

FREQUENTLY ASKED QUESTIONS

How can I update my personal information on Sparks?

Contact with your faculty administrative assistant in Student Affairs or you can update through [Sparks](#) as follows; SPARKS/Notes and Personal Information /Address ve Telephone Update

Definiton of Academic Advisor

An advisor is assigned to every student from the first year. Students can consult their advisor on any academic issue.

Advisor assignments and changes are determined by the Dean's Offices.

Academic topics to be consulted are; course selection, especially taking prerequisite courses on time, double major, minor, course repetition, Summer Term, course transfers from outside the university and similar subjects. Advisors provide guidance to students regarding the selection of courses appropriate for the subject they want to focus on and the graduate program options available in their field. During each semester course registration time, the academic advisor examines the courses chosen by the student, checks and approves their compatibility with the program. Students can see who their advisor is from their [SPARKS](#) and [MyHAS](#) accounts.

Definition of Academic Calender

An academic year consists of Fall and Spring semesters. There is also a Summer School. Fall and Spring semesters are 14 weeks, optional Summer School lasts 6-7 weeks with intensive course hours and ends with an exam week.

Active Student Scholarship

It is the financial support provided to students who apply to different administrative units of the University as student assistants, at the beginning of each academic year. In active scholarship student applications, students are required to be enrolled in courses, not to receive any disciplinary punishment, and their GPA to be at least 2.00. Application dates are announced on the [Academic Calendar](#).

From where can I learn the midterm dates?

The syllabus) given by the lecturer at the beginning of the semester indicates how many midterm exams will be held, their dates and their contribution to the final grade.

What is the definition of successful student?

Students with a cumulative grade point average of 2.00 and above at the end of any semester are considered successful students. However, these students have to repeat the courses they failed. These students can take up to 6 KHAS credits on top of the nominal credit load, and students subject to the ECTS credit system can get extra credits up to 12 ECTS.

What is the definition an unsuccessful student?

Students whose cumulative grade point average drops below 1.80 for two consecutive semesters are considered unsuccessful students in the following semester. Unsuccessful students; In order not to exceed the nominal credit load stipulated in the course plans for the current semester, they must first take the courses they failed (FF) in the previous semesters if they are opened in the semester they enroll. Students can take the courses they are conditionally successful (DD and DC) and two new

courses belonging to the previous semesters and / or the current semester in order to increase their grade.

How to apply for document requests?

Document requests are made on our [SPARKS](#) registration system. Printed documents such as student certificate, transcript, disciplinary document are prepared by the relevant staff of the Student Affairs Directorate upon request. The student certificate, transcript and disciplinary document are sent as e-signed to the student's email with @stu.khas extension one day later. Other documents requested with wet signatures can be received from the Student Affairs Office the next day.

How many credit courses can I enroll in a semester?

In the first semester of education, students must register to all courses shown in the curriculum for that semester, except those that are exempted. After the first semester, students can complete their semester registration by taking at least one course.

How many credit courses can I enroll in a semester?

The maximum credit load is 6 KHAS credits of the nominal credit load of students with a GPA of 2.00 and above, and the amount of credit that students subject to the ECTS credit system can take over 12 ECTS.

How is my semester determined?

The student starts his / her associate or undergraduate education as a first semester / first year student. In order for a student to be considered a higher-term student, each time starting from the first semester, including the current semester in which the student is in, the cumulative total of the nominal credit load of the semesters in the curriculum must have achieved at least 6 KHAS credits, and the students subject to the ECTS credit system must have at least 12 ECTS less.

How long are the scholarships duration?

Scholarships provided to students who are placed in scholarship programs of Kadir Has University are non-refundable and cover only the tuition fees. Regardless of the success level during the education period, it continues uninterrupted for maximum 1 year (2 semesters) for students who will study at the compulsory foreign language preparatory school, and maximum 4 years (8 semesters) at the undergraduate level.

In what circumstances will I lose my scholarship?

Scholarships defined within the scope of Kadir Has University [DIRECTIVE GOVERNING SCHOLARSHIPS IN BACHELOR'S DEGREE PROGRAMS](#), unless otherwise stated in the definition of the scholarship, it can be terminated on the following grounds:

- a) If the student's status of "successful" falls below 2.00 on the basis of GPA
- b) Receiving disciplinary punishment
- c) If the conditions that qualify for scholarship do not continue
- d) Not registering to the courses

What is a Double Major? Who can apply?

Double major is a program that allows students who successfully carry out their major undergraduate programs to obtain a bachelor's degree in a second branch. In order to get a diploma in two departments at graduation, the requirements of both departments must be completed within the required time. Even if the conditions of the major have been completed before, the maximum duration of the student to complete the conditions of the second major is the seven-year maximum specified in the clause (c) of Article 44 of the Law numbered 2547 from the academic year in which the student enrolled in the second major degree program. Students can start the Double Major Program at the earliest of the third semester of their major program and the fifth semester at the latest. The student must have successfully completed all the courses must be taken in the major diploma program at the time of application, the GPA in the major diploma program must be at least 2.72 / 4.00, and must be at the top 20% in terms of success in the relevant class of the major diploma program.

Applications for a double major program are made online to the Dean's Office of the relevant Faculty by filling out the application form, along with the transcript and other required documents, until the deadline specified in the [Academic Calendar](#).

REGULATIONS FOR DOUBLE MAJOR AND MINOR

You cannot be registered in two DM programs at the same time, but you can enroll in the DM and MP programs at the same time.

What does syllabus mean?

The document prepared by the lecturer / staff member who teaches the course together with the course objectives, the types of semester studies, the contribution of these studies and the final exam grade to the course success grade, the bell curve for the semester studies and the final exams, the passing grade, the attendance requirement and similar course assessment and evaluation conditions. It is announced to the students with the course syllabus on [KHAS Learn](#) each semester when classes begin.

While registering the courses the main things I should pay attention to.

The course registration calendar determined according to the classes is announced on our website and [MyHAS](#) portal at the beginning of each semester at the latest two weeks before the registration, it is also sent to the students' university e-mail addresses and announced on the Student Affairs Board.

If there are courses you have failed and if these courses were opened during the active period, we recommend you to give them priority.

It is strongly recommended that students with probation or unsuccessful status should avoid taking new courses and repeat the ones with FF / DD / DC. In this way, you will have a higher chance of increasing your GPA above 2.00.

It is recommended that students inquire beforehand and discuss with their advisor whether there is a priority course that they should register during their active semester and for the students has project in their program whether there is a prerequisite related to it.

Where can I see my curriculum and the credits I am obliged to take?

Under the [Bologna page](#); You can see the courses you are obliged to take by selecting the degree of the program you are enrolled in (associate degree, undergraduate or graduate), the program you are enrolled in and your registration year.

Can I apply for course transfer and exemption?

Only students who were previously dismissed from a higher education institution for any reason or who graduated and were eligible to enroll in an associate or undergraduate program of the University (should be recognised by YÖK) have been successful in their previous higher education program can apply for course transfer and exemption. They may request exemption from equivalent courses if it has not been five years since. The course exemption and adjustment procedures of these students are carried out according to the Kadir Has University [REGULATION ON THE ASSOCIATE DEGREE AND BACHELOR'S DEGREE EXEMPTION AND ADJUSTMENT PROCESSES](#). Within the framework of the regulations, the students who have been adapted to the University must be enrolled at the University for at least four semesters in undergraduate degree and at least two semesters in associate degree to be graduated.

*Students who start their education with the core curriculum cannot apply for exemption.

Is there any obligation to attend classes?

The attendance conditions are determined by the relevant lecturer / staff and applied as specified in the course syllabus. It can vary from 20% to 80%.

Where can I find the contents of the courses?

You can view the syllabuses by clicking the code of each course in your course schedule on the [Bologna page](#). The content description is included in the syllabuses and you can prepare a Word document for the whole program. If you are going to use the contents in an official application, you must have it approved by the Faculty Secretariat.

How many courses can be withdrawn in a semester?

You can withdraw from the maximum of one course in a semester.

In general you can withdraw from the maximum of two courses for associate degree education, and maximum of five courses for undergraduate study. The course the student withdrew is considered to have not been taken, and is shown as W (withdrawn) in the transcript.

Is it possible to withdraw from each and every course?

Except for the first semester in which they start their education, students can completely withdraw from one of the courses in the curriculum by obtaining the approval of their advisor until the deadline specified in the [Academic Calendar](#) for each semester. However, they can withdraw from the courses they took for the first time. They cannot withdraw from a course that has been unsuccessful with a FF grade or from a course taken instead of this course.

What is the Diploma Supplement and how can I get it?

It is given to describe the structure, level, context, content and status of the study abroad, where the knowledge and skills acquired by people with a higher education degree are defined by the ECTS credits of the academic studies in the student's course plan and followed and successfully completed.

In short, it is a document that is recognized outside the country. It is given to the students who are entitled to receive a diploma by the Student Affairs Directorate upon request.

How can I receive my diploma / temporary graduation certificate?

The Temporary Certificate of Graduation or Diploma is given to the student only after the dismissal process is completed by the Student Affairs. In cases where it is requested to be delivered to a third party, including parents, a notary public's power of attorney is required. It is not possible to send a Temporary Certificate of Graduation or Diploma by post. If requested, the Temporary Graduation Certificate can be sent to your stu.khas.edu.tr mail address with an e-signature.

I lost my diploma, can I get a new one?

First of all, you have to place a newspaper declaration stating that you lost your diploma. The online lost diploma request [form](#) obtained from our website should be filled in and submitted. Following the approval of your application, the printing process of your diploma will start and you will be contacted after the process is completed by the Student Affairs.

Where can I get information about Erasmus and exchange programs?

You can get information from the [KHAS International Office](#).

How do I calculate the GPA and the semester SPA?

At the end of each semester, the success of the students is determined by the Cumulative Semester Grade Point Average (SPA) and the Cumulative Grade Point Average (GPA). It is calculated by multiplying the letter grade coefficient with the credit of the courses the students received and those which participated in the grade average followed by summing up the results and dividing this total by the total credits received. The result of division is rounded to two digits after the comma. If this is done for the courses taken within one semester, the Cumulative Semester Grade Point Average (SPA) is obtained, and if it is done for all the courses taken until that time, the Cumulative Grade Point Average (GNO) can be found.

* The courses graded with a G grade and non-credit courses are not included in the cumulative grade average calculation.

** The principles regarding the inclusion of the grades of the courses taken from another higher education institution, which constitute the basis for the exemption of the courses in the course plans of the University associate and undergraduate programs, to the cumulative grade average are regulated by the Senate.

*** When a failed course is repeated or repeated to increase the grade obtained from a course, the student's last grade will be valid. The student's old letter grade or grades are not taken into account in the cumulative semester and cumulative grade average calculation.

How is exmatriculation is done?

Students who want to dismiss the university voluntarily can apply by filling out the registration cancellation request [form](#) on the website.

What is freezing registration?

Due to compulsory reasons, the student may not want to attend the university for a certain period of time. Registration can be frozen within the period specified in the academic calendar, by the decision of the Faculty / School Board; However, the decision of the University Executive Board is required,

when the period in the [Academic Calendar](#) is exceeded due to force majeure. Students, who are allowed to freeze registration, can continue their education at the end of the registration frozen period.

* The frozen registration, doesn't count to the maximum education period of the student stipulated in Article 44 of Law No. 2547. The student will not be given the right to repeat the laboratory, application, and final exams that he / she cannot attend during frozen periods; Final and midterm exams will not be opened.

How many semesters can the registration be frozen?

You can freeze registration for a maximum of two semesters at a time, maximum two semesters if you are an associate degree student, and a maximum of four semesters if you are an undergraduate student.

What is enrollment renewal / term registration?

At the beginning of each academic semester, by clicking the registration renewal button on [SPARKS](#), students express that they will be active in the relevant semester and the amount to be paid within the scholarship is defined by the Financial Affairs Directorate in the debt section. The defined tuition fee must be paid on the dates specified in the [Academic Calendar](#). The course registration system of the student who has made the payment will be opened. Students who have renewed registration but have not paid the tuition fee cannot make course selection.

What is internal transfer and how is it done?

Internal transfer means that the student changes the department from the department he / she studies to another. Students who want to transfer should make an online application at the end of their first academic semesters at the earliest and before their sixth academic semesters at the latest through the related page of the Student Affairs Directorate. They submit the application documents to the Student Affairs Directorate within due time. Internal transfer applications are made between the dates specified in the [Academic Calendar](#). The applications are examined and the final decision are been made by the Transfer Committee formed by the Dean's Offices of the Faculty to be transferred.

[REGULATION ON LATERAL \(INTERNAL\) TRANSFERS AMONG ASSOCIATE AND BACHELOR'S DEGREE PROGRAMS](#)

From where can I access the Kadir Has University Undergraduate Education Regulations?

In Kadir Has University, regulations regarding education are determined in Associate Degree and Undergraduate Education Regulations. Students should review this regulation for the academic rules they have to follow, and if they have questions, they should consult with their Academic Advisors, the Faculty Administrator at the Student Affairs Office or the relevant Dean of the Faculty.

Click for Kadir Has University Associate Degree and Undergraduate Education Regulations

In addition, click [here](#) for the directives on different subjects.

Under what conditions can I take the make-up exam?

If you cannot take the midterm, final exam, single course exam and grade increasing exam due to your health or other justified and valid excuses, you can take the make-up exams if your excuses are accepted by your Faculty Board.

If I cannot attend to the make-up exam, can I request another one?

If you do not take the make-up exam on the announced date, you will not be entitled to another make-up exam for the relevant course. The grade of the course for which you did not take the make-up exam later turns into an unsuccessful note (FF).

What are the graduation requirements?

Students who are succeeded in all of the courses included in the curriculum of the Faculty and School programs, including the ones if there are any courses outside the program (without an FF grade), completed the required credits for graduation (at least 240 ECTS) with a cumulative grade point average of at least 2.00, completed the internship and all other studies determined by the relevant unit are deemed to have fulfilled their education and the undergraduate diploma of the program they are enrolled in is awarded with the decision of the Faculty Board.

Can I repeat the exempted course?

Exempted courses can only be taken for a second time with the decision of the relevant Faculty / School's Board. However, the final grade is valid.

What is the nominal credit load?

Nominal credit load shows the total credits foreseen in the curriculum for the student's current semester.

For example, in the table below, the nominal credit of the 1st and 2nd semesters is 30 ECTS (ECTS), and the nominal credit of the 3rd semester is 27 ECTS (ECTS).

What is the grade increase exam?

Students who cannot fulfill the graduation requirements only because their cumulative grade point averages are below 2.00, although they have passed all courses, and who are within their maximum education period, can choose a course they have previously achieved with a conditional successful grade (DD-DC) which can increase their cumulative grade point average at least to 2.00 with the contribution of the grade they will receive as a result of the grade increase exam are entitled to take the exam.

I lost my student ID. How can I renew it?

If the student ID card is lost, you should apply to the Security Office with the receipt obtained by depositing the card fee determined by the Rectorate to the bank account which can be received from Financial Affairs Directorate.

Can I get my associate degree while studying in an undergraduate program? (Can I get an associate degree diploma when I have to leave the undergraduate program)

For students who are successful in all courses in the first four semesters of their undergraduate programs and have a cumulative grade point average of 2.00 and above, but cannot complete or have not completed the programs, the Associate Degree Diploma of those who have not completed or cannot complete their undergraduate education an associate degree diploma is given according to Provisions of the Regulation on the Graduation of Associate Degree Diploma or Adaptation to Vocational Schools of Those Who Cannot Complete or Cannot Complete Undergraduate Education published in the Official Gazette dated 18/3/1989 and numbered 20112. (In accordance with the sub-clause (I) of the first paragraph of the 5th article of the Law numbered 2547, it is obligatory to be

taken and to be succeeded in the compulsory courses Turkish Language I-II, Foreign Language I-II and Atatürk's Principles and History of Revolution I-II.)

What is the definition of probationary student?

Students whose cumulative grade point average is below 2.00 at the end of any semester are considered as probation students. Probation students cannot get more credits than the nominal credit load foreseen in their education plans for the semester they are in.

Can I object to the exam results?

Within three working days from the announcement of the exam grades or the final grade, you can make a written objection to the relevant departments for error in fact. It refers to errors that do not qualify as re-evaluating the exam paper. Examination documents whose results have been announced cannot be examined and re-evaluated except for a error in fact.

What is the single course exam?

Students who cannot fulfill the graduation requirements only because they failed only in one course excluding the graduation assignment, the graduation thesis and the graduation project and who are within their maximum education period are entitled to take the single course exam.

Students who cannot fulfill the graduation requirements only because their cumulative grade point averages are below 2.00 and they failed only in one course who are within their maximum education period are entitled to take the single course exam if the contribution of the grade they receive can increase their cumulative grade point average at least to 2.00.

When are single course exams held?

The single course exam is held after the Fall and Spring semester final exams. At the end of the Summer School, if you meet the conditions for a single course exam for graduation, a single course exam can be opened.

If I fail the single course exam can I take it again?

If you fail in the single course exam, if you are within your maximum study period (14 semesters for undergraduate), or if the course is open in the semester you want to take the single course exam, you must register for the course within the course registration period specified in the Academic Calendar. If the course has not been opened, you can take the next single course exam whose date is specified in the [Academic Calendar](#).

What is a Minor Program? Who can apply?

A minor is a program that allows students who successfully continue their major undergraduate programs to take a limited number of courses in another field of their interest. At graduation, the conditions of the minor program must be completed in order to receive a minor certificate in addition to the main department diploma.

Students can apply for a minor program at the beginning of the third semester earliest and at the beginning of the sixth semester the latest. Although it varies according to the departments, it is necessary to complete a total of 6 courses from the second section for the minor program. The courses of the major program and the minor courses determined by the student should not be equivalent. In order to apply for the minor program, the student must have successfully completed

all the credit courses taken in the major undergraduate program until the semester she/he applied, and her/his GPA at the time of application must be at least 65 out of 100 (2.50 / 4.00).

Applications for the minor program are made online to the Dean's Office of relevant Faculty by filling out the application form, along with the transcript and other required documents, until the deadline specified in the [Academic Calendar](#).

[REGULATIONS FOR DOUBLE MAJOR AND MINOR](#)

Where can I find the final exam dates?

The exam date range is determined in the [Academic Calendar](#), and the exam schedules are announced on our website under the [announcements / events](#) and on the faculties' web page.

From where can I reach the final exam results?

The instructor of the relevant course announces the grade of each student through SPARKS within the period specified in the [Academic Calendar](#). You can view your course grades by signing into your [SPARKS](#) account.

How many courses can I take in Summer School?

In summer education, you can take at most 3 courses, not exceeding 15 KHAS credits or 20 ECTS credits.

Can I drop / withdraw from a course in Summer Term?

You cannot drop / withdraw the courses you enrolled in the Summer School.

Can courses be taken from higher education institutions other than KHAS in Summer Education?

Yes. Students who plan to take courses from another higher education institution in Summer Education should apply to their academic Advisors and Dean's Office of the Faculty before the Summer Education and get information and approval about the equivalence of the course (s) they will take with the course (s) given at Kadir Has University. [KADIR HAS UNIVERSITY REGULATION FOR EDUCATION DURING THE SUMMER PERIOD](#), Article 16 specifies the conditions under which courses can be taken from different higher education institutions in Summer Education.