KADIR HAS UNIVERSITY REGULATIONS
FOR ASSOCIATE AND UNDERGRADUATE DEGREE PROGRAMS

PART ONE
Aims, Content, Legality and Definitions

Aims

Article 1 – (1) This regulation stipulates the guidelines concerning education for associate and undergraduate degree programs administered by faculties and units at Kadir Has University.

Content

Article 2 – (1) This regulation contains the guidelines for the admission of students to Kadir Has University and the drafting and implementation of associate and undergraduate programs of education, including education at the English Preparatory School, as well as guidelines for exams, leave of absence, cancelling registration and procedures for the granting of diplomas.

Legality

Article 3 – (1) This regulation adheres to the tenets as stipulated in Articles 14 and 44 of Higher Education Law 2547, dated 4/11/1981.

Definitions

Article 4 – (1) The definitions of the following terms in this regulation are as follows:

a) ECTS (European Credit Transfer System): The ECTS allows students to transfer the credits of courses completed at institutions of higher education other than Kadir Has University.

b) Unit: Faculty, college or vocational school at Kadir Has University.

c) Advisor: A faculty member who has been appointed by the administrative board of an institute to advise graduate students during coursework and the writing of theses and dissertations.

d) Dean: Deans of faculties at Kadir Has University.

e) Diploma program: A program of higher education which grants associate or undergraduate degrees to students who meet the requirements of the faculty, college or vocational school.

f) Unit committee: For faculties, this shall be the faculty committee; for colleges, this shall be the college committee; and for vocational schools, this shall be the vocational school committee.

g) Unit Administrative Board: The administrative board of the faculty, college, or vocational school at Kadir Has University.

h) Undergraduate education: A program of higher education which consists of at least eight semesters.

i) Director: The director of colleges/vocational schools at Kadir Has University.

j) Student Affairs Office: A unit headed by the rectorate which processes all paperwork concerning students.

k) Associate degree education: A program of higher education which consists of at least four semesters. Associate degree programs are designed to provide skills training or constitute the first stage of undergraduate education.

l) SSPC (ÖSYM): Student Selection and Placement Center.
m) Rector: The rector of Kadir Has University.
n) Rectorate: The rectorate of Kadir Has University.
o) Senate: The university senate.
p) University: Kadir Has University
q) University Administrative Board: Kadir Has University Administrative Board.

PART II
Student affairs, Registration, Associate and Undergraduate Degree Program Transfers and Changes of Major, Exemption from Courses

Student affairs
Article 5 – (1) The Student Affairs Office processes all aspects of registration, renewal of registration, cancelling of registration, diplomas, course enrollment, associate and undergraduate degree program transfers, and changes of major. In cases of necessity, a student’s unit may be able to process some of these issues.

(2) Disciplinary issues for students shall be carried out according to the articles of the Official Gazette dated 13/1/1985 and numbered 18634.

Registration
Article 6 – (1) To register at the university, students must pass the SSPC exam and/or relevant skills exam.

(2) Individuals who are eligible for registration must complete their registration in person at the registration tables in the Student Affairs Office by the dates declared by the SSPC, and must bring the documents listed in the registration guidebook as well as the documents requested by the university. If a student has a valid excuse then that student’s registration can be carried out by her/his official representative.

(3) Students who are missing documents shall not be allowed to register, and students are not permitted to register by mail. Students who have not completed their registration by the deadline forfeit all rights to register.

(4) Students who have not paid the tuition fees before the deadline stipulated by the rectorate shall not be allowed to register.

(5) Originals, or approved copies of original documents, are accepted. Documentation of military service and criminal records shall be processed upon the submission of a declaration by the candidate.

(6) The registration of applicants who do not submit all of the required documents or who submit falsified documents, or who cheated on the university entrance exam, shall be annulled and legal action shall be taken against those individuals. If such a student withdraws from the university, all documents issued to him/her, including the diploma, shall be annulled, and all tuition fees paid by that student shall not be returned.

Foreign Language Proficiency
Article 7 – (1) At the faculties of Kadir Has University, the language of instruction is English, or English and Turkish; Turkish is the language of instruction at the university’s colleges and vocational schools.

(2) Individuals studying at faculties in which the language of instruction is English, or a combination of English and Turkish, must demonstrate the required level of English language skills.

(3) Students must provide documentation indicating that they have received the required language proficiency scores as stipulated by the university senate. Scores for international exams must be valid per the terms stipulated by the senate, and such exams must be taken for the proper level at exam centers approved by the senate.
Applicants must submit documentation of their English-language skills during the application process. Applicants who submit a valid language proficiency document can start their undergraduate education without taking the university’s English proficiency exam.

(4) Students who have successfully completed the English preparatory year at another institute of higher education prior to applying to Kadir Has University can apply for exemption from the English proficiency exam and the English preparatory year. The administrative board of the related unit and the administrative board of the university shall make a ruling in such cases. If the exemption is not accepted, students are required to take and pass the English proficiency exam before beginning their undergraduate education.

(5) Students who do not provide documentation of an internationally valid language proficiency exam or have not completed the English preparatory year at an institute of higher education are required to take the English proficiency exam and receive at least the minimum score as determined by the university senate before beginning their undergraduate education.

(6) Students who do not provide documentation of the abovementioned exams or do not receive the minimum required score for those exams must attend the English preparatory year of the university prior to beginning the undergraduate program of study for which they are enrolled.

(7) Students who successfully complete the English preparatory year may begin their undergraduate education.

(8) Students who do not successfully pass the English preparatory year are required to enroll again for the preparatory year. If students do not pass the year of English education the second time, they are not permitted to begin their undergraduate education until they demonstrate the required level of proficiency in English.

(9) Students who provide documentation of the required level of English language proficiency may begin their undergraduate education at the beginning of the following semester.

(10) The terms indicated above are valid for students who have transferred or changed majors and begun studies at faculties in which the language of instruction is English or a combination of English and Turkish.

**English-language preparatory year**

**ARTICLE 8** – (1) Per the state regulations concerning foreign language education, a university may institute a foreign language preparatory program or a foreign language school.

(2) Foreign language education shall be implemented per the terms of the Regulation Concerning Foreign Language Education and Instruction in Foreign Language at Institutes of Higher Education as stipulated in the articles of Law 2547 which was published in Official Gazette #27074 on 4/12/2008.

**Student ID cards**

**ARTICLE 9** – (1) A university ID card indicating that the student is enrolled at Kadir Has University shall be issued to students who have successfully completed registration. If this card is lost, an announcement concerning its loss must be posted in a local or national newspaper; this announcement must then be attached to the request for a new card, which shall be submitted to the Student Affairs Office. A new card shall then be issued to the student for a fee, which shall be determined by the rectorate.

(2) Students who withdraw from the university, have been expelled from the university, or have had their registration cancelled must return their ID cards which will then be kept in their student files.
Tuition

ARTICLE 10 - (1) All programs of study at the university are subject to tuition fees. The annual tuition fee to be paid is not calculated based on the number of courses taken or semesters but for a whole academic year which consists of autumn and spring semesters. This amount is determined annually by the Board of Trustees.

   (2) Tuition fees are increased annually by the Board of Trustees based on the rate of inflation and other economic factors.

   (3) With the exception of the English preparatory year, tuition fees for students who are registered in associate and undergraduate programs of study and who are required to repeat courses within the maximum time period required to complete the program as stipulated in Article 44 of Law 2547 shall be determined by the Board of Trustees per the terms of Article 46 of Law 2547.

   (4) Students who have not paid their tuition fees by the deadline determined by the rectorate may not enroll or renew their enrollment and thus do not hold rights as students of the university.

   (5) If students who have enrolled or renewed their enrollment at the beginning of the academic year decide to withdraw from the university for any reason before the beginning of the semester, they must pay one quarter of the tuition fees for that period. Students who have withdrawn, been expelled, or graduated from the university, or students whose registration has been cancelled, are not eligible to receive a reimbursement of the tuition fees they have paid.

   (6) Tuition fees for exchange students shall be determined per the terms of the agreements signed between the two institutions.

Renewal of registration

ARTICLE 11 - (1) Students must renew their registration every semester during the period specified in the academic calendar.

   (2) Students must pay all of the tuition fees for the previous semester as well as the current semester to renew their registration. Students who do not fulfill this requirement shall not be permitted to renew their registration and thus shall not hold rights as students of the university.

   (3) Students who have paid their tuition fees must then obtain the approval of their advisor for their course schedules for that semester. Students are responsible for every step in the process of registration renewal and registering for courses. Students who have completed registration for courses shall be deemed as having renewed their registration.

   (4) Students who complete all of the required coursework for their programs of education and who must complete an internship in order to graduate must renew their registration by the date specified in the academic calendar. For semesters in which the student is doing an internship, students shall pay one quarter of the tuition fee.

   (5) Students who renew their registration within the time period specified shall not be eligible to enroll in courses and shall not hold the rights of students enrolled in the university.

   (6) Even if students do not renew their registration for a semester, that semester shall be counted towards the period of education as specified in Law 2547. Students may renew their registration for the following semester pending that they pay one quarter of the tuition fee for the semester in which they did not enroll.

   (7) If students do not register for two consecutive semesters, their registration shall be suspended. If they have completed the minimum duration of education, such students may renew their registration per the terms of Articles 44 and 46 of Law 2547 on the condition that they pay the tuition fee stipulated for that academic year by the Board of Trustees when they renew their registration.
Students do not have the rights of enrolled students during the time in which their student status has been suspended.

Renewal of registration for exchange students can be done on dates other than those stipulated in the academic calendar pending the approval of the related unit’s administrative board.

Registration for transfer students

ARTICLE 12 – (1) Transfers from institutes of higher education in Turkey and abroad to equivalent diploma programs at the university, or transfers between programs within the university, shall be carried out per the terms of the regulations for Transfer within Associate and Undergraduate Degree, Double Major Degrees, Minor Degrees, Inter-university Credit Transfer, and Undergraduate and Associate Degree Education, which were published in Official Gazette #27561 dated 24/4/2010, as well as per the regulations specified by the senate.

(2) Transfers from associate degree programs to undergraduate degree programs shall be carried out per the terms of the regulations concerning the continuation of graduates of associate degree programs and distance associate degree programs to undergraduate programs as published in Official Gazette #24676 dated 19/2/2002, as well as per the regulations specified by the Senate.

(3) Students who transfer between undergraduate programs or from associate degree programs to undergraduate programs must fulfill the criteria for foreign language education as regards Article 7 of this regulation. Students who do not fulfill this requirement must enroll in the English preparatory year.

Course exemptions

Article 13 – (1) If they have taken the university placement exam and been accepted into a program of study, students who are currently registered at another institute of higher education, or have graduated or withdrawn from another program, may request exemption from courses which they have previously taken and passed.

(2) Requests for course exemptions shall be evaluated by the administrative board of the program of study and student placement will be carried out based on their recommendations.

(3) Students who have been exempted from courses per the terms of Article 1 of this clause may not take those courses again.

(4) Following student placement per the terms stipulated above, the number of required semesters shall be calculated by dividing the total credits of exempt courses by 17; this number shall then be subtracted from the period of studies for that program. The student must then complete the remaining required coursework within that number of semesters. If these conditions are not fulfilled, then the program of study shall be implemented per the terms of Article 46 of Law 2547.

(5) Students who have been placed in a program of study as stipulated in the clauses above must be registered for at least four semesters of study to graduate.

Special student status

ARTICLE 14 – (1) Individuals holding special student status may take courses to develop their knowledge and skills.

(2) The administrative board of a program of study shall, upon the recommendation of the department chair, determine how many and which courses a student can take.

(3) Special students do not receive a diploma, title, or credits for the courses they have taken. They shall, however, receive a document indicating their attendance and the grades they received for the courses they completed.

(4) The tuition for special students shall be determined by the Board of Trustees and scaled according to the number of course credits that they take.
PART III
Regulations Concerning Education and Instruction

Academic calendar
ARTICLE 15 – (1) The university’s academic calendar is based on the recommendations of departments and the senate.
(2) The academic calendar indicates the dates for the start and end of semesters, mid-term and final exams, payment of tuition, renewal of registration, suspension of registration, transfers between undergraduate programs, and transfers from associate to undergraduate degrees.

Types and Models of Education
ARTICLE 16 – (1) The university provides formal and public education, as well as distance education through the use of communications technologies.
(2) Exams administered for the purpose of determining proficiency or assigning a course grade can be given in hard-copy form in a group setting; similarly, these exams can also be administered electronically to individual students by drawing on questions based on the field and level difficulty which have been safely stored in a question bank.
(3) The university may offer distance learning education programs for associate and undergraduate degrees; the courses for these programs shall be planned and implemented via communications technologies which do not require that the lecturer and students be in the same physical space.

Academic Semesters
ARTICLE 17 – (1) Education at the university is organized around a semester system.
(2) In the academic year, there are fall and spring semesters.
(3) Not including the English preparatory year, the duration of studies for undergraduate degrees is eight semesters and four semesters for associate degrees.
(4) Including dates for mid-term exams, a semester shall consist of at least seventy days. Saturdays, Sundays, national holidays, public holidays, and final exam dates do not count in the calculation of that period of time.
(5) The university senate has the right to offer courses for Turkish language, foreign language, and Ataturk’s Principles and History of Revolution, as well as other courses determined by the senate, at times other than those normally reserved for in-class instruction, including Saturdays and Sundays which are not national or public holidays. These courses may be offered via distance education through the use of communications technologies.
(6) In addition to the fall and spring semesters, the university may offer summer programs upon the recommendation of the senate and the approval of the Institute of Higher Education; such programs shall be implemented per the terms of the concerned regulations.
(7) Summer courses are not calculated into the eight semesters of undergraduate education and the four semesters of associate education, and the academic calendar and tuition for the summer term shall be independently drafted.

Instructional planning and courses
ARTICLE 18 – (1) (Change: Official Gazette – 22/1/2014-28890) Education may consist of a combination of any of the following: theoretical courses, multi-disciplinary courses taught by more than one department, modules, seminars, practical applications, projects and studio work, laboratory work and workshops, internships, drawings, field work, and graduation projects. Term projects, studio projects, graduation theses/projects may be included in the curriculum in the category of elective or compulsory courses from the third semester onwards. The rules and regulations concerning the conduct, completion and acceptance of term projects, studio projects, graduation theses/projects as well as their
organization as sequential or prerequisite courses shall be determined by proposals made by the Faculty or School and the ratification of the University Senate.

(2) Education shall be carried out each semester per the course titles and course schedule stipulated in the program of study.

(3) All work carried out in a given program of study shall be treated as coursework which is bound to the stipulations in this regulation.

(4) The credit value for each course shall be specified in the plan for the program of study. Course credits are specified by the senate according to: the type of degree; the credit values determined for the proficiency required for that field; and, the number of hours for theoretical and applied courses, and the hours required for other required activities to ensure that students who graduate from the program are in possession of the requisite knowledge, skills and competence for their field.

(5) For students enrolled in the standard period of education, the nominal credit limit indicates the number of credits that must be taken in a given semester and also indicates the highest number of credits that can be taken in a given semester for students who have exceeded the amount of time normally required for coursework. The maximum course load is six credits more than the nominal credit load. Excluding the first and second semesters, students who have a GPA of 2.00 or above may take six more credits than the nominal credit limit. Students who will be able to graduate at the end of a semester may take an additional six credits in addition to the nominal credit load, as determined by a given unit’s administrative board.

(6) The course schedules of departments shall be determined per the education plans approved by the senate, and schedules shall be announced to students at the beginning of each academic year.

(7) All students enrolled in faculties with four-year programs of study, including students who have changed majors or transferred into a program, are required to take the non-credit social responsibility course in their second year of studies. The social responsibility course must be taken for two semesters. Grades for this course are as follows: S (Currently enrolled), issued at the end of the first semester; and, G (Pass) and K (Fail) issued at the end of the second semester.

(8) The program of study may require that students undertake an internship to graduate. The requirements for internships are determined by the university senate based on the regulations concerning internships.

Compulsory and elective courses

ARTICLE 19 – (1) The courses in a program of education are of two types: compulsory and elective. Compulsory courses must be taken, and elective courses are those that a student can choose to take.

(2) Elective courses can be taken singly or from a specified course group. Elective courses are proposed by each department and must then be approved by the senate; the same process is used to remove courses from a program of study. Department committees may set minimum and maximum quotas for the numbers of the students who can enroll in elective courses.

Compulsory courses

ARTICLE 20 – According to clause (i) of the first paragraph of Article 5 of Law 2547, compulsory courses are: The Principles of Ataturk and the History of the Revolution; Turkish Language; and, Foreign Language. These courses must minimally be scheduled as credit courses which are taken for two semesters.

Course registration and Add/Drop procedures

ARTICLE 21 – (1) Students must register for courses every semester by the deadline indicated in the academic calendar and every course must coincide with students’ programs
of study; students’ academic advisors must approve of students’ course selection. Students may take courses as non-credit if those courses are not required for their program of study, pending the approval of the student advisor. Students who take courses as non-credit may not later request that these courses count towards their GPA.

(2) Students who have not been exempted must register for all of the courses stipulated in the first semester of their program of study. Students are not allowed to take more than the nominal number of credit hours in the first and second semesters. In subsequent semesters, students may not take more than the maximum credit load indicated in Clause 5 of Article 18 in this regulation, with the exception of the clauses indicated in Article 26.

(3) A department’s administrative board may increase the credit load of students by up to six additional credits if they will be able to graduate by the end of a semester by taking these extra credit hours.

(4) In a given semester, students may add or drop each course one time; add/drops must be approved by the student advisor and completed by the deadline announced in the academic calendar.

(5) Students may drop a course which is required in their program of study, but they must obtain the approval of their advisor and complete the drop by the deadline indicated in the academic calendar. Except for the first two semesters, students may withdraw from a maximum of one course per semester and from a maximum of two courses in associate degree programs and from five courses in undergraduate degree programs. Courses which have been dropped shall be indicated as a Ç (Withdrawal) in the student’s transcript.

(6) Because of the large number of courses that students must take, either as the first time or as repeat courses, they may not be able to take all the courses in the program of study for a given semester. Nonetheless, students are required to complete their studies within the timeframe stipulated in Article 44 of Law 2547.

**Student advising**

ARTICLE 22 – (1) Each student must be assigned a professor or a lecturer who is responsible for advising the student during their period of study at the university. Advisors monitor students’ progress during their studies and advise them about the compulsory and elective courses required for associate and undergraduate degrees as well as double major or minor degree programs. Students select their courses with the advisor during registration and renewal of registration, and their course selections must be approved by the advisor.

(2) If an advisor cannot be present at the university during the registration period, she/he must notify the department chair, whereupon a temporary advisor will be appointed and the student will be notified of the appointment of the temporary advisor.

**PART IV**

**Exams, Suspension of Study, Withdrawal from a Program of Study, Diplomas**

**Attendance and grading**

ARTICLE 23 – (1) During the semester, students are required to attend courses and participate in laboratory work and applied studies, as well as take exams and complete other assignments given by course instructors.

(2) Students must attend 70% of classes and 80% of independent applied studies, such as labs and workshops. Course instructors are in charge of taking attendance.

(3) Students who do not attend the minimum number of classes shall not be permitted to take final exams and shall receive a grade of VF for that course. Students who will receive a VF grade must be notified in the last week of the course.

(4) Students are required to attend classes for repeated courses and must complete all
of the requisite course assignments. The mid-term and final exam scores from the previous semester may not be applied to the repeated course.

(5) In evaluating students, mid-term exams, quizzes, field work, applied projects, assignments, workshops, seminars, attendance, laboratory work and other related activities shall constitute a minimum of 40% and a maximum of 60% of the final course grade; the final exam grade shall constitute a minimum of 40% and a maximum of 60% of the final course grade.

(6) At the beginning of every semester, the course instructor must announce the types of activities that will be carried out in the course and the weighting of grades for the course. All grades for class assignments and exams must be announced by the instructor.

**Letter Grades**

**ARTICLE 24** – (1) Course instructors shall give grades to students based on an evaluation of the work they complete for the course and students’ exam grades, as well as the overall performance of the class. Students shall be given the following grades:

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<th>LETTER GRADE and NUMERICAL VALUE</th>
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(2) The course instructor shall announce students’ grades through BYS (Knowledge Information System).

(3) Course grades are as follows:

a) A student who receives a grade of AA, BA, BB, CB, CC or G shall pass the course.

b) A student who receives a DC or a DD shall the course conditionally. In the case that a student’s Cumulative Grade Point Average (GPA) is 2.00 or above, these courses do not have to be repeated.

c) A student who receives an FF or a K shall fail the course.

d) A student who receives a VF shall fail the course for insufficient attendance.

(4) Other letter grades are as follows:

a) Students shall receive a grade of E (Incomplete) if they cannot complete the required assignments in a course or cannot take a final exam because of health problems or other valid reasons. Students who receive an E must be given a final course grade within 15 days after the announcement of grades as indicated on the academic calendar, and they must submit the incomplete assignments or take a make-up exam for the final. If they do not fulfill these requirements, then the grade will automatically become an FF. The deadlines indicated above can be extended if the department chair requests an extension and the administrative board approves the extension.

b) A grade of G (Pass) is given for non-credit or pass/fail courses and is not included in GPA calculations.

c) An S (Currently Enrolled) is given for credit and non-credit courses which last longer than one semester; this grade will be changed to a letter grade upon completion of the course. A grade of S is not calculated in the GPA.
d) A Ç (Withdrawal) is given for courses which a student drops, and this is not calculated into the GPA.

e) A T (repeat) indicates that a course is being repeated. When an elective course is replaced by another elective upon the approval of the advisor, this shall be indicated with a T.

f) An H (Excluded) indicates that a course is not included in calculations of the GPA.

g) TRS (transfer) indicates courses that a student took at a previous institution and which have been accepted as equivalent by the administrative board of the department upon the proposal of the department chair.

h) An M sign indicates courses from which the student is exempt.

i) A grade of K (Fail) grade is given for non-credit courses which last longer than one semester and which the student does not pass.

Semester GPA and Cumulative GPA

ARTICLE 25 – (1) The Semester Grade Point Average (AYNO) and Cumulative Grade Point Average (AGNO) are calculated as follows:

a) The Semester Grade Point Average (AYNO) is calculated by multiplying the letter grade numerical value of all courses taken in a semester with the number of credit hours and then dividing this with the total number of courses. The final result is rounded to two decimal points.

b) The Cumulative Grade Point Average (AGNO) is calculated by multiplying all of the numerical values of courses taken in all semesters of study with the number of credit hours and dividing this with the number of courses. The final result is then rounded to two decimal points.

(2) The Cumulative Grade Point Average is calculated for the end of each semester, and does not include courses which were dropped.

(3) Courses for which a student receives a G, non-credit courses, and courses which a student is exempt from are not included in the Cumulative Grade Point Average.

(4) For repeated courses, the semester grade point average (GPA) and Cumulative GPA are calculated using the grade received for the course repeated; the earlier grade cannot replace the later grade.

Increasing the Cumulative GPA

ARTICLE 26 – (1) Students who would like to increase their cumulative GPA may repeat courses, including compulsory courses, on the condition that they do not exceed the maximum number of credit hours for that semester.

Academic probation

ARTICLE 27 – (1) A student whose cumulative GPA falls below 2.00 for any semester shall be placed under academic probation, and a student whose cumulative GPA falls below 1.80 for two consecutive semesters shall be placed under critical probation.

(2) In vocational schools, where the period of education is four semesters, there is no academic probation.

(3) A student under academic probation may not take more credits than the amount stipulated for that semester per the student’s program of study.

(4) A student under critical probation may not take more credits than the amount stipulated for that semester per the student’s program of study and may not take any new courses; only failed courses or courses which were passed conditionally may be taken.

(5) Students under academic probation may be removed from probation if they raise their cumulative GPA above the required minimum.

(6) Students under any form of academic probation may not be representatives of the student council or be members of the administrative boards of student clubs at the university.
(7) When students are under any form of academic probation, that period of time shall be included in the overall period of study.

**Academic Standing**

**ARTICLE 28** – (1) Students whose cumulative GPA is 2.00 and higher shall not be subject to academic probation, but they are required to re-take courses which they have failed.

**Exams**

**ARTICLE 29** – (1) Exams shall include mid-term exams, final exams, make-up exams for the mid-term, final, and single-course exams.

(2) Exams may be written, oral, or a combination of the two, and may also be in the form of an applied project.

(3) Exams shall be announced and prepared in line with the program of study created by the faculty/unit. Students must present their student ID cards when they take exams.

(4) Exams must be given in university buildings. Only exams given within the framework of distance learning programs in the fields of information and communication technologies may be taken off-campus, and exams for field courses stipulated by the administrative board may also be taken off-campus.

(5) In cases of necessity, exams may be given at times other than normal working hours or on Saturdays and Sundays which are not national or public holidays, pending approval of the faculty or unit’s administrative board.

(6) Per the rules determined by the administrative board of each faculty or unit, written exam papers and other related documents shall be stored for two years, and at the end of that time period they shall be destroyed and their destruction shall be documented.

**Mid-term exams**

**ARTICLE 30** – (1) A mid-term exam is the exam given during the semester of a course which is part of a given program of study.

(2) Every course shall have at least one mid-term exam per semester.

(3) For repeated courses as well, if a student does not take a mid-term exam and does not have a valid excuse for failing to take the exam, then that student shall receive a grade of “0” for that and that grade shall be reflected in the student’s GPA.

(4) A student who does not take the mid-term exam for a given course may still take the final exam.

**Final exams**

**ARTICLE 31** – (1) A final exam is the exam given at the end of the semester of a course which is part of a given program of study.

(2) The final exams of all courses shall be given at the end of the semester. To be eligible to take the final exams of a course, a student must:
   a) Have attended at least 70% of classes for theoretical courses;
   b) Have attended at least 80% of classes for applied courses;

(3) Students who do not attend the minimum required amount of classes shall be given a grade of VF.

(4) Students who do not take the final exam may not pass a course.

**Make-up exam**

**ARTICLE 32** – (1) A make-up exam is an exam given in place of a mid-term or final exam.

(2) A student who misses a mid-term or final exam because of health problems and has a valid excuse may take a make-up exam pending the approval of the faculty or unit’s administrative board.

(3) The university senate shall determine the rules and regulations concerning whether or not a health report and/or other valid excuse shall grant a student the right to take a mid-
term exam.

(4) Students who are absent while serving in the role of representatives of the university during mid-term exams may take make-up exams per the approval of the university administrative board.

(5) Students may not take exams that are administered during periods in which they are on sick leave or official leave of absence; any exam grades received during these periods shall not be valid.

(6) A student who misses a make-up exam shall not have the right to re-take that make-up exam at any other time.

Single-course exam

ARTICLE 33 – (1) If a student has completed all of the requirements for graduation including compulsory internships, graduation projects, satisfactory course registration, and satisfactory course attendance, in addition to maintaining a satisfactory GPA as specified in these regulations, but has failed just one course, then that student may be eligible to take a single-course exam to pass that course.

(2) Single-course exams are offered after the fall, spring and summer semester final exams. A pass or fail grade for the course will be assigned based on the results of the single-course exam.

(3) Students are not required to pay any fees for the single-course exam.

Objecting to exam results

ARTICLE 34 – (1) A student can submit a written objection to an exam score on the basis of an error of fact; objections must be filed within three days of the announcement of the exam scores. The unit shall review the exam and if an error is found, then the course lecturer shall re-assess the exam in light of the student’s objection. Within two weeks, the faculty or unit’s administrative board shall make a decision regarding the objection and inform the student. Re-assessments of exams for which the scores have been announced shall only include the error of fact indicated in the objection.

Period of study

ARTICLE 35 – (1) Students who are unable to graduate from their program of study within 4 years for associate degrees and 7 years for undergraduate degrees (excluding the period spent at the foreign language preparation year) may renew their registration to continue their studies according to the regulations stipulated by the senate per the terms of Article 46 of Law 2547 in addition to Article 9 of the same law, provided that students pay the tuition fee indicated by the Board of Trustees. Students of this status hold only the right to take courses and exams.

(2) Study for compulsory and optional preparatory courses are not included in the duration of studies specified above.

(3) Periods in which students have been suspended from the university shall be counted towards the total period of study.

Leave of absence from studies

ARTICLE 36 – (1) As stipulated by the university administrative board, students may be granted a leave of absence from their studies per the terms below:

a) For health reasons, as demonstrated by a valid a health report.

b) When education is suspended per the decision of the Higher Education Committee due to events which may disrupt education and instruction, as indicated in Paragraph 3 of the 2nd Sub-clause 2 of Clause D of Subsection 1 of Article 7 of Law 2547.

c) When a student must suspend studies because of a natural disaster; this must be demonstrated in a document issued by the highest local authority where the disaster occurred.

d) When a student provides documentation that she/he will travel abroad for foreign
language studies.

e) If a student receives a ruling which, according to Higher Education Committee Discipline Regulations, does not require expulsion from an institution of higher education.

f) When a student, for any reason, loses the right to a suspension of mandatory military service and is required to complete his military service

g) If a student is arrested.

h) If there are other extenuating, legitimate and valid situations requiring the student to take a leave of studies from the university.

(2) Students are allowed to take a leave of absence for a maximum of 2 semesters per application and a maximum of 4 semesters during the total course of studies at the university.

(3) For sub-clauses (a), (b), (c), (ç), (d), (e) and (f) of Clause 1 of this article, students must apply for a leave of absence within fifteen days and for Clause (g) one month upon completion of registration.

(4) Students must submit the required documents and leave of absence application form to the Student Affairs office. The university administrative board shall make all decisions regarding applications for leave of absence.

(5) Upon activation of a leave of absence, students shall not receive back the documents submitted for the application. The period of time granted for a suspension of studies shall not be counted towards the maximum period of studies indicated in Article 44 of Law 2547. During the leave of absence, students may not repeat applied courses, take final exams or take make-ups for final exams. Upon expiration of the leave of absence, students shall continue their studies from the point at which they took leave.

(6) If a student who did not attend the university for more than four semesters for psychological reasons documented by a health report would like to continue her/his studies, she/he must provide a new health report. Based on an analysis of the report, the university administrative board will make a decision about whether or not the student should be allowed to continue studying. A student who is not eligible to continue his/her studies shall be dismissed from the faculty, school, or vocational school.

(7) Students who are granted leave of absence must pay one-fourth of tuition. If this payment is not made, the leave of absence will not be processed.

(8) Students are not eligible for university scholarships during leave of absence.

**Dismissal from the university and dropping out**

**Article 37** – (1) Students shall be dismissed from the university for the following reasons:

a) When a student requests to have her/his registration annulled.

b) When the student is subject to disciplinary measures that require expulsion from the university per the terms of the Higher Education Institute Regulations.

c) When a health report indicates that a student is not psychologically fit to continue studying.

d) When a student begins a program of study at another institute of higher education.

(2) A student who has been dismissed from the university can obtain documentation of this status by submitting a letter of request to the Student Affairs Office. Of the documentation submitted during the application process to the university, only the high school diploma shall be returned to the student and a copy of the diploma shall be kept in the student’s file.

(3) When a student is dismissed from the university, the terms stipulated by the senate regarding tuition shall be applied.
Temporary diploma
ARTICLE 38 – (1) A temporary diploma shall be issued upon the signed request of students whose official diplomas are not yet ready. This diploma shall indicate the diploma information, date of issuance, and document number. A copy of this document shall be kept in the student’s file.

(2) The lower right corner of the temporary diploma shall be signed and stamped by the vice rector.

(3) Students who receive diplomas for associate degree programs must return this diploma if they wish to register for an undergraduate degree program at the university.

(4) A temporary diploma may either be issued to the student or the student’s representative.

Undergraduate diploma
ARTICLE 39 – (1) An undergraduate degree shall be granted to students who successfully complete all of the required courses and credit hours in their program of study, maintain a minimum of a 2.00 cumulative GPA, and complete any required internships and other projects specified by faculty or unit, even if the student passed some courses conditionally.

(2) A transcript shall be issued to students who graduate from a program of study and this document shall indicate the student’s GPA, the department or program of study, courses taken, projects completed, lab work, and graduation projects, along with any scores received for these projects.

(3) Diplomas may either be issued to the student or the student’s representative.

Associate degree diploma
ARTICLE 40 – (1) A student who has successfully completed all coursework for the first four semesters and/or two years of his/her study and maintained a cumulative GPA of 2.00 but is unable to complete the program shall be granted an associate degree diploma per the Regulations for Associate Degree and Vocational Education for Students Unable to Complete Undergraduate Degree Education, as published in Official Gazette #20112 dated 18/3/1989.

(2) A student who has successfully completed all of the required coursework and credit hours in a program of education at a vocational school and maintained a minimum 2.00 cumulative GPA, as well as completed internships and all other projects specified by a faculty or unit, shall receive an associate degree for the given program of studies even if some courses were passed conditionally.

(3) An associate degree diploma and/or transcripts may either be issued to the student or the student’s representative.

Supplementary documentation
ARTICLE 41 – (1) The Student Affairs Office shall issue to students who are eligible to receive a diploma supplementary documentation which indicates the courses in the student’s program of study as well as credits completed.

(2) This supplementary document may not be used in place of the diploma.

Honor and high honor students
ARTICLE 42 – (1) Students who have successfully completed all of their coursework with a semester GPA of 3.00-3.49 shall be recognized as Honor Students, and students who have successfully completed all of their coursework with a semester GPA of 3.50-4.00 shall be recognized as High Honor Students. However, students who received a grade of K, FF or VF in a given semester shall not be eligible for the title of Honor or High Honor Students.

(2) Upon completing their coursework, students whose cumulative GPA is 3.00-3.49 shall be recognized in the Honor’s List, and students whose cumulative GPA is 3.50-4.00 shall be recognized in the High Honor’s List.
PART FIVE
Other Regulations

Domestic and international student exchange
ARTICLE 43 – (1) Student exchange programs may be carried out per the agreements made with domestic universities and institutes of higher education abroad. During the exchange program, the student’s registration at the home university shall remain in force, and time spent for the exchange program shall count towards the duration of studies. Exchange programs shall be carried out per the terms of dual agreements as well as the regulation stipulated by the Higher Education Committee.

(2) The courses, applied courses, internships, and similar activities undertaken during an exchange program shall be indicated by the faculty or unit’s administrative board in line with courses, applied courses, internships and similar activities required in the student’s program of study; the student’s advisor shall make recommendations concerning these and the department must approve of these recommendations.

(3) Decisions regarding acceptance of courses taken at universities in Turkey or abroad within the context of an exchange program shall be made via the recommendation of the student’s advisor and the approval of the faculty or unit’s administrative board.

(4) Courses which have been deemed to be equivalent shall be indicated on the student’s transcript, including the grade received and credit value of the course.

(5) The registration and coursework procedures of foreign students who study at Kadir Has University under the auspices of a dual agreement or international program shall be carried out per the terms of the agreement as well as the given faculty’s regulations. Students shall receive transcripts indicating courses taken, grades received, and credits for coursework.

Exemptions for Activities
ARTICLE 44 – (1) Students who are involved with carrying out and preparing for sporting events, competitions, and culture and arts activities shall be exempt from the requirement of attending courses which occur at the same time as those events and the preparation therein. If exams are given during those times, these students shall be allowed to take make-up exams at a time specified by the faculty or unit’s administrative board.

Notifications
ARTICLE 45 – (1) All official notifications shall be communicated via e-mail to students’ university e-mail accounts. In cases in which this is not possible, then communications shall be delivered by registered mail to the address indicated in students’ applications and also announced by the faculty or unit.

(2) Students are responsible for informing the Student Affairs Office of changes in their address. Students who do not report a change of address or incorrectly submit a change of address shall have no right to contest notifications which were not delivered.

Cases with no provisions
ARTICLE 46 – (1) If cases should arise for which there are no provisions in this regulation, then recourse shall be made to other related regulations as well as the decisions of the Higher Education Committee, the senate, the concerned administrative board, and the faculty’s administrative board.

Annulled regulation
ARTICLE 47 – (1) Kadir Has University regulation no. 24894, “The Regulation for Undergraduate and Associate Degree Education,” published in the Official Gazette on 2/10/2002, is hereby annulled.

Legal conformity
AD INTERIM ARTICLE 1 – (1) Students who enrolled in undergraduate programs
Implementation

ARTICLE 48 – (1) This regulation shall become valid on the date of publication and go into effect as of the beginning of the 2011-2012 academic year.

Execution

ARTICLE 49 – (1) The legal provisions of this regulation shall be executed by the rector of Kadir Has University.