

# **Kadir Has University**

## **Directorate of Student Affairs**

### **Undergraduate Education Regulations**

# Student Admission and First Registration Process

## YKS Registration Process

- Registrations are done by **Directorate of Student Affairs**.
- Registrations can be completed online via **e-devlet** or **in person** by visiting the university.

## Special Talent Registration Process

- The special talent examination and evaluation process are managed by the **Faculty of Art and Design**.
- Candidates who are successful in the examination will be registered by the **Directorate of Student Affairs** according to the **main** and **waiting** lists determined by the faculty, on the dates specified in the academic calendar.

## International Student Registration

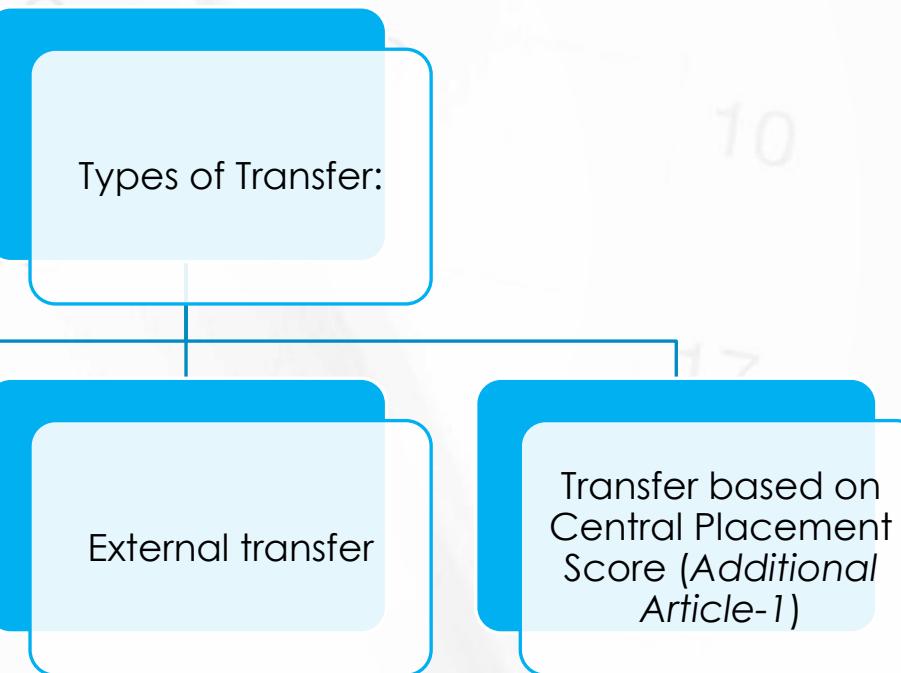
- Applications from international students are received by the **International Office**.
- Accepted candidates must complete their registration **in person** through the **Directorate of Student Affairs** on the dates indicated in the academic calendar.

<https://www.khas.edu.tr/en/registration-procedures/>

Kadir Has Üniversitesi Lisans Eğitim ve Öğretim Yönetmeliği – MADDE 06

# Registration Through Horizontal Transfer

Transfer applications are submitted **online**, while registrations are carried out **in person** at the **Directorate of Student Affairs**.



<https://www.khas.edu.tr/yatay-gecis/>

Kadir Has Üniversitesi Lisans Eğitim ve Öğretim Yönetmeliği – MADDE 07

# Internal Transfer

## Internal Transfer (Based on Academic Success)

In order to apply for a transfer between diploma programs of the **same level** within the university, the student's central placement score in the relevant exam year, in the score type of the intended diploma program, must not be lower than the minimum base score of the equivalent diploma programs offered by other universities in Türkiye.

The student must have completed **at least two semesters** of study, excluding the foreign language preparatory class. Within this scope, applications for transfer may be submitted no earlier than the beginning of the third semester and no later than the beginning of the fifth semester.

The scholarships and discounts held by students transferring within the institution, including the HAS Preference Scholarship, Kadir Has Scholarship, ÖSYM scholarships, high school scholarships, and other discounts, will be **fully preserved**.

<https://www.khas.edu.tr/yatay-gecis/>

Kadir Has Üniversitesi Lisans Eğitim ve Öğretim Yönetmeliği – MADDE 07

# External Transfer

## External Transfer (Based on Academic Success)

Transfers can be made between **degree programs of equivalent level**.

Transfers are not permitted for the **English preparatory year, the first semesters, or the last two semesters** of the program.

Applicants must have a minimum cumulative GPA of 60 out of 100 (**2.29 out of 4.00**) to be eligible.

Students are not allowed to apply for transfer to a lower class level than the one they are currently enrolled in within the target program.

<https://www.khas.edu.tr/yatay-gecis/>

Kadir Has Üniversitesi Lisans Eğitim ve Öğretim Yönetmeliği – MADDE 07

# External Transfer

## External Transfer (Abroad)

The higher education institution where the student has studied abroad and the program in which the student has enrolled must be recognized by the **Council of Higher Education (YÖK)**.

Transfers are not permitted for the **English preparatory program, the first two semesters, or the last two semesters** of the program.

Applicants must have a minimum cumulative GPA of 60 out of 100 (**2.29 out of 4.00**) to be eligible.

Transfers from abroad are not allowed under **Additional Article-1**.

<https://www.khas.edu.tr/yatay-gecis/>

Kadir Has Üniversitesi Lisans Eğitim ve Öğretim Yönetmeliği – MADDE 07

## Transfer based on Central Placement Score (Additional Article-1)

The student's **central placement score** from the year of initial enrollment must be equal to or higher than the base score of the target degree program in the year the student was admitted.

All registered students – including those in the **English preparatory program, intermediate years, and the final year** – are eligible to apply under this article.

**The success ranking** requirements set by the Council of Higher Education (YÖK) for Law, Engineering and Architecture programs must be met.

Students are allowed to transfer under **Additional Article-1 only once** during their academic career.

Students who transfer **within the institution based on their central placement score** will retain all their existing scholarships and discounts, including the HAS Preference Scholarship, Kadir Has Scholarship, ÖSYM scholarships, high school scholarships, and other discounts.

<https://www.khas.edu.tr/yatay-gecis/>

Kadir Has Üniversitesi Lisans Eğitim ve Öğretim Yönetmeliği – MADDE 07

# Tuition Fee

- ▶ If a registered student leaves, is dismissed, has their registration cancelled or graduates for any reason **within one month from the official start date of classes, three-fourth of the tuition fee** paid for the semester will be refunded.
- ▶ If the student withdraws, is dismissed, has their registration cancelled or graduates for any reason **after one month from the official start date of classes, no refund** will be made for the tuition fee paid for that semester.

<https://www.khas.edu.tr/en/registration-renewal/>

Kadir Has Üniversitesi Lisans Eğitim ve Öğretim Yönetmeliği – MADDE 08

# Course Exemptions and Adaptation

- ▶ Students enrolled at Kadir Has University may apply for course exemptions through the system to the relevant **Faculty Dean** by the application deadline specified in the academic calendar, before the start of the semester in which they will begin their studies.
- ▶ The adaptation process is calculated based on the total credit load of the exempted courses completed in previous semesters. The student's current semester/class level is determined according to the total ECTS credits of completed courses, calculated with a minimum deficit of **12 ECTS** credits.

# National and International Student Exchange

## Incoming Student Procedures

- Applications for Erasmus and Exchange programs at our university are received by the **Erasmus and Exchange Office**.
- The information of students accepted by the Erasmus and Exchange Office is shared with **the Directorate of Information Technologies** and **the Directorate of Student Affairs**.

<https://www.khas.edu.tr/en/incoming-student-processes/>

Kadir Has Üniversitesi Lisans Eğitim ve Öğretim Yönetmeliği – MADDE 10

# National and International Student Exchange

## Outgoing Student Procedures

- Applications for the Erasmus+ Program are submitted simultaneously through **e-Devlet system** and the **MyKhas portal**. Applications for the Exchange Program are submitted exclusively through the **MyKhas portal**.
- The information of the students accepted into the programs is shared by the **Erasmus and Exchange Office** with the Directorate of Student Affairs.
- Once students complete their registration renewal process, their status is updated for the relevant academic year and semester, and reflected in the e-Devlet system as follows:
  - For Erasmus: ACTIVE STUDENT– ERASMUS (OUTGOING)
  - For Exchange: ACTIVE STUDENT– OTHER EXCHANGES – ABROAD (OUTGOING)

<https://www.khas.edu.tr/en/outgoing-student-processes/>

Kadir Has Üniversitesi Lisans Eğitim ve Öğretim Yönetmeliği – MADDE 10

# Special Student Status

- ▶ Special students can attend the specific courses determined by Kadir Has University in order to improve their knowledge and skills, provided they are registered at another higher education institution, and if accepted, they can participate under the status of "**special student**".

<https://www.khas.edu.tr/en/special-student/>

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# Academic Calendar

The academic calendar is determined by the decision of the **Senate**, taking into account the suggestions of the relevant departments.

You may reach our university's Undergraduate Academic Calendar through the link below.

<https://akademiktakvim.khas.edu.tr/lisans>

# Summer School

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The procedures and principles regarding summer courses are determined by the **Senate** each year and published via the link below.

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The conditions for taking courses from other universities during the summer term can also be reviewed through the link below.

<https://www.khas.edu.tr/en/summer-school/>

# Language of Instruction

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Faculty of Law and Theatre department are **%30** English, the rest of the departments are **%100** English.

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With the 2024-2025 academic year curriculum changes; **Turkish** courses of the Theatre department and Faculty of Law are not added to the Free Elective Pool.

# English Preparatory Program

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The English Preparatory Program is mandatory for all undergraduate programs.

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The maximum duration of the English Preparatory Program is **two years**.

# Curriculum

- ▶ The curricula, consisting of compulsory and elective courses, are determined based on the recommendations of the relevant department council and the approval of the **Senate**.

<https://bologna.khas.edu.tr/>

Kadir Has Üniversitesi Lisans Eğitim ve Öğretim Yönetmeliği – MADDE 16

# Core Program

- ▶ It is a program conducted within the framework of the new educational model, designed to prepare students coming to different departments with diverse backgrounds not only for their specific fields of study but also for the rapid changes in all areas of society, while equipping them with skills such as critical thinking, creative inquiry, as well as research, language, presentation, design, and debate skills.

<https://bologna.khas.edu.tr/program/50302032/ders-plani-sap>

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# Academic Advisor

- ▶ **An academic advisor** is assigned to every student who is eligible to register for the department.
- ▶ For students enrolled in Double Major or Minor programs, **a Double Major or Minor advisor** is assigned.

# Registration Renewal and Course Registration

- ▶ Students are required to renew their registration every semester within the period specified in the academic calendar.
- ▶ A student's registration is considered renewed only after the course registration process has been completed.
- ▶ After the beginning of the semester, students, provided they fulfill their financial obligations, may register for courses late with the decision of the **Faculty Board** until the **late registration** date specified in the academic calendar.
- ▶ No late registration will be allowed after the deadline specified in the academic calendar. However, for students who are unable to register due to valid excuses, their course registration may be processed with the decision of the **Faculty Board**, provided they document their excuse.

<https://www.khas.edu.tr/en/registration-renewal/>

# Course add-drop and course withdrawal

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Students may add and/or drop courses, provided they do not exceed their credit load, until the final application deadline specified in the academic calendar for each semester.

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Students may withdraw from **one** of the courses in the curriculum until the final application deadline specified in the academic calendar for each semester.

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Students may withdraw from a maximum of **five** courses during their study period.

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Students may only withdraw from courses they are taking **for the first time**.

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A withdrawn course is considered as not taken and will be marked with a 'Ç' on the transcript.

<https://www.khas.edu.tr/en/course-withdrawal/>

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# Course Credit and Load

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Students cannot take more credits than the credit load specified in their curriculum during their **first two semesters** (1st year).

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Students starting in the Spring semester (**irregular**) and those who are unable to take courses due to the ECTS value of elective course(s) may, upon request, be given one additional course for the first two semesters, with the decision of the **Faculty Board**.

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Due to the low number of courses with 4 ECTS credits, an additional **+1 ECTS credit** has been assigned to students in the system for the first two semesters in order to enable students to take elective courses in the spring semester.

# Course Credit and Load

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Students with a cumulative GPA of 2.00 or higher may take an **additional 12 ECTS** credits beyond the regular credit load for each semester.

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If there is **an internship course** in the curriculum for the student's current semester, they may take additional courses equivalent to the ECTS credits of the internship course.

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Students who are eligible to graduate by taking a maximum of **12 additional ECTS credits** at the end of the semester in which they are registering for courses, may have their credit load increased by a maximum of 12 additional ECTS credits, including the credits for the 'single course' they can take in the final exam, with the decision of the **Faculty Board**.

# The Semester and Year of the Student

- The determination of the semester and year is based on **the credit load** achieved by the student.
- In order for a student to be considered as a student of the next semester, they must have successfully completed a cumulative total of the credit loads that is **at most 12 credits short** of the total credit load of all semesters from the first semester up to and including their current semester, as defined in the curriculum.
- For example: If each semester is 30 ECTS:

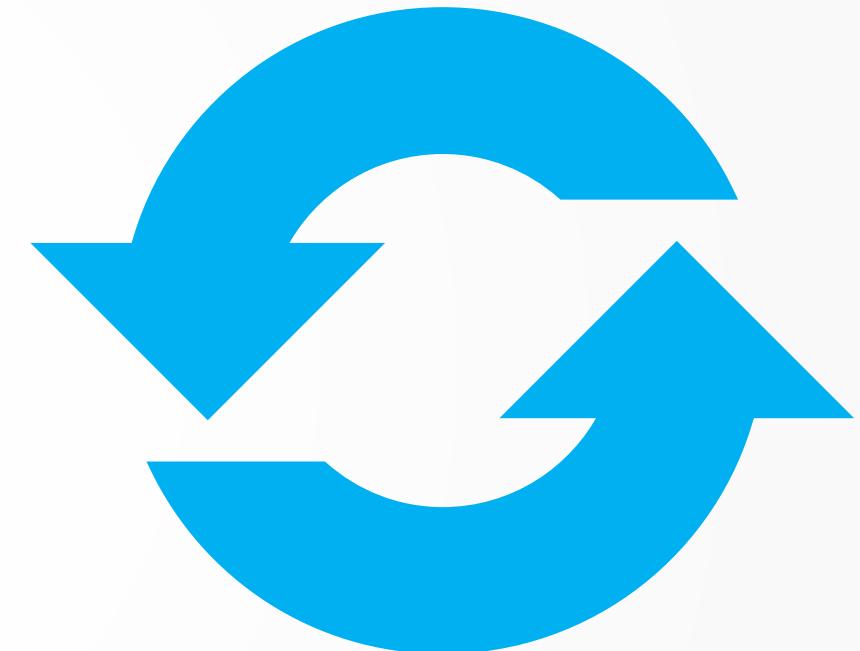
	1. Yarıyıl	2. Yarıyıl	3. Yarıyıl	4. Yarıyıl	5. Yarıyıl	6. Yarıyıl	7. Yarıyıl	8. Yarıyıl	Mezuniyet Kredisi
AKTS	30	30	30	30	30	30	30	30	240
Başarılı AKTS		18	48	78	108	138	168	198	

# The Semester and Year of the Student

- ▶ Year levels are determined according to the semesters as follows:
  - ▶ 1st and 2nd semester: first year
  - ▶ 3rd and 4th semester: second year
  - ▶ 5th and 6th semester: third year
  - ▶ 7th and 8th semester: fourth year
- ▶ The system automatically updates the **semester information** of the students who complete their registration renewal.
- ▶ **ECTS credit** is also determined automatically by the system according to the updated semester.

# Attendance and Success Grade

Attendance and success criteria are specified in the course syllabus by the relevant **instructor** and announced to the students at the beginning of the semester.



# Exams and Assessment



Information about assessment and evaluation methods is determined by the **instructor**.

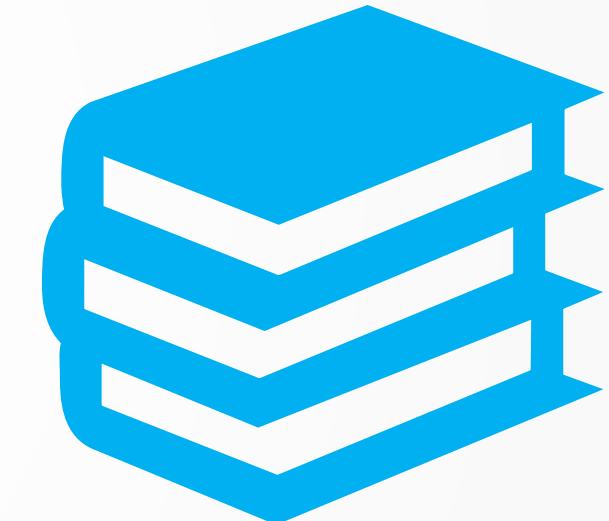


Students who do not attend the midterm or final exams may be granted a **make-up exam** if their excuse is accepted by the **instructor**.

# SINGLE COURSE AND GRADE INCREASING EXAM

## SINGLE COURSE EXAMS

- ▶ It is the exam for students who have completed all their requirements, including the internship, but are unable to graduate due to failing **a single course**.
- ▶ Graduation assignments, graduation theses, and graduation projects are excluded.
- ▶ The student must have a GPA **above 2.00** with the grade obtained in the single-course exam.
- ▶ The grade obtained is entered into the system with the notation "**TD**" (**Single Course Exam**) and will appear on the transcript with the "TD" notation.

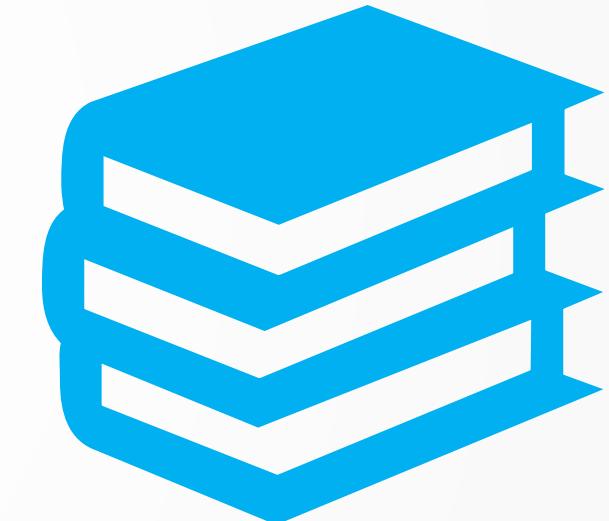


[https://www.khas.edu.tr/wp-content/uploads/2024/12/Single-Course-and-Grade-Increasing-Exam\\_ceviri-1.pdf](https://www.khas.edu.tr/wp-content/uploads/2024/12/Single-Course-and-Grade-Increasing-Exam_ceviri-1.pdf)

# SINGLE COURSE AND GRADE INCREASING EXAM

## GRADE INCREASING EXAM

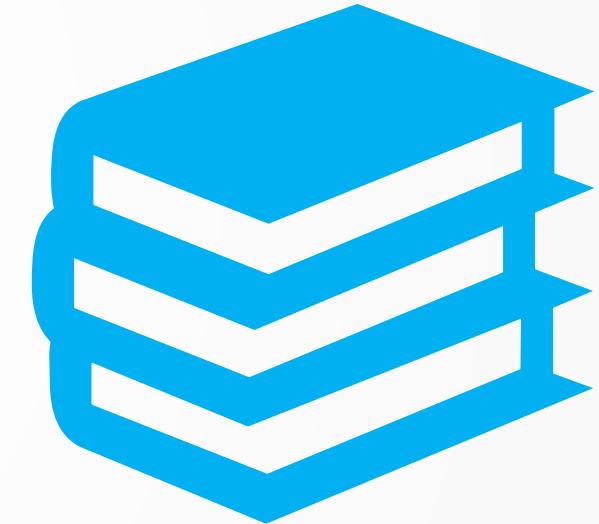
- It is the exam that students who have passed all courses but are unable to meet graduation requirements due to a GPA **below 2.00** can take in order to raise their GPA above 2.00. They can choose one course from their conditionally passed courses to take this exam.
- The grade obtained is entered into the system with the notation "**NY** (**Upgrade**) and will appear on the transcript with the "NY" notation.



[https://www.khas.edu.tr/wp-content/uploads/2024/12/Single-Course-and-Grade-Increasing-Exam\\_ceviri-1.pdf](https://www.khas.edu.tr/wp-content/uploads/2024/12/Single-Course-and-Grade-Increasing-Exam_ceviri-1.pdf)

# SINGLE COURSE AND GRADE INCREASING EXAM

- ▶ Students who fail the single course exam or who do not meet graduation requirements after the grade increasing exam may **retake the exam** in subsequent semesters or at the end of the summer term, provided that they pay the specified fee, or they may **retake the course** when it is offered again.
- ▶ It is not permitted to take both the single course exam and the grade increasing exam in the **same semester**.
- ▶ If there is a mandatory internship requirement, students who have **not completed their internship** may not take the single course or grade increasing exams.



[https://www.khas.edu.tr/wp-content/uploads/2024/12/Single-Course-and-Grade-Increasing-Exam\\_ceviri-1.pdf](https://www.khas.edu.tr/wp-content/uploads/2024/12/Single-Course-and-Grade-Increasing-Exam_ceviri-1.pdf)

# Grades and Marks

- The instructor of the course enters the letter grades to **Sparks** system at the end of the semester until the date specified in the academic calendar.
- The courses with **G/K scala** are not included in the grade point average.



# Grades and Marks

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## Ç (WITHDRAWN):

It is given for the course the student **has withdrawn** from, and it does not count towards the credit or GPA calculation.

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## H (EXCLUDED):

It is used to show that the course **is excluded** from the credit and GPA calculation.

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## T (REPEAT):

It is used to show that the course **is repeated**.

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## MD (EXTRA-CURRICULAR):

It shows the courses that are out of curriculum (**Extra-Curricular**) and are not included in the credit and GPA calculation.

# Grades and Marks

## E (INCOMPLETE):

It is given to students who are unable to complete the required work for courses such as a thesis, graduation project, final assignment, fieldwork, laboratory, thesis, project, presentation, and similar courses where there is no final exam. 'E' grades that are not entered by the deadline specified in the calendar will be converted to **FF/K**.

## NGR (NO GRADE REPORTED):

It indicates that the student's course grade has not been entered within the periods specified in the academic calendar and is used for students who will take a **make-up exam**. NGR grades not entered by the deadline specified in the calendar will be converted to **FF/K**.

# Material Error and Grade Appeal

- ▶ The correction of a material error in an announced course grade will be decided by the **Departmental Board within two weeks** upon the request of the relevant instructor.
- ▶ Students may file a written appeal for a material error to the relevant departments within **three business days** of the announcement of their grade.



# Grade Point Averages

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When a course is repeated either due to failure or to improve the grade, **the most recent grade received** is considered valid.

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A student may take a course that is not included in the curriculum with the approval of the **Faculty Board** and the course is considered Extra-Curricular.

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Students may drop a repeated course; however, they cannot withdraw from it.

# Status

## Successful

- Students whose GPA is **2.00 and above** are accepted as **successful** student.
- Successful students can take **additional 12 ECTS credits** on top of the credit load they have each semester starting from 3rd semester (2nd year).

## Probational

- Students whose GPA is **under 2.00** are accepted as **probational** student.
- Probational students can take courses equivalent to the credit load specified in the curriculum for their current semester.

## Unsuccessful

- Students whose GPA falls **below 1.80** for two consecutive semesters are considered **unsuccessful** students.
- Unsuccessful students are required to retake the courses they previously failed (**FF/K**) if the courses are offered in the semester they are enrolled in.
- They may also take new course(s), provided that they do not exceed the credit load specified in the curriculum for their current semester.

# Study Period

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The maximum period of study in the English preparatory program is **two years**.

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Students must complete their undergraduate program in **7 years (14 semesters)** at most.

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The periods spent in summer school and the semesters in which the registration is suspended are not included in the study period.

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However, the semesters in which registration renewal is not done are included in the maximum period.

# Maximum Period

For more information:

<https://www.khas.edu.tr/en/maximum-period/>

# Freezing Registration

Registration of  
Preparatory  
Program students  
**Institute Board of  
Directors**

Registration of  
Undergraduate  
students  
**Faculty Board of  
Directors**

For coercive  
situations that  
exceed the  
maximum time  
limit  
**University Board  
of Directors**

<https://www.khas.edu.tr/en/freezing-registration/>

Kadir Has Üniversitesi Lisans Eğitim ve Öğretim Yönetmeliği – MADDE 31

# Freezing Registration

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Students may freeze their registration for a maximum of **two semesters** at a time and a maximum of **four semesters** during the study period.

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A student whose request to freeze their registration is accepted must pay **one-fourth** of the tuition fee per semester in order for their request to be processed.

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In case of a registration freeze, the maximum period of study does not apply.

<https://www.khas.edu.tr/en/freezing-registration/>

Kadir Has Üniversitesi Lisans Eğitim ve Öğretim Yönetmeliği – MADDE 31

# Registration Cancellation and Dismissal

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**Voluntary** registration cancellation upon student's request

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**Transfer** to another higher education institution

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**Dismissal** due to disciplinary expulsion

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Failure to successfully complete the English Preparatory Program within **two years**

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Failure to renew registration and enroll in courses for **four consecutive years** within the regular period of study, due to non-payment of tuition fees

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For international students admitted from abroad: failure to renew registration and enroll in courses for **two consecutive years** due to non-payment of tuition fees

# Temporary Graduation Certificate

- ▶ A **temporary graduation certificate** is issued upon request to graduates whose diplomas have not yet been prepared.

# Graduation

## Graduation conditions:

Students must fulfill compulsory/elective course requirements of the undergraduate program they are enrolled in,

They must complete the courses they enrolled in **successfully**,

They must complete the **240 ECTS credits** necessary for graduation,

Their Grade Point Average (GPA) must be at least **2.00**,

They must complete their compulsory internship (if there is any) successfully.

<https://www.khas.edu.tr/en/graduation-process/>

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# Graduation

## Faculty process:

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At the end of each semester, the transcripts and graduation simulations of final-year students are reviewed by their **academic advisors**. A list of students who meet the graduation requirements is submitted to the faculty secretariat.

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**The Faculty Board** evaluates whether the student has fulfilled all the academic requirements and makes the final decision regarding graduation.

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The approved graduation decision is then forwarded to the **Directorate of Student Affairs**.

<https://www.khas.edu.tr/en/graduation-process/>

Kadir Has Üniversitesi Lisans Eğitim ve Öğretim Yönetmeliği – MADDE 34

# Graduation

## Directorate of Student Affairs process:

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Students whose dismissal process has been completed and whose diplomas have been issued may collect their diplomas from the Directorate of Student Affairs on weekdays between 08:30 and 17:30, starting from the date specified in the academic calendar.

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Diplomas are given only to the graduate in person, or to a representative who presents the original **notarized power of attorney**. If the graduate is abroad, the power of attorney must be issued by a Republic of Türkiye consulate.

<https://www.khas.edu.tr/en/graduation-process/>

Kadir Has Üniversitesi Lisans Eğitim ve Öğretim Yönetmeliği – MADDE 34

# Awarding of Associate Degrees in Undergraduate Programs

Students enrolled in four-year undergraduate programs who have successfully completed all courses in the **first four** semesters and have a GPA of 2.00 and above, but who are unable to or choose not to complete the remainder of their program, may be awarded an **associate degree** upon request.

# Diploma supplement

- ▶ **A diploma supplement** is issued by the Directorate of Student Affairs to students who are eligible to receive their diploma. This document includes the courses listed in the student's curriculum along with their ECTS credits, as well as standard diploma supplement information.

# Honor and High Honor Student

- ▶ Cumulative Grade Point of Average (GPA):
- ▶ Students with a GPA between **3.00 and 3.49** graduate with honors,
- ▶ Those with a GPA between **3.50 and 4.00** graduate with high honors.
- ▶ Graduates who qualify for the honors or high honors list are awarded an **honor/high honor certificate**.

## Contact Information

### **Directorate of Student Affairs Contact**

- Phone: 0212 441 47 24
- e-mail: [oid@khas.edu.tr](mailto:oid@khas.edu.tr)

### **Student Affairs Faculty Consultants**

- NURGÜL AKYÜREK / Ext. no: 1164 / e-mail: [nurgul.akyurek@khas.edu.tr](mailto:nurgul.akyurek@khas.edu.tr)
- Faculty of Law,
- Faculty of Economics, Administrative and Social Sciences.
- AYŞE REÇBER / Ext. No: 1154 / e-mail: [ayse.recber@khas.edu.tr](mailto:ayse.recber@khas.edu.tr)
- Faculty of Communication,
- Faculty of Engineering and Natural Sciences,
- Faculty of Art and Design.