

**ISTANBUL GELISIM UNIVERSITY ASSOCIATE AND UNDERGRADUATE
EDUCATION AND EXAM REGULATION**

SECTION ONE

Objective, Scope, Basis and Definitions

Purpose and scope

ARTICLE 1 – (1) The purpose and scope of this Regulation is to regulate the principles to be followed in the registration, education and examinations of faculties, colleges and vocational schools affiliated to Istanbul Gelisim University.

Basis

ARTICLE 2 - (1) This Regulation has been prepared on the grounds of 14th and 44th articles of Higher Education Law dated 4/11/1981 and numbered 2547.

Definitions

ARTICLE 3 - (1) In this regulation;

- a) ECTS: European Credit Transfer and Accumulation System,
- b) Midterm exam: The exam held to evaluate the success of the student during the education period,
- c) **(Amended: RG-18/4/2021-31458)** ⁽³⁾ Resit exam: Students who have the right to take the final exam in the dentistry undergraduate program, take the FF-DC grades from the field-coded compulsory and field-coded elective courses, take the FF-DD-DC grades from the social elective courses and the compulsory YOK courses, and students who have the right to take the final exam in other associate degree and undergraduate programs and take the FF-DD-DC grades, as well as students who do not take the final exam although they have the right to take the final exam, will take the exam at the end of each semester,
Advisor: The instructor assigned by the head of the relevant department or the head of the department to deal with the education, training and other problems of the students,
- d) Dean: The deans of the faculties,
- e) Final exam: The exam that can be taken by students who fulfill the attendance requirement at the end of each semester,
- f) GPA: General weighted grade point average,
- g) Relevant board: Faculty board in faculties, college board in colleges, vocational school board in vocational schools,
Relevant administrative board: Faculty administrative board in faculties, college administrative board in colleges, vocational school administrative board in vocational schools,
- h) Undergraduate: After secondary education, higher education covering at least eight semesters or four years of program,
Make-up exam: The exam opened for students who cannot attend the midterm exams for a justified and valid reason accepted by the relevant board of directors,
- i) Principal: Vocational school principals affiliated to Istanbul Gelisim University,
- j) Board of Trustees: Istanbul Gelisim University Board of Trustees,
- k) Normal course load: The total credit of the courses in the curriculum for the semester in which the student will continue,
- l) Curriculum: The curriculum decided by the faculty/college/vocational school board by taking the opinions of the departments and accepted by Senator,
- m) Undergraduate: After secondary education, higher education covering at least eight semesters or four years of program,
- n) Prerequisite course: The course in which one or more of the courses in the previous semester or years are required to be achieved in order to be taken,
- o) Lecturer: Lecturers, instructors and teaching assistants working at Istanbul Gelisim University,
Rector: Rector of Istanbul Gelisim University,
- p) Elective course: The courses that the student can take by choosing from the courses specified in the curriculum,
- r) Senate: Senate of Istanbul Gelisim University,

- s) University: Istanbul Gelisim University,
Semester course load: The total ECTS of all courses in which the student is enrolled in the semester,
t) Final exams: Final and make-up exams held at the end of the semester in which the course is taught,
u) Compulsory courses: Refers to the courses that the student has to take.

SECTION TWO
Principles Regarding Student Admission, Registration
Procedures, Undergraduate and Graduate Transfers and
Exchange Programs

Tuition fee

ARTICLE 4 – (1) Undergraduate and associate degree students are charged a tuition fee in the amount determined by the Board of Trustees in each academic year.

(2) **(Annex: RG-13/6/2018-30450)** Students who cannot fulfill the graduation requirement within the normal education period pay the fee determined by the Board of Trustees at the beginning of the academic year based on credits or ECTS credits for the courses and internships they fail in the curriculum.

Student admission, initial registration procedures and required documents

ARTICLE 5 – (1) (Amended:RG-1/11/2019-30935) ⁽¹⁾ Students are admitted to the undergraduate and associate degree programs of the University according to the results of the Measurement, Selection and Placement Center (OSYM) exam and the results of the special talent exam, provided that they are not enrolled in another higher education institution that provides formal education at the same level.

(2) **(Amended: OG-1/11/2019-30935)**⁽¹⁾ Students who are entitled to enroll in the education programs of the university are enrolled by the Student Affairs Department on the announced dates. No documents are requested from students who have e-registered and whose high school graduation status has been verified through the Ministry of National Education (MEB). Those who have received an expulsion penalty from Istanbul Gelisim University, those who have deficiencies or falsifications in their submitted documents cannot enroll in the University. When the situation of those who have registered with false statements or false documents arises, their records and all rights they have gained due to this registration are canceled and legal action is initiated against them. Regarding the fees paid, the procedures and principles determined by the University Board of Trustees are followed. Candidates with an excuse can also make their final registration through the persons they give power of attorney from the notary public.

(3) **(Amended:OG-13/6/2018-30450)** An instructor is appointed as a consultant by the relevant department for each student. The advisor monitors the student throughout his/her education and provides academic advice to the student during the course registration periods. The student is responsible for the registration or renewal of the semester. The course registration form is filled and approved by the student through the Student Information System.

(4) Foreign students who have the right to register according to the decisions of the Council of Higher Education and the provisions of the relevant legislation are accepted within the framework of the determined quotas.

Special student

ARTICLE 6 – (1) Special students are students who are enrolled in a higher education institution in the country or abroad and are allowed to take some courses in the curriculum of the academic units affiliated to the University. Special students are not considered as University students and cannot benefit from student rights.

(2) Applications of special students for any semester are examined and decided by the relevant board of directors by taking the opinion of the relevant department.

(3) Diplomas and titles are not given to special students. However, a document is given showing the courses they are enrolled in and the grades they have taken, if any. Private students are required to pay the tuition fee determined by the Board of Trustees.

(4) Among the students who take courses from the University as special students, those who have the right to enroll in the University with the central exam or special talent exam made by OSYM and those who make a final enrollment can be exempted from the courses they take in the special

student status and the equivalent courses in the program they study,

with the decision of the relevant board of directors, 60 ECTS credits for the maximum associate degree and 120 ECTS credits for the undergraduate degree.

(5) As a special student, the credits and success status of the courses or applications taken by the University students who take courses from another higher education institution at the same level can be counted as the fulfillment of their obligations in the diploma program they are enrolled in with the decision of the relevant board of directors.

(6) **(Amended: OG-31/1/2021-31381)**⁽²⁾ Except for health problems, the total local credits of the courses taken by students who take courses from another higher education institution at the same level as a private student cannot be more than 1/3 of the total local credits of the program they are enrolled in. Special students cannot take courses from two different universities in the same semester and from the fall and spring semesters of the program they are enrolled in at the same time.

Semester records

ARTICLE 7 – (1) Students must renew their registration according to the principles determined by the relevant board every semester. The registration renewal process is carried out within the periods specified in the academic calendar.

(2) Semester registrations of students who do not pay the tuition fee within the framework of the conditions determined by the university are not renewed. Students whose registrations are not renewed cannot benefit from their student rights, continue their education and take exams during the semesters in which they are not registered. The semester in which registration is not renewed is counted from the duration of education.

Undergraduate and graduate transfers

ARTICLE 8 – (Amended:OG-13/6/2018-30450)

(1) Regarding the undergraduate transfers to be made to the faculties/colleges of the university, the provisions of the Regulation on the Principles of Transition between Associate and Undergraduate Programs, Double Major, Minor and Inter-Institutional Credit Transfer in Higher Education Institutions published in the Official Gazette dated 24/4/2010 and numbered 27561 are applied and the quotas are determined by the decision of the Senate.

(2) In graduate transfers, the provisions of the Regulation on the Continuation of Undergraduate Education of Graduates of Vocational Schools and Open Education Associate Degree Programs published in the Official Gazette dated 19/2/2002 and numbered 24676 are applied and the quotas are determined by the decision of the Senate.

(3) **(Amended:OG-3/9/2023-32298)** ⁽⁴⁾ In the adaptation procedures of the students in transfers, those equivalent to the courses they have taken during their previous education are exempted by the decision of the relevant board of directors and it is determined which semester the students are adapted according to the courses they need to take and they are enrolled in the program. In adaptation procedures, the adjustments of the students who transfer to the same program with GPA or base score are made to the upper semester of the semester they are in the university they come from. No adjustment can be made to the lower semesters. Adaptations of students who transfer to a different program with a base score can be made to any semester by taking into account the total ECTS credits proposed for one semester of the exempted courses. The grades of the equivalent courses of these students are converted into the grading system in Article 22 and recorded in the student registry and included in the academic average. In the process of conversion to the grading system, the adaptation is made based on the successful or conditionally successful courses taken by the student from the institution he/she comes from. The letter grade obtained after the grade conversion cannot be lowered below the letter grade received by the student during his/her previous education, it cannot be considered unsuccessful, and if the letter grade obtained after the grade conversion is higher than the letter grade received, the higher grade is taken as a basis.

(4) **(Amended:OG-3/9/2023-32298)**⁽⁴⁾ In programs taught in a foreign language and programs with a foreign language preparatory class; In order for students to start their undergraduate or associate degree program, they must be successful in the foreign language proficiency exam to be held by the University, even if they have previously received preparatory education and are considered successful. Otherwise, they must succeed by attending the foreign language preparatory class or submit an exam result document of the type specified in the first paragraph of Article 13 within the last two years. If the student comes from a program taught in a foreign language with an

undergraduate transfer, if he/she is successful in the foreign language preparatory class in the higher education institution he/she comes from and does not interrupt his/her education, a foreign language proficiency certificate is not requested from this student.

Student exchange and joint education programs

ARTICLE 9 – (1) The credits of the courses or practices taken by the students enrolled in the university from another higher education institution at the same level within the scope of national and international student exchange programs at home or abroad can be counted instead of the credits of the courses they are obliged in the diploma program they are enrolled in with the decision of the relevant board of directors.

(2) Registration of these students at the University continues during their stay in higher education institutions in the country or abroad and this period is counted as the education period.

(3) Students take courses that can be equivalent to these courses instead of the courses they need to take in their departments during the exchange period and are considered responsible for the courses they take in the other higher education institution they study within the framework of the exchange.

(4) **(Amended: OG-13/6/2018-30450)** The selection of these courses is made under the supervision of the student advisors and finalized with the proposal of the relevant department and the approval of the relevant board of directors. Successful or conditional successful grades are converted into the grading system in Article 22 and recorded in the student registry and included in the academic average. The letter grade obtained after the grade conversion cannot be lowered below the letter grade received by the student during his/her previous education, it cannot be considered unsuccessful, and if the letter grade obtained after the grade conversion is higher than the letter grade received, the higher grade is taken as a basis.

(5) **(Amended: RG-31/1/2021-31381)⁽²⁾** When students who fail the courses they have taken in international student exchange programs such as Mevlana and Erasmus programs return, they take the compulsory and elective courses in the curriculum of the program they are enrolled in instead of the courses they failed.

(6) Exchange program students are required to pay the tuition fee of the relevant department/program to the University.

(7) Joint programs at associate and undergraduate level can be organized to be carried out together with higher education institutions abroad.

SECTION THREE

Principles Regarding Education-Training

Academic Year

ARTICLE 10 – (1) Education is carried out on a semester-by-semester basis. Each academic year consists of two semesters, fall and spring, and each semester consists of at least fourteen weeks and at least seventy working days, including midterms. When necessary, the Senate may decide to open summer education with the approval of the Council of Higher Education in addition to the semesters. The end-of-semester exam and preparation times for these exams and internship periods in programs that require internship are outside these periods. The duration of each course is one semester, which can be changed by the Senate.

(2) No teaching or exams are held on public holidays. However, if necessary, the teaching activities and exams proposed by the relevant unit can also be held on Saturdays and Sundays with the decision of the Senate.

Teaching period, form and language

ARTICLE 11 – (1) The maximum periods granted to associate and undergraduate students to complete this education are four years for two-year associate degree and seven years for four-year license. Students must complete the programs with a normal education period of five years in eight years and six years in nine years. At the end of these periods, those who cannot graduate from the education institution they are registered in and who are eligible shall benefit from the additional periods and exams provided for in Article 44 of the Law No. 2547.

(2) **(Amended:OG-3/9/2023-32298)⁽⁴⁾** In accordance with the Law No. 2547, the maximum duration of the students who enroll in the University by taking advantage of the student amnesty and other issues related to these students are determined by the relevant board of directors within the framework of the Law No. 2547 and the decisions of the Council of Higher Education.

(3) The time spent by the students who are suspended from the university is counted as the duration of their education. The duration of freezing registration, reporting and leave is not counted from the maximum education period.

(4) Teaching consists of theoretical and/or practical courses, practices, projects and studios, laboratory and workshops, practical studies, field practice, seminars, graduation work, internship and

similar studies foreseen in the curriculum.

(5) Courses decided by the Senate can be given as distance education.

(6) The language of instruction at the university is English in programs taught in a foreign language and Turkish in other programs. With the recommendation of the Senate and the approval of the Council of Higher Education, courses in certain programs may also be given in part or in full in English or other languages.

(7) **(Amended:OG-3/9/2023-32298)**⁽⁴⁾ Except for the foreign language preparatory class, the normal education period to complete the associate degree programs of vocational schools is two academic years and the total minimum credit amount to be completed depending on the student workload is 120 ECTS. The undergraduate programs of faculties and colleges consist of two integrated levels that include the associate degree level. In order to complete the associate degree level of these programs, the student must complete two academic years, complete all compulsory and elective courses in the first two years of the curriculum, and complete 120 ECTS credits from the compulsory courses in the curriculum in the subparagraph (i) of the first paragraph of Article 5 of the Law No. 2547. The total minimum ECTS credits required to complete in four-year undergraduate programs are 240, 300 for five-year undergraduate programs, and 360 for six-year undergraduate programs. 1 ECTS credit is determined to correspond to 25.5 hours of student workload.

Summer education

ARTICLE 12 – (1) Summer school can be opened in order to enable students to increase their grades by repeating the courses they could not take, failed to take or were successful in the fall and spring semesters, and at the same time to support the students who failed in the English preparatory class during the year to be successful.

(2) Summer school is organized at the university during the summer months outside the fall and spring semesters of the academic year. Summer school is optional and all students, regardless of whether they are on scholarship or not, pay the fee determined by the Board of Trustees.

(3) The start date of the summer school is specified in the academic calendar after the completion of the spring semester final exams.

(4) **(Amended:OG-3/9/2023-32298)**⁽⁴⁾ The duration of the summer school is seven weeks. This period does not include the final exam period to be held at the end of the summer education. If necessary, the duration of the summer school can be reduced to five weeks by the decision of the Senate. For each course opened in the summer school, courses are held up to the total course hours in the fall/spring semesters.

(5) **(Amended:OG-13/6/2018-30450)** Associate and undergraduate courses to be opened in the summer school are determined by the proposal of the relevant program/department heads and the decision of the relevant board. The recommended courses are organized by the Student Affairs Department and announced to the students.

(6) The student who will take courses in the summer school must complete the final course registration procedures before the summer school starts.

(7) The total number of courses a student will take in summer education and the related procedures and principles are determined by the Senate. Adding and removing lessons and withdrawing from the course are not applied in the summer school.

(8) **(Amended:OG-13/6/2018-30450)** In order to open the courses in the summer school, the minimum number of students required is determined by the authorized boards of the University. At the end of the final course records, the number of students is determined and the courses to be opened are announced to the students. Courses with insufficient number of students are closed. If a sufficient number of students apply, summer education can also be provided for the foreign language preparatory class.

(9) **(Amended: OG-13/6/2018-30450)** If a course cannot be opened in the summer school, within the scope of the procedures and principles regarding the summer school determined by the Senate, the equivalence of the credit and content of the relevant course can be taken from another university with the decision of the relevant unit board of directors, provided that it is deemed appropriate by the head of the department and its local credit is not less than the local credit of the relevant course. The student's grade is converted into a letter grade according to Article 22 and shown in the student's transcript document. The letter grade obtained after the grade conversion cannot be lowered below the letter grade received by the student during his/her previous education, it cannot be considered unsuccessful, and if the letter grade obtained after the grade conversion is higher than the letter grade received, the higher grade is taken as a basis.

(10) Students who certify that they are students in higher education institutions and other

higher education institutions whose equivalence has been accepted by the Council of Higher Education can take the courses opened in the summer education of the University.

(11) Evaluation of success in summer education is made with the methods applied in normal periods.

(12) All grades taken from summer education courses are shown in the transcript document. The grades previously taken from the courses in question are not taken into account in the calculation of the grade point average; the grade taken in summer education is used in the calculation of the grade point average.

Preparatory class and foreign language education (Amended title:RG-1/11/2019-30935)⁽¹⁾

ARTICLE 13 – (1) (Amended: OG-1/11/2019-30935)⁽¹⁾ Students must certify their foreign language proficiency in order to start education in undergraduate and associate degree programs taught in a foreign language. Those who certify their foreign language proficiency with exams held by the University or exam result documents accepted as equivalent by the Council of Higher Education or the Senate, whose validity period and level are determined, and taken in national or international exams, can start education directly in undergraduate and associate degree programs. Students must submit a valid foreign language proficiency certificate at the time of application or registration.

(2) Students who do not document their foreign language proficiency level study in the foreign language preparation program. Students must complete the preparatory class at the end of a maximum of two years (four semesters). Students who cannot complete the preparatory class during this period are processed in accordance with the procedures and principles in Article 44 of the Law No. 2547.

(3) Exams for determining foreign language proficiency and exemption conditions from these exams are determined by the Senate.

(4) The principles specified in this article also apply to students enrolled by lateral or vertical transfer.

(5) **(Annex:RG-1/11/2019-30935)⁽¹⁾** In programs where the language of instruction is completely Turkish, vocational foreign language courses can be given in addition to compulsory foreign language courses. In addition, an optional foreign language preparatory class can be opened within the framework of the following principles with the decision of the Senate and the approval of the Council of Higher Education in these programs whose language of instruction is completely Turkish.

a) **(Amended:OG-3/9/2023-32298)⁽⁴⁾** First-year students who are placed in Turkish education programs with OSYM or special talent exam may apply to the Student Affairs Department to study an optional foreign language preparatory class at the beginning of the fall semester of the year in which they are placed. Students whose applications are accepted are notified to the Directorate of the School of Foreign Languages.

b) **(Amended:OG-3/9/2023-32298)⁽⁴⁾** The quota of students who want to study foreign language preparatory class is determined with the approval of the Rector upon the recommendation of the School of Foreign Languages. If the applications exceed the determined quota, priority is given to those with a high scholarship rate. In case of equality of scholarship rates, regardless of the type of score, a ranking is made within the quota limits based on the first placement score of OSYM.

c) Applications to optional foreign language preparation classes are made through the application forms prepared by the School of Foreign Languages during the first registration process at the University.

The general principles specified in this Regulation shall also apply to optional foreign language preparatory class students.

d) The duration of education in the optional foreign language preparatory class is organized annually on a semester basis and is one academic year in total. This period is not included in the normal education period, but is included in the maximum education period.

e) Optional foreign language preparatory class cannot be repeated.

f) The student who enrolled in the optional foreign language preparatory class can leave the preparatory class with a petition until the end of the course addition and drop process. Those who exceed this period cannot leave the preparatory class. The time that the student who leaves the optional foreign language preparatory class will spend in the preparatory class is counted as absenteeism for the courses he/she will take in the curriculum.

g) Students who successfully complete the optional foreign language preparation class are given a certificate of achievement by the School of Foreign Languages.

Students who fail in the optional foreign language preparatory class can continue their

education in the associate degree and undergraduate programs they are enrolled in. Students whose general success grade is at least 60 out of a hundred at the end of the preparatory class year-end proficiency exam or make-up exams are exempted from foreign language courses that must be given in accordance with subparagraph (1) of the first paragraph of Article 5 of the Law No. 2547

but these students cannot take courses from the departments where foreign language education is given and cannot be exempted from vocational foreign language courses.

h) If there are compulsory or elective vocational foreign language courses in Turkish education programs, the education of these courses is given by taking into account the foreign language level of the students. In addition, how these courses will be taught, what kind of program will be applied according to language levels and how the course contents will be decided within the framework of the principles prepared by the relevant unit and this situation is stated in the course follow-up.

(Amended:OG-3/9/2023-32298) ⁽⁴⁾ Students whose applications are accepted to the optional foreign language preparatory class must take the placement exam held on the date announced by the School of Foreign Languages Directorate. Students who are successful in the placement exam and meet the conditions of the preparatory class proficiency exam are not enrolled in the foreign language preparatory class. Optionally, students who are entitled to enroll in a foreign language preparatory class can also take the compulsory foreign language exemption exam applied at the beginning of the fall semester for students who enroll in the University for the first time. Students who do not take the compulsory foreign language exemption exam in the year they are placed in the university are not entitled to the exemption exam again.

(6) **(Annex:OG-3/9/2023-32298)** ⁽⁴⁾ Students who are placed in the foreign language preparatory class compulsorily or optionally and who cancel the registration after the course add-delete week specified in the academic calendar and students who freeze the registration must pay the semester/year tuition fees. Students who unenroll from the optional preparatory class until the end of the course add-delete week can enroll in the courses of the program they are placed in, provided that the duration of absenteeism is not exceeded.

Teaching programs

ARTICLE 14 – (1) It is carried out according to the curriculum consisting of common, compulsory and elective courses accepted by the Senate and determined by the relevant board by taking the opinions of the heads of education, departments and programs in the associate degree and undergraduate programs of the university.

(2) The procedures and principles of summer internship practice in the curriculum of the department or program are regulated by the internship directive to be issued by the University Senate.

(3) Teaching is carried out in accordance with the curriculum and by following the sequence in the program. However, students who achieve foreign language proficiency start their education in the following semester.

(4) **(Amended: OG-31/1/2021-31381)** ⁽²⁾ Up to 45 ECTS credits or the equivalent of one semester's local credit of the courses that the students take in one semester from the foreign exchange programs and are successful are recorded in the relevant semester transcript document.

Prerequisite courses and other conditions

ARTICLE 15 – (1) Courses that must have been previously achieved in order to take a course are called prerequisite courses. The prerequisites and other conditions for taking any course are applied according to the curriculum determined by the boards of the relevant departments, decided by the faculty/college/vocational school board and approved by the Senate.

(2) **(Amended: RG-31/1/2021-31381)** ⁽²⁾ Except for practical courses such as practical training or clinical training in the dentistry undergraduate program, a student who receives a grade of DC from a prerequisite course and DD and above in other associate degree and undergraduate programs is deemed to have fulfilled the prerequisite for that course.

(3) **(Annex: RG-31/1/2021-31381)** ⁽²⁾ Apart from summer internships, the procedures and principles of professional practices, field practices, professional internships and similar applied courses in courses such as practical training, clinical training in the dentistry undergraduate program and other associate and undergraduate programs are regulated by an application directive to be issued by the University Senate.

Signing up for class, dropping out of class

ARTICLE 16 – (Amended:OG-13/6/2018-30450)

(1) The credit courses in the curriculum of the semester in which the student will normally continue are called normal course load, and all of the credit courses in which he/she is enrolled are called semester course load. In the calculation of the course load, the local credit value and ECTS values of the courses are taken as basis. The normal course load in a semester can be 30 ECTS, and

the semester course load can be up to 45 ECTS with the courses taken from the previous semesters. ECTS credits of summer internships in the semester course load calculation are not included in the course load calculation.

(2) The principles to be applied in course registrations are as follows:

a) **(Amended:OG-3/9/2023-32298)** ⁽⁴⁾ During the course registrations, students must first register for the courses they have failed or have not taken before in the sub-semester before the semester they are in. Courses in the upper semester cannot be enrolled without enrolling in the sub semester course. If an equivalent course has not been proposed in place of the compulsory courses removed from the curriculum and a curriculum mapping has not been made, students who have failed these courses or who have not taken these courses before are exempted from these courses removed from the curriculum.

b) In case of repetition of a previously taken elective course or if the elective course is not opened, another elective course can be taken from the same elective group instead. If the student enrolls in a new elective course instead of an elective course that he/she has previously taken and fulfilled the attendance requirement, attendance is mandatory. In order to divide the compulsory and elective courses into branches and to open an elective course, the number of students is determined by the decision of the relevant unit board of directors and the approval of the Rectorate.

c) **(Amended: RG-18/4/2021-31458)** ⁽³⁾ Students who have achieved all the courses in their curriculum in the lower semesters from the beginning of the third semester can take courses from the semester of the next year with the decision of the board of directors, except for courses such as prerequisite courses, applied courses without theoretical course hours and practical training and clinical training in dentistry. Among the students in this situation, those with a GPA of 3.00 and above out of 4.00 can take one course and those with a GPA of 3.50 and above can take two courses. Students cannot take courses from upper semesters in summer education. However, he/she may repeat the lessons he/she has taken or failed before.

ç) **(Amended:OG-3/9/2023-32298)** ⁽⁴⁾ At the beginning of each semester, the student may withdraw from some of the courses he/she enrolled in or enroll in other courses, except for first-year courses, within the course add-delete dates specified in the academic calendar.

Provisions Regarding Attendance Obligation

ARTICLE 17 – (1) Each student must participate in courses, practices, laboratories, projects, seminars, workshops, internships, graduation studies and similar studies for the semester he/she will attend.

(2) **(Amended: OG-13/6/2018-30450)** Students who do not attend at least 70% of the theoretical courses and at least 80% of the practices and laboratories and whose absences are announced are not taken to the midterm exam, make-up exam, final exams of that course and cannot benefit from additional exam rights.

(3) **(Amended: OG-3/9/2023-32298)** ⁽⁴⁾ The following principles are applied in the course repetition:

a) Students who fail courses that are all practical and do not have theoretical course hours (such as 0+2, 0 +4, 0 +6, 0+8) must continue the courses during the course repetition.

b) Although they meet the attendance requirement for courses consisting of theoretical course hours (such as 1+0, 2 +0, 3+0), students who fail are not obliged to continue the courses again in the course repetition.

c) Students who fail the courses in the classroom environment such as laboratories and workshops, except for professional practices, clinical practices or field practices, consisting of the sum of theoretical and practical course hours (such as 3+2, 1 +2, 2+2), including the dentistry undergraduate program, are not obliged to continue the courses again during the course repetition. However, students who have professional practices or field practices (such as 1+8, 2+8, 2+24) and who fail the courses that require the student to be in the relevant field of practice a few days a week must continue the course during the course repetition.

Students who fail courses with DHF code and applied clinical training (such as 1+2, 1+6, 2+6, 3+6, 2+2, 2+4) in the dentistry undergraduate program must continue the courses when they take the courses again.

d) Attendance is mandatory for all courses enrolled in summer education. Students who take the courses they were absent in summer education again in the fall and spring semesters have to continue the courses.

(4) **(Amended:OG-3/9/2023-32298)** ⁽⁴⁾ Except for official permissions, the health reports and other excuses to be received by the students are not taken into account in the calculation of the course attendance period and the student is considered absent.

Credit value of courses and ECTS credits

ARTICLE 18 – (Amended: RG-31/1/2021-31381)⁽²⁾

(1) The local credit value of a course consists of the sum of all the weekly theoretical course hours of that course and half of the weekly hours of practice, practical and clinical studies, laboratories, projects and workshops. ECTS credit, on the other hand, is a credit system based on the workload planned to provide the targeted learning outcomes of a course and determined on the basis of the time required to successfully complete the learning activities. Fractional credits are not used in local credits, but in ECTS credits, fractional numbers are rounded to an upper or lower integer. The ECTS equivalents of the courses credited according to the local credit are determined by the relevant unit administrative boards.

Semester and grade point averages

ARTICLE 19 – (Amended: OG-31/1/2021-31381)⁽²⁾

(1) The number obtained by dividing the numerical success coefficients of the courses taken within a semester by the sum of the local credit values of those courses and the sum of the credit values of these courses is called the semester grade point average (GPA). The division is found by executing and rounding two digits after the comma.

(2) The number calculated by applying the method specified in the first paragraph to all courses taken is also called GPA. However, only the courses in the curriculum are included in the calculation of the grade point average. Extra elective or other courses taken are not taken into account in the average calculation. However, it can be shown in the transcript or in the diploma attachment. Extra courses taken cannot be counted instead of the compulsory courses in the curriculum.

Course exemption

ARTICLE 20 – (Amended:RG-1/11/2019-30935)⁽¹⁾

(1) Students who are placed with the central placement exam can request exemption from some courses at the beginning of the first semester they enrolled in, until the end of the course addition and drop period at the latest, provided that they submit a document showing the successful or conditionally successful courses they have taken during their previous higher education and their adjustments can be made to the appropriate semester. Students who attend a second higher education at the same time can apply for an exemption request from the courses they are successful in and request an exemption until the end of the course addition and drop period at the latest. The student cannot claim a new exemption for courses for which no exemption is requested and for which course registration is made and failed.

Principles of course opening

ARTICLE 21 – (1) Which courses will be opened each semester/year and which faculty members/officials will teach them are decided in the relevant board by considering the suggestions from the academic major/art major boards and department boards.

(2) The relevant board decides whether to open elective courses or not. In the event that the course is not opened due to insufficient number of enrolled students or other reasons, the registration of the students whose registration is canceled within the week following the course addition and deletion period to the open elective courses is made by the board of directors upon the recommendation of the student advisor.

(3) The placement of courses and practices during the week and the responsible lecturers/instructors are announced at least one week before the start of the course registration process. In compulsory cases, changes can be made in the weekly programs.

(4) Which courses will be opened in the summer school and which faculty members/officers will teach them are decided by the relevant board, taking into account the suggestions from the academic department/art major boards and department boards in accordance with the provisions of the relevant legislation.

SECTION FOUR

Exams and Success Status

Notes

ARTICLE 22 – (1) For each course taken by the students, one of the following letter grades is appreciated by the instructor as the end-of-semester course grade;

a) **(Amended: RG-18/4/2021-31458)⁽³⁾** For compulsory and field-coded elective courses with

field code in the dentistry undergraduate program, the grades shown in the transcript of grades over 100:

Success Grade Coefficient Equivalent Score

AA	4.00	90-100
BA	3.50	85-89
BB	3.00	75-84
CB	2.50	65-74
CC	2.00	55-64
DC	1.80	50-54
FF	0.00	00-49

1) All courses in other associate and undergraduate programs and social elective courses in the dentistry undergraduate program and grades shown in the transcript of grades over 100 for compulsory YÖK courses:

<u>Final Grade</u>	<u>Coefficient</u>	<u>Equivalent Score</u>
AA	4.00	90-100
BA	3.50	85-89
BB	3.00	75-84
CB	2.50	65-74
CC	2.00	55-64
DC	1.80	45-54
DD	1.50	40-44
FF	0.00	00-39

b) The grades that do not agree with the average are:

1) G (Pass) grade is given to students who are successful in non-credit courses in the curriculum.

2) K (FAIL) grade is given to students who fail non-credit courses in the curriculum.

3) Grade D (Absent) is given to students who fail because they cannot fulfill their obligations regarding course attendance or course practices. Grade D is treated as grade FF in the grade point average calculation.

4) **(Amended:OG-13/6/2018-30450)** H (Uncalculated) grade; Refers to the grade taken from the courses that are extra and do not participate in the average. Extra elective or non-departmental courses are shown in the transcript document. Only the credits and number of courses requested in the curriculum are included in GPA starting from the course with the highest grade, and the remaining courses are not included in GPA. Unsuccessful courses taken in excess at graduation are deleted from the transcript. Extra elective or non-departmental courses are not counted instead of compulsory courses.

5) **(Annex:RG-13/6/2018-30450)** E (Missing) grade; It shows the courses that have been enrolled and whose grades have not been entered.

(2) **(Amended: OG-1/11/2019-30935)⁽¹⁾** When converting ECTS grades into University grades, the following table is used.

<u>ECTS Grade</u>	<u>Istanbul Gelisim University Grade</u>
A	AA
B	BA
C	CB
D	DC
E	DD
F	FF

(3) **(Annex: OG-13/6/2018-30450)** Students who successfully complete the course (s) corresponding to each module in the associate degree and undergraduate education programs recognized by the General Directorate of Civil Aviation (SHGM) are given the right to take the school graduation certificate module exams.

These students who receive at least 75 out of 100 or BB letter grades from each of the module exams are given a Recognized School Graduation Certificate in addition to their diplomas at graduation.

(4) **(Annex: OG-13/6/2018-30450)** Students who successfully complete the courses corresponding to each module in the flight operations management associate degree curriculum authorized by the General Directorate of Civil Aviation (SHGM) are given the right to take the flight operations specialist basic training certificate module exams. These students who receive at least 75 out of 100 or BB letter grades from each of the module exams are given a Flight Operations Specialist Basic Training Certificate in addition to their diplomas at graduation.

Increasing success status, probationary status and grade point average

ARTICLE 23 – (Amended: OG-13/6/2018-30450)

(1) The following principles are applied for the success of the students:

a) **(Amended: RG-18/4/2021-31458)**⁽³⁾ The success grade of a course in all associate degree and undergraduate programs, including social elective and compulsory YOK courses in the dentistry undergraduate program, is calculated by adding 50% of the grade obtained from the intra-semester studies of that course and 50% of the grade obtained provided that it receives at least 40 points from the end-of-semester exams. For these courses, FF letter grade is processed for grades below 40 points in the final exams. The success grade of a compulsory/elective course with a field code in the dentistry undergraduate program is calculated by adding 50% of the grade obtained from the intra-semester studies of that course and 50% of the grade obtained provided that it receives at least 50 points from the end-of-semester exams. For these courses, FF letter grade is processed for grades below 50 points in the final exams. If grades are given for studies other than midterm exams (such as quizzes, laboratory/practice, homework or project) during the semester and their percentages are shown in the course syllabuses, the contribution of midterm exams is at least 30% and the contribution of other studies is at most 20%.

b) **(Amended: OG-3/9/2023-32298)**⁽⁴⁾ The following principles are applied for field work, graduation work, graduation project, graduation thesis, workshop, laboratory practices, professional practices, field practice, clinical practices, practical trainings (such as 0+2, 0 +4, 0 +6, 0+8), which are all practical and do not have theoretical course hours:

1) There is no midterm exam, final exams, single course for graduation and grade increase for these courses. The final grade of the students and the procedures and principles of the evaluation criteria are calculated according to the directive proposed by the relevant unit and issued by the Senate.

2) For students who fail or are inadequate in these practice courses at the end of the semester, a make-up program may be applied before the end of the semester achievement grade is announced, or the student may be given an additional period to correct their deficiencies until the end of the final exams. The final grade of these courses, which are given additional time, must be announced with the make-up exam grade announcements at the latest.

3) In addition to clinical or practical training for these courses in the dentistry undergraduate program, oral or written exams can also be held. A semester-end success grade is calculated within the framework of the criteria determined by preparing an implementation directive.

4) The success grade of these courses must be at least 50 out of 100 in the dentistry undergraduate program and at least 40 out of 100 in other programs. Otherwise, the student is considered unsuccessful in the course.

5) Students who fail these applied courses are obliged to resume the courses in the course repetition.

6) These courses can be opened in different semesters and summer education with the decision of the relevant board of directors, regardless of the number of students, for students who have completed their normal education period, have completed their compulsory internships and have a practical course for graduation (such as 0+2, 0 +4, 0+8). If the content and local credit are appropriate and the relevant board of directors allows, the student can take the course from other higher education institutions.

7) Compulsory or optional internships can be done during the semester or in the summer, in accordance with the directive related to the internship. The duration of compulsory or optional internships is uninterrupted and at least twenty working days. Optionally, these studies of students working to gain experience in various institutions and organizations or workplaces a few days a week cannot be considered as compulsory internships. Students who do not have a failed course other

than summer internship and secondary education students can do their compulsory or optional internships during the semester. Successful (G) and unsuccessful (K) of compulsory internships

is evaluated with the grade. These grades do not participate in the average, but are shown in the transcript and diploma attachment. Since compulsory internships are a course in the curriculum, students who do not complete their compulsory internship cannot take single course or grade increase exams.

c) **(Amended: OG-3/9/2023-32298)**⁽⁴⁾ If the implementation of the course is carried out in a classroom environment such as a laboratory or workshop for courses consisting of all theoretical course hours or the sum of theoretical and practical course hours (such as 3+0, 2 +0, 1 +0, 2 +2, 2+4, 1 +2), the following principles are applied for these courses:

1) If the course is applied in a classroom environment such as a laboratory or workshop, a midterm exam, a final exam and a single course or grade increase exam for graduating students are held for these courses.

2) To be shown in the course information form, the end-of-semester grade for these courses can only be determined by the theoretical exam, and in this case, the success in the application made during the semester is evaluated together with the midterm exam as an intra-semester activity. In addition, the end-of-semester grade for courses with theoretical and practical hours can be determined as the sum of the contributions of the theoretical exam grade and the success grade given from the course application at certain rates. In this case, the contribution of the exam for the theoretical part of the course to the final grade cannot be less than 30%. In single course and grade promotion exams, evaluation is made only with the theoretical exam.

3) The success grade of these courses must be at least 50 out of 100 in the dentistry undergraduate program and at least 40 out of 100 in other programs. Otherwise, the student fails the course.

4) The contribution rates of all activities such as midterm exams, quizzes, laboratories, assignments, presentations during the semester to the semester or the end of the semester success score are determined by the relevant course supervisor and shown in the course information form at the beginning of the semester. The contribution of midterm exams cannot be less than 30%. Activities and contribution rates and other activities not shown in the course information form cannot be changed after the midterm exams and the student cannot be held responsible for the changes.

5) If the success of the theoretical exam and the success of the course in the application part are evaluated separately, the student who fails the theoretical exam or the application part of the course will fail that course. For students who fail the applications of the course for the semester, an additional period may be given until the end of the final exams to eliminate their deficiencies.

6) Students who fail the courses that have theoretical and practical course hours in the dentistry undergraduate program and have clinical and practical application must continue these courses they have failed in the course repetition and provide the attendance condition. Students who fail may be given additional time until the end of the final exams to correct their deficiencies.

7) Students who fail any DHF coded compulsory or elective courses in the lower semesters of the dentistry undergraduate program cannot enroll in the seventh and eighth semester (fourth grade) courses.

8) Students who have failed courses with DHF code in the lower semesters of the dentistry undergraduate program cannot enroll in fifth grade courses. However, students who meet the attendance requirement but fail the courses in the elective IV pool in the fourth grade program can enroll in the fifth year courses.

(Amended:OG-3/9/2023-32298) ⁽⁴⁾ The intra-semester and end-of-semester achievement evaluation system of the courses to be opened is announced by the relevant instructor with the course information form within the first week of each semester. Midterm exams for distance education courses can be held online or face-to-face. Contribution of online unsupervised midterm exams to the semester success grade, except for extraordinary conditions and the courses included in subparagraph (i) of the first paragraph of Article 5 of the Law No. 2547 It cannot be more than 20%.

d) **(Annex:RG-3/9/2023-32298)**⁽⁴⁾ The evaluation procedures and principles for the exam, practice and clinical studies of the DHF coded courses in the dentistry undergraduate program are determined by the directive.

(2) **(Amended: RG-31/1/2021-31381)**⁽²⁾ After the midterm and final exams, the responsible lecturer of the course will present the exam documents (course grade list, exam attendance list,

exam papers, question and answer keys, evaluation criteria for applied or practice-oriented courses)

with a report to the relevant administrative unit within the period shown in the academic calendar. The instructor submits the absenteeism lists related to the course in the final exam envelope.

(3) **(Amended:RG-1/11/2019-30935)**⁽¹⁾ A student who receives a grade of G, CC and above from a course is considered successful in that course, and a student who receives DD and DC grades is considered conditionally successful in that course. If a student gets an FF, D, K grade from any course, he/she must fail that course and repeat this course.

(4) **(Amended:RG-1/11/2019-30935)**⁽¹⁾ A student whose GPA is 2.00 or higher and who does not have FF, D, K grade is considered successful. In order to successfully complete the preparatory program, associate degree and undergraduate education, it is necessary to be successful in all the courses in the program and to have a GPA of at least 2.00.

(5) **(Amended: RG-18/4/2021-31458)**⁽³⁾ Except for the dentistry undergraduate program, students whose GPA is below 1.80 at the end of the fourth semester and sixth semester in all undergraduate programs are transferred to a probationary status. In the dentistry undergraduate program, students whose GPA is below 2.00 at the end of the fourth semester, sixth semester and eighth semester are transferred to a probationary status. A student who is in probationary status takes the courses of the semesters and sub-semester in which he/she is in probationary status until he/she gets out of probationary status. The semester course load of a student who is in a probationary situation cannot exceed 45 ECTS course load. This condition also applies to undergraduate students enrolled with vertical transfer and undergraduate transfer. However, a probationary status is not sought for the class and semester in which the students whose undergraduate and graduate transitions are accepted are first adapted. Students who have completed their normal education period can enroll in all courses provided that they do not exceed the maximum course load of the semester by first enrolling in the lower semester courses.

(6) **(Abolition:RG-1/11/2019-30935)**⁽¹⁾

(7) The student who wants to increase his/her GPA can take the courses he/she has taken again with the approval of the advisor and provided that he/she is included in the semester credit and average. When calculating GPA, the last grade received by the student is valid for these courses.

Honor student and high honor student

ARTICLE 24 – (Amended: OG-13/6/2018-30450)

(1) Students with a GPA above 3.00 at the graduation stage are considered honor students, and students with a GPA above 3.50 are considered high honor students, provided that there is no disciplinary penalty and no final conviction. These students are awarded honor and certificate of high honor diplomas together.

Exams

ARTICLE 25 – (1) Exams are held on the dates and times determined by the relevant boards of directors in the periods specified in the academic calendar. Exams can also be held on Saturdays and Sundays if the relevant board of directors deems it necessary.

(2) **(Amended:OG-3/9/2023-32298)**⁽⁴⁾ Except for compulsory internships (such as 0+2, 0+4, 0+6, 0+8), the final project, graduation thesis, graduation project, laboratory, vocational practice courses, clinical or practical practice courses and the semester end success grade of the application courses on the land must be announced to the students until the completion exam grade entries at the latest.

(3) **(Amended:OG-3/9/2023-32298)**⁽⁴⁾ The programs of the midterm exam, make-up exam and final exams are decided by the relevant dean's office and directorate and announced to the students at least two weeks before the exams. The announced exams cannot be withdrawn later by changing the day and time.

(4) **(Amended: OG-13/6/2018-30450)** Students who cannot take the midterm exam due to their excuses apply to the dean's office/directorate with a petition within one week at the latest from the date of expiry of their excuse, provided that they document their excuses. The student who is absent due to the excuse period is not given the right to make-up exam. Students whose excuses are accepted by the relevant board of directors are given make-up exams on the dates specified in the academic calendar. There is no make-up exam for the end-of-semester exams.

(5) **(Amended:OG-3/9/2023-32298)**⁽⁴⁾ Students who cannot take midterm exams due to health problems are given the right to make-up exam with the decision of the board of directors, provided that they obtain their health permits from full-fledged state hospitals, university hospitals

or family health centers of the provinces where the University units are located. Health permits obtained from outside the province for a justified and valid reason

is also acceptable. However, the health reports received by the students from abroad are not valid. The exams taken by a student with a report after the report time and during the report time are canceled, but the exams taken before the report time are not canceled.

(6) **(Amended: RG-18/4/2021-31458)**⁽³⁾ The make-up exam is a recognized right for the courses in which the students fail and are conditionally successful at the end of the semester, and after the final exams at the end of each semester, unless the Senate decides otherwise, the make-up exams of the courses in which the final exam is held are held. The success grade of a course in all associate degree and undergraduate programs, including social elective and compulsory YOK courses in the dentistry undergraduate program, is calculated according to the first paragraph of Article 23 by collecting 50% of the grade obtained from the semester studies of that course and 50% of the grade obtained provided that it receives at least 40 points from the make-up exams, and the FF letter grade is processed for the grades below 40 points. In the make-up exams of the field-coded compulsory/elective courses in the dentistry undergraduate program, the success grade of a course is calculated according to the first paragraph of Article 23, provided that 50% of the grade obtained from the intra-semester studies of that course and 50% of the grade obtained provided that at least 50 points are obtained from the end-of-semester exams, and the FF letter grade is processed for the grades below 50 points. The last grade of the students who did not take the make-up exam although they had the right to take the make-up exam is valid.

(7) **(Amended:OG-3/9/2023-32298)**⁽⁴⁾ Except for the courses that complete the normal education period and have a vocational or field application that requires attendance, students who have only one unsuccessful course in which they fulfill the attendance requirement for graduation and who complete their compulsory internship are given a single course exam right for the courses (such as 3+0, 3+2, 2+2, 1+2) applied in the classroom environment such as a laboratory or workshop. For courses that are all practical (such as 0+2, 0+4, 0+6, 0+8), the right to a single course and a grade increase exam is not granted. The contribution of the activities during the semester is not sought in the calculation of the success grade of these courses. The student who fails in the single course exam cannot take the single course exam in the following academic year and in the semester in which the course is opened or in the summer school without re-enrolling in the course. They can take the one course exam again on the dates specified in the academic calendar on the date after the course is taken again.

(8) **(Amended:OG-3/9/2023-32298)**⁽⁴⁾ With the decision of the Senate, an exemption exam can be held for information technology courses and common basic science courses such as mathematics, physics and chemistry taught in the first year. Exemption exams are held at the beginning of the fall semester for students placed with OSYM and at the beginning of the fall or spring semester for students who come from the preparatory class with lateral transfer to first-year Turkish or English programs. Students can take the exemption exam once. In order for a student to succeed in the exemption exam, he/she must be successful with at least (CC) letter grade. Those who are successful in the exemption exam cannot be re-enrolled in the courses they are exempted from in the same semester/year by requesting the cancellation of the exam result. However, in summer school or later years, he/she can be re-enrolled in the course to improve his/her grade.

(9) **(Amended:OG-3/9/2023-32298)**⁽⁴⁾ Associate degree students who have taken all the courses in the curriculum, who have been successful or conditionally successful, but who cannot graduate because their general weighted grade point average is less than 2.00 out of 4.00, are given the right to take an exam to increase the general weighted grade point average on the dates specified in the academic calendar, if they want from the courses other than the first two semesters in their curriculum and the undergraduate students do not have to attend the first four semesters. The grade point average of the student who takes the promotion exam is processed as a success grade. Students who fail the general grade point average upgrade exam can take the general weighted grade point average upgrade exam again in the following academic year with the same application conditions, without looking for the condition of enrollment in the courses. However, students who fail in the general weighted grade point average (GPA) upgrade exam (FF) must enroll in the courses they fail in the following academic year and in the semester in which the courses are opened or in the summer school and pay the tuition fee per course/credit. The student cannot take the grade promotion exam again from the same course he/she failed. In addition, during the same exam period, the student cannot apply both to increase the overall weighted grade point average and to a single course exam.

(10) **(Annex:OG-3/9/2023-32298)**⁽⁴⁾ A student who enrolls in all courses he/she has failed and has the only course he/she has not taken before in order to graduate, provided that it does not exceed the credit limit, will not exceed the credit limit for a course opened within the University regardless of the fall/spring semester distinction

may register for the course with the relevant board of directors decision. If the course is not opened within the University, the student can take this single course from another university, provided that the course content and local credit are compatible, the course hours do not overlap and the relevant board of directors allows it.

Form of the exam and objection to the results

ARTICLE 26 – (1) (Amended:OG-31/1/2021-31381)⁽²⁾ Exams can be written or multiple-choice. The implementation of other types of exams is decided with the recommendation of the relevant department/program head and the approval of the board of directors. The type of exam to be applied is specified by the instructor of the course in the course information form and announced to the students.

(2) The exams are organized and managed by the instructors in charge of teaching that course. If the responsible instructor cannot be present at the University on the day of the exam, the head of the department decides who will take the exam upon the recommendation of the instructor.

(3) **(Amended: OG-13/6/2018-30450)** The student may object to the exam result of a course within five working days from the announcement of the success grade by submitting his/her petition to the Student Affairs Department in terms of material error. The student's objection is examined by the instructor of the course in terms of material error, and if there is no material error, the result is announced to the student. At this stage, the exam paper cannot be re-evaluated. In the event of a material error, grade correction is made with the recommendation of the relevant department/program head and the decision of the board of directors. If the grade correction process is delayed in the final exams and the student has the right to take the make-up exam, the student can use the make-up exam right. The student's high grade is valid.

Storing the exam documents

ARTICLE 27 – (1) Documents such as exam papers, assignments, projects, laboratory and internship reports are kept for two years from the date of last transaction, unless it is decided to keep them for a longer period by the decision of the relevant unit board of directors.

Graduation and diploma

ARTICLE 16 – (Amended:OG-13/6/2018-30450)

(1) Students who have succeeded in all the courses shown in the curriculum, completed their internship in the curriculum, and increased their GPA to at least 2.00 out of 4.00 are given a diploma supplement with their associate degree or bachelor's degree.

(2) Students who are entitled to receive a diploma must obtain a certificate of dismissal from the relevant units in order to receive their diploma.

SECTION FIVE

Miscellaneous and Final Provisions

Registration freeze and terms

ARTICLE 29 – (Amended:OG-13/6/2018-30450)

(1) A student who wants to freeze registration for justified and valid reasons can apply with a petition for a semester for which he/she wants to freeze registration until the beginning of the midterm exams. Students whose excuses are accepted by the decision of the relevant board of directors may freeze their registration for a maximum of two semesters in associate degree programs and a maximum of four semesters in undergraduate programs, provided that they apply every semester. Students who are suspended for one or two semesters cannot apply to freeze registration for the semester/year for which they are suspended.

(2) **(Amended:OG-3/9/2023-32298)⁽⁴⁾** Due to extraordinary situations, natural disasters, detention, conviction, removal of military postponement and persistent diseases documented by the committee report and similar excuses approved by the relevant board of directors, the records of the students may be frozen until the beginning of the final exams within the semester.

(3) In case the registration is frozen due to the reasons stated in the second paragraph, the student must apply to the Institute Directorate within twenty days at the latest from the occurrence of the incident and prove the incident with the necessary documents. In case of continuation of the said reasons, the registration freeze period may be extended by the relevant board of directors.

(4) The student who freezes the registration cannot attend the classes and cannot take the exams. **(Amended sentence: OG - 18/7/2021-31545)** In case of registration freeze, the entire fee is charged until the frozen period, and 20% of the fee for the remaining period of the education period must be paid.

(5) Students cannot transfer their courses taken as special students from higher education institutions other than open education institutions to the curriculum at the University during the semester they have frozen registration.

Withdrawal from the university

ARTICLE 30 – (Amended: RG-18/4/2021-31458)⁽³⁾

(1) Students who want to cancel their registration from the University voluntarily apply to the Dean's Office/Directorate with the dismissal certificate received from the Registrar's Office and approved by the relevant units. The registration of the student is deleted by the relevant administrative board and notified to the Rectorate. The records of the students who are subject to a disciplinary investigation are not deleted until the investigation is completed. The fees paid by the student whose registration has been deleted for the previous semesters are not refunded. **(Amended sentence: OG-18/7/2021-31545)** In addition, the student must pay the full fee until the date of deletion of the registration and 25% of the fee for the remaining period of the academic year. The student whose registration is deleted is given a document showing his/her educational status, diplomas and other documents delivered to the school upon entry.

Students sent to domestic and international higher education institutions

ARTICLE 31 – (1) According to the agreements made between the University and higher education institutions at home and abroad, students may be sent by the University to higher education institutions at home and abroad for up to four semesters within the framework of student exchange. During this period, the student's registration at the University continues and this period is counted as the teaching period.

(2) Sending students to non-contracted higher education institutions is decided by the relevant administrative boards.

(3) The equivalence procedures of the courses taken by the student from higher education institutions in Turkey and abroad are carried out by converting the grades taken by the relevant board and other higher education institutions into the grading system in Article 22 of this Regulation.

Bachelor's Degree Diploma

ARTICLE 32 – (1) In case of an application to a student who has achieved all the courses of the first four semesters in the undergraduate curriculum he/she is enrolled in and the common compulsory courses determined by the Council of Higher Education and who has increased his/her GPA to at least 2.00, an associate degree diploma is given by the decision of the relevant board of directors in accordance with the provisions of the Regulation on the Completion of Associate Degree Diploma or Adaptation to Vocational Schools of those who have not completed or cannot complete their Undergraduate Education published in the Official Gazette dated 18/3/1989 and numbered 20112.

(2) **(Amended: OG-31/1/2021-31381)⁽²⁾** Among these students, those who have been adapted to Vocational Schools can benefit from additional exam rights according to the provisions of Article 25.

Scholarship students

ARTICLE 33 – (Amended:OG-15/3/2017-30008)

(1) The principles regarding the scholarships to be given to the students are determined by the Senate.

(2) For the continuation of the scholarship of a student studying on scholarship at the faculties or colleges of the university;

a) Not having received any disciplinary action,

b) **(Amended: OG-31/1/2021-31381)⁽²⁾** The student does not exceed the normal education period except for the preparatory class

(3) All scholarships granted to a student who receives a disciplinary penalty are cut from the date the disciplinary penalty is finalized.

Notification and address declaration

ARTICLE 34 – (Amended: OG-31/1/2021-31381)⁽²⁾

(1) During their final registration, students must declare their address information and phone numbers in order to receive written announcements and notifications, text messages (SMS) to be sent, or to provide verbal communication. In the event of a change in their contact information, students must notify the Registrar's Office of this change within one month. Otherwise, all

announcements or written notifications made to the contact address notified by the student during registration shall be deemed valid and otherwise all legal responsibility belongs to the student.

Discipline

ARTICLE 35 – (1) Disciplinary work and procedures of students are carried out in accordance with the provisions of the Higher Education Institutions Student Disciplinary Regulation published in the Official Gazette dated 18/8/2012 and numbered 28388.

Conditions for which provisions do not exist

ARTICLE 36 – (1) In cases where there is no provision in this Regulation, the provisions of the Law No. 2547 and other relevant legislation and the decisions of the Board of Trustees, the Senate and the relevant board of directors shall apply.

Repealed regulation

ARTICLE 37 – (1) The Istanbul Gelisim University Associate Degree and Undergraduate Education Regulations published in the Official Gazette dated 16/12/2013 and numbered 28853 have been repealed.

Students enrolled in the university

PROVISIONAL ARTICLE 1 – (1) The provision of the sixth paragraph of Article 23 of this Regulation shall not apply to students enrolled in the University before the date of publication of this Regulation.

Adaptation to module exams

PROVISIONAL ARTICLE 2- (Annex: OG-13/6/2018-30450)

(1) The third and fourth paragraphs of Article 22 are applied starting from the newly enrolled students in the 2018-2019 academic year.

Enforcement

ARTICLE 38 – (1) This Regulation shall enter into force on the date of publication.

Execution

ARTICLE 39 – (1) The provisions of this Regulation are executed by the Rector of Istanbul Gelisim University.

- (1) *This amendment enters into force on the date of publication, effective from the beginning of the 2019-2020 academic year.*
- (2) *This amendment enters into force on the date of publication, effective from the beginning of the 2020-2021 academic year.*
- (3) *This amendment enters into force on the date of publication, effective from the beginning of the 2020-2021 academic year.*
- (4) *This amendment enters into force on the date of publication, effective from the beginning of the 2023-2024 academic year.*

	The Official Gazette in which the Regulation was published	
	Date	Issue
	21/7/2015	29421
	Official Gazettes in which Regulations Amending the Regulation were Published	
	Date	Issue
1	15/3/2017	30008
2	13/06/2018	30450
3	18/3/2019	30718
4	1/11/2019	30935
5	31/1/2021	31381
6	18/4/2021	31458
7	18/7/2021	31545
8	3/9/2023	32298