPA of minimum 2.00, and fulfilled all the requirements of internships and graduation projects, if any, are granted the Diploma of Bachelor's Degree.

(2) Students who complete their education with a GPA of 3.50 or above without any disciplinary penalty are awarded a high honor certificate while a GPA of 3.00-3.49 are awarded a certificate of honor.

(3) The students who leave the University without completing their undergraduate education but complete all the courses that take place in the first four semesters' curriculum at least with a GPA of 2.00 are given an Associate Degree Diploma with the decision of the Related Board of Directors upon the student's request.

(4) On the diploma, the approved name of the program followed by the student, signatures of the Dean, and the President take place. For the credentials contained in the diplomas, the MERNIS records at the time of graduation of the student are predicated on. The date of graduation is the date of the School Board of Directors meeting in which the graduation decision is taken.

(5) The student who graduated from the University is given a transcript that presents his graduation degree, GPA, course, project, laboratory, graduation project and internship along with the success grades awarded. The student is given an Interim Graduation Certificate for once until the diplomas are prepared.

(6) The students shall receive their diploma along with a diploma supplement upon their graduation. The diploma supplement contains information on the level, content and function of qualification, as well as the University's assessment and education system and national education system. The diploma supplement is issued in English.

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

**ARTICLE 31** – (1) The students enrolled in the double major program and fulfilled the requirements of this program within the due time shall be awarded a second diploma in addition to the diploma awarded by the major program.

(2) The students enrolled in the minor program and fulfilled the requirements of this program within the due time shall be awarded a minor certificate.

## **CHAPTER FIVE**

### **Miscellaneous and Final Provisions**

#### **Discipline**

**ARTICLE 32** – (1) Disciplinary procedures are executed in accordance with the “Bylaw on Student Discipline in Higher Education Institutions” published in Official Gazette No.28388 of August 18, 2012.

**Maximum Duration of Study and Additional Exams**

**ARTICLE 33** – (1) Excluding the English Preparatory Program, the students have to complete their undergraduate programs within a maximum of seven years starting from the semester when the courses are offered in their registered program, regardless of whether or not they have registered for each semester.

(2) However, at the end of the maximum period of studies specified in the first clause;

a) The senior students are given the right to take two additional exams for the courses they have registered and failed before provided that the attendance requirements are met. The students who lower the number of the failed courses to five after these exams shall be given three additional semesters; those who have five failed courses, without taking the additional exams, shall be given four additional semesters to take exams. Those who failed only one course are granted unlimited right to take the exam without benefitting from the studentship rights.

b) The senior students, who are in the condition of dismissal because they have not been able to meet the necessary GPA requirement to be considered successful although they have passed all the courses required for graduation from their department/program, they are granted the right to take an unlimited number of exams to raise their GPA for the courses they have requested. Attendance is not sought for these courses, except for the partially or totally practical ones in which the student did not register in the previous semesters.

c) The students who do not take the exams for three academic years whether consecutively or discontinuously forfeit their unlimited exam rights. Also, those who are given unlimited exam rights continue to pay the tuition fee per credit. However, they cannot benefit from the studentship rights except for taking the exams.

**Semester Leave**

**ARTICLE 34** – (1) Students who want to get a leave due to a valid excuse apply to the relevant Dean’s Office within fifteen working days after the date of emergence of the excuse with a petition containing their justifications and documents. In case of the circumstances given below, the student is eligible to be in leave for one or two semesters by the decision of the Related Board of Directors:

- a) The student has health problems documented by a report from a full-fledged health institution,
- b) Documenting the natural disasters of permanent residence area by a document given by the highest civilian authority of the region,
- c) To certify that his / her spouse or first-degree relatives have no other persons to look after them in case of an emergency sickness,
- d) To lose the right of deferment of military service or recruitment because of deferment removal decision,
- e) Arrest or detention of the student,
- f) To have a conviction that does not require the student to be sentenced from the higher education institution according to the provisions of Bylaw on Student Discipline in Higher Education Institutions,
- g) Maternity leave requests of the student,
- h) Other reasons that the School Board of Directors will consider as valid and rightful.

(2) Except for the reasons stated in the first clause, the students who request a leave must have submitted their application until the last working day of the fourth week following the beginning of the courses.

(3) Students who are detained or arrested, whose arrest and detention resulted in inaction or the students who were acquitted for the crime, can apply for leave for the time spent in detention and arrest, only after these conditions are over.

(4) Students who will continue their education can do so by renewing the registration within the registration period, at the end of the leave. If the student who is on leave for more than one semester wants to return to the University before the end of the leave period, he/she must apply to the Related Board of Directors with a petition.

(5) The student may request more than one leave. However, the duration of the leave cannot be more than four semesters. In cases of military service, detention and conviction, the duration of the leave is equal to the duration of these cases. This period is not included in the period of study.

(6) Students cannot participate in education and training activities and examinations while they are on leave and cannot benefit from the scholarship opportunities provided by the University.

(7) According to the second and third clauses of this article, 5% of the program fee is collected for each semester. In case of the reasons in the first clause exist, the student who is considered to be on leave is not charged a fee.

### **Cancellation of Registration**

**ARTICLE 35** – (1) In the following cases, the student's registration in the University is cancelled by the approval of the School Board of Directors:

- a) When the student requests to cancel his/her registration,
- b) When the student is expelled from the University in accordance with the Bylaw on Student Discipline in Institutions of Higher Education,
- c) When the student is unable to continue his/her education due to an illness that is documented by a medical report,
- d) When the student transfers to another higher education institution.

(2) In case a student cancels registration from the University, the following principles are applicable:

- a) When the students have applied for disenrollment by the last day of the add-drop period, they shall not be charged with a tuition fee.
- b) After the add-drop period, the undergraduate students are charged 25% of the semester's tuition fee.
- c) To be eligible for a refund within the scope of the abovementioned provisions, the student should not be in debt to the University and should return the allocated equipment undamaged.

### **Annulled Regulation**

**ARTICLE 36** - (1) The Ibn Haldun University Regulation on Undergraduate Degree Education and Examination published in the Official Gazette dated 20/9/2017 and numbered 30186 has been abolished.

### **Enforcement**

**ARTICLE 37** - (1) (**Different: Official Gazette-15/5/2020-31128 no.**) This Regulation shall enter into force;

- a) on the date of issue provided that Article 23, first clause being valid from 2019-2020 Academic year Spring semester,
- b) on the date of issue for the other provisions.

### **Execution**

**ARTICLE 38** - (1) The provisions of this Regulation are executed by the President of Ibn Haldun University.

<b>This Regulation was published in the Official Gazette</b>		
<b>Dated</b>		<b>Numbered</b>
25/9/2018		30546
<b>Regulations on the Amendments in Regulation were published in the Official Gazette</b>		
<b>Dated</b>		<b>Numbered</b>
1-	15/5/2020	31128

*This text is a translation of the original Turkish Regulation and is solely intended to provide information concerning that Regulation. The terms, conditions, and stipulations in the original Turkish-language Regulation shall be legally binding if any disputes of meaning should arise.*