



**REPUBLIC OF TURKEY
YAŞAR UNIVERSITY**

**CODE OF PRACTICE REGARDING REGULATIONS ON EDUCATION-TRAINING
AND EXAMS FOR ASSOCIATE AND BACHELOR'S DEGREES**

**SECTION ONE
Objective and Scope**

Objective and Scope

ARTICLE 1- (1) This code of practice is intended to regulate the principles and procedures regarding registration, education-training principles, exams, and graduation of associate and bachelor's degree students at Yaşar University.

**SECTION TWO
Student Admission and Registration Procedures**

Student admission and registration procedures

ARTICLE 2- (1) Students are admitted to bachelor's and associate degree programs of the University according to selection and placement by the Student Selection and Placement Center (ÖSYM), special talent exam results, lateral transfer application evaluation results and international student admissions.

(2) The first registration of those entitled to have final registration or be admitted to a program of the University is made by the Directorate of Student Affairs as per the provisions of the Regulation on Associate and Undergraduate Degree Education and Examination.

Tuition fee

ARTICLE 3- (1) A student who has graduation status within the regular duration of education (8 semesters for bachelor's and 4 semesters for associate degrees) and is in the last two semesters, and takes courses with a total of 20 ECTS or less credits in both semesters, makes a payment via the fee per credit system. This fee cannot exceed the semester fee. Students who are expected to make a payment per the fee per credit system apply to the Directorate of Student Affairs, and is approved for payment on the Student Information System (ÖBS) with confirmation from the head of department. Any scholarship and discounts available to these students also apply.

(2) A student who cannot complete their education within the regular duration (8 semesters for bachelor's and 4 semesters for associate degree) makes a payment per credit. This fee cannot exceed the semester fee.

(3) Students who exceed the duration of education and need only to take the internship course for graduation pay a course fee of 1 credit for this course.

Semester course registrations and course registration-related general principles

ARTICLE 4- (1) Every student is obliged to select and determine his/her courses within the registration renewal period specified in the academic calendar on the ÖBS system after meeting all his/her financial obligations and renewing his/her registration. These obligations apply to all students including students with a full scholarship.

(2) The relevant department is required to schedule all compulsory and, if possible, elective courses of that semester in the curriculum at different hours without any clashes, and upload them to the system.

(3) Provided that all terms in the curriculum are met, a student is required to take all compulsory and elective courses in the current semester; otherwise registration cannot be completed. A student may choose courses as long as it fits the schedule. (A Student is only allowed to remove compulsory courses for Academic Years 2016-2017, 2017-2018 and 2018-2019.)

(4) Attendance is required for all courses, and the schedule of the courses taken for the first time during course registration cannot have any clashes.

(5) Courses in which a student got (F) or (U) are required to be taken in the first following semester in which the course is opened. If the schedule of the courses in which a student got (F) or (U) overlaps with the schedule of a course/courses to be taken for the first time, he/she can still register for a course/courses in which he/she got (F) or (U). Any course attendance requirement does not apply to such students. However, these students are required to take all exams and complete required tasks. These stipulations do not apply to courses taken due to non-attendance (NA). The provisions of this article do not apply to projects, laboratories, dissertations and similar courses where assessment is conducted throughout the course. Such courses are determined by the decision of an academic council.

(6) If a student picks a course that is not in his/her curriculum, that course's credit is not included as part of the required credits for graduation; however, in order to graduate, he/she is required to pass this or a replacement course in any event. The course taken to replace the course failed must be taken in the following semester.

(7) The deadline for submitting internship reports cannot extend beyond the course registration period specified in the academic calendar for fall-spring semesters. An internship course must be added during course registration in the first semester following the internship. Otherwise, the internship will not be recorded and will be considered void.

Special provisions for courses failed

ARTICLE 5- (1) Provided that the aforementioned provisions are reserved, the compulsory courses that are in a student's curriculum and which the student previously failed are automatically displayed on the registration screen, and cannot be removed by the student or his/her advisor. (This provision does not apply to academic years 2016-2017, 2017-2018 and 2018-2019.)

(2) If the course which student is obliged to take due to failure overlaps with another failed course or courses, then it is essential that courses are chosen by starting with the smallest number coded courses and preventing any clashes.

Adding-dropping courses

ARTICLE 6- (1) A student is required to complete his/her registration within the period announced in the academic calendar.

(2) A student who cannot pay his/her fees during the course registration period can pay his/her fee during the course add-drop period, and complete course selection.

(3) Course registration screens are closed for any action as of 17:00 on the last day of the course add-drop period, and course registration becomes final. Mandatory courses cannot be removed during the course adding-removing week unless approved by the student's advisor.

(4) No change can be made to course schedules as active student registration continues throughout the course registration and course add-drop period.

(5) No course registration is allowed after the course add-drop end date.

(6) Partial or full payment of the tuition fee within or outside the due time does not constitute a justification for being registered to a course after the due time. Any amount paid will not be returned but will be deducted from the next semester's fee.

SECTION THREE General Provisions

Exchange programs

ARTICLE 7- (1) Courses to be taken by students admitted to Exchange or Erasmus programs are agreed by the administrative boards in advance by considering the educational agreement. Equivalent courses in the curriculum for the courses to be taken by the student are separately indicated with this decision. Students who join these programs are obliged to pay semester fees during course registrations. Otherwise, any permission granted is considered void and courses taken are not accepted.

(2) Courses taken in another higher education institution are processed into the transcript by keeping the course's code, name and credit value. The course to be accommodated is decided by the relevant academic unit once its equivalent course is found in the curriculum. This matching is to ensure curriculum requirements are met; checking graduation status; and ensuring that any diploma supplement is prepared according to these calculations. Course matching is not displayed in the transcript.

(3) Excluding YÖK compulsory courses, the courses taken in a program completed previously by students who complete an associate or bachelor's degree program or apply for an associate or bachelor's degree program cannot be transferred. Grade "T" is used to accommodate compulsory YÖK courses.

(4) Language courses at higher levels can be taken after successfully completing a placement exam for foreign language courses provided for associate and bachelor's degree education. Other courses are taken for replacing the course at lower levels with approval from the relevant department.

Period of study

ARTICLE 8- (1) As of 2014-2015 Fall Semester, the period of study (excluding the one-year foreign language preparatory class) is maximum four years for associate degree programs with two years of period of study, and maximum seven years for bachelor's degree programs with four years of period of study, starting from the first semester in which the courses of the registered program are offered, regardless of whether registration is made for each semester.

(2) As of 2014-2015 Fall Semester, the maximum period of study is two years for the one-year foreign language preparatory class. Students who cannot complete the one-year foreign language preparatory class for programs whose language of education is fully or partially a foreign language within two years are dismissed from the program. Students who are dismissed from the foreign language preparatory class of the programs whose language of education is fully or partially a foreign language can register for an equivalent program (if available) with Turkish as the language of education. In addition, if there is not an equivalent program in the registered higher education institution, and upon the student's request, the student shall be allowed once only by the Student Selection and Placement Center, to register centrally in one of the programs whose language of education is Turkish, provided that their score in the University Entrance exam is not less than the base score required to register for that program.

(3) The period of study in the one-year foreign language preparatory class shall not be considered within the maximum period of study.

(4) If these regulations regarding the maximum period of study for the one-year foreign language preparatory class, and associate and bachelor's degree programs conflict, the provisions of interim article 67 of Law numbered 2547, together with the Law numbered 6569, shall prevail with regard to such student.

(5) A student who does not renew registration for four consecutive academic years from the 2014-2015 Fall Semester for associate and bachelor's degree education shall be dismissed.

(6) Students who complete the maximum period of study are only entitled to take exams and are given a student certificate indicating this.

Semester permission

ARTICLE 9- (1) A student applying for semester permission after the course add-drop period must have renewed their registration. A semester permission request from a student who has not renewed their registration will not be considered. However, a semester permission request will be taken into consideration without being required to renew registration if the reason relates to a period of time before the end of the add-drop week at the latest.

(2) A semester permission application and decisions on it are made for the current academic year. However, they may be made not less than 15 days before the end of courses by considering the nature of the reason. (27.12.2017 dated approval from Rectorate)

(3) A student with a semester permission can have a “student certificate” and benefit from the rights of a student. A student without semester permission and renewed registration cannot benefit from student rights or have a “student certificate”.

(4) No payment is returned to a student who deletes his/her registration during the suspended period or in the following semesters.

(5) A student with a renewed registration is not provided with a “student certificate”.

(6) A decision on whether to grant an application for a semester permission is taken by the relevant department with regard to a student who has completed the one-year foreign language preparatory class and is ready for their department in the spring semester and put into effect by the Directorate of Student Affairs if the aforementioned fee and any other potential obligations are met by the student.

(7) Make-up exam: The presentation of a medical report does not automatically guarantee the acceptance of an excuse with regard to the student. Administrative boards reserve the right to decide in such cases. Committee medical reports are excluded from this provision.

Course attendance, exams and evaluation

ARTICLE 10- (1) Course attendance is required for all courses, and students cannot register for courses with overlapping schedules.

(2) The Student Information System is opened at 09:00 on the first day of the final exams for grade entry, and closed at 17:00 on the final grade entry date specified in the academic calendar.

(3) For a student applying for a make-up exam, the administrative board decision related to the acceptance or rejection of the application is made and notified to the relevant unit. If a make-up exam is provided for a mid-term exam, grade entry is performed by the instructor on the Student Information System. If grade notification has to be made after the final grade entry date specified in the academic calendar, the Directorate of Student Affairs processes the final letter grade into the Student Information System .

(4) A student’s appeal against a mid-term exam grade is made to the dean/directorate of the relevant academic unit to be assessed by the instructor of the relevant course and to be concluded by the administrative board. The decision taken is notified to the Directorate of Student Affairs. The same procedure applies to appeals against letter grades announced at the end of a semester. Correction requests regarding incorrect grade entries from instructors are made to the dean/directorate of the relevant academic unit to be concluded by the administrative board, within three weeks at the latest. (27.12.2017 dated approval from Rectorate)

(5) The results of all assessments are uploaded by the instructor to the Student Information System , which is open according to the academic calendar.

(6) All grades are announced on the Student Information System at 18:00 on the final grade entry date.

(7) Instructors deliver all exam etc. papers regarding assessment of the course within 7 business days from the end of the grade appeal period to the Directorate of Student Affairs. (27.12.2017 dated approval from Rectorate).

Disciplinary actions

ARTICLE 11- (1) If a suspension is given as a disciplinary action, the punishment is not executed/applied in between semesters or during summer school; punishment within these periods is applied from the first day of the next semester.

(2) Written information related to the punishment is provided by the punishing academic unit to the instructors teaching courses in the currently registered semester, with regard to a suspension of less than a semester. This will specify the dates when the suspension will be applied. Also, written information is provided to: the Directorate of Information Processing for temporary cancellation of the student card, the Directorate of Support Services for campus entry, and the Directorate of Library and Dormitories for information. Regarding suspensions of one semester, the above-mentioned administrative directorates are informed, excluding instructors as no course can be taken.

(3) Decisions on disciplinary actions are not applied before notification is made to the student and, if any, appeals are resolved.

(4) A disciplinary proceeding does not prevent a temporary graduation certificate/diploma being awarded to a student who is entitled to graduate.

(5) Disciplinary actions are notified to the student by the relevant dean/vocational school directorate.

Grades:

ARTICLE 12- (1) Letter grades, coefficients and percentage equivalents are as stated below.

Letter Grade Coefficient Percentage Equivalents

A	4.00	95-100
A-	3.70	90-94
B+	3.30	85-89
B	3.00	80-84
B-	2.70	75-79
C+	2.30	70-74
C	2.00	65-69
C-	1.70	60-64
D+	1.30	55-59
D	1.00	50-54
F	0.00	49-0

(2) Other letters and their meanings are provided below.

Letter Grade Meaning

S	Satisfactory
U	Unsatisfactory
I	Incomplete
NA	Not Attended
W	Withdrawal
T	Transfer
P	Pass

a) The grade S is given to students who pass courses that are not included in their grade point average.

b) The grade U is given to students who have failed courses that are not included in their grade point average. Courses in which a grade U is given must be repeated even though it is not included in the grade point average.

c) The grade I can be given to students who have failed to complete assignments required in a timely manner in order for them to have a letter grade at the end of a semester. The grade I is converted into a grade F or U if it is not converted into a letter grade within ten business days from the final grade entry date.

- ç) The grade NA is given to students who fail to meet attendance obligations for a course. The grade NA is treated like a grade F or U.
- d) The grade W is given to a student who has withdrawn from a course with a written application. The grade W is not taken into consideration for calculation of grade point averages, but is listed in the transcript. A student can withdraw from a maximum of four courses in bachelor's degree programs and a maximum of two courses in associate degree programs. A course withdrawal application is made within the dates announced in the academic calendar. If a student withdraws from a course that he/she takes to increase his/her grade (having received C-, D+ or D in a previous semester), his/her previous grade is taken into consideration for calculation of his/her grade point average.
- e) Grade T is not taken into consideration for calculation of grade point average.
- f) The grade P indicates that a student has successfully continued the course with an annual assessment and it is not included in the grade point average.
- g) The minimum pass grade is D for courses included in the grade point average and S for courses that are not.
- ğ) If the grade "W" is taken from a course previously failed with the grade "F", then the failed course must be repeated.

Class

ARTICLE 13- (1) Students graduate to a higher class (maximum 4) at the start of every new academic year.

Course load

ARTICLE 14- (1) No class related distinction is made for students who are still continuing education in the 2nd, 3rd, and 4th classes in their department with regard to the 40 ECTS credit load specified in the Interim Article-1 (3) of the *Regulation on Associate and Undergraduate Degree Education and Examination* in the Academic Year 2016-2017.

(2) The maximum credit load for all students to start education in the department is 30 ECTS in the Academic Year 2016-2017.

(3) The course load for the first two semesters for Lateral and Vertical Transfer students is maximum 30 ECTS. If an advisor deems it appropriate, courses from higher classes can be taken by a student. This limit is maximum 40 ECTS. (Students with this status can take the courses needed above 30 ECTS with the help of their advisor within the course add-drop week.)

(4) Internship courses are not included in the maximum credit load for a semester.

Course repetition

ARTICLE 15- (1) Courses to be repeated are displayed on the course registration screen for a student who has received either of the grades (F), (U), (W) and (NA) in a compulsory course in the schedule. He/she can take these courses, and change branches during course registration week. Actions related to the removal of compulsory courses following course registration can be made by an advisor.

(2) A student who has received one of the grades (F), (U), (W) or (NA) in an elective course in the program must either repeat this course or instead take another equivalent elective course.

Double major program

ARTICLE 16- (1) A student must primarily complete the course load for a semester, specified in the curriculum of the major's program.

(2) The course load for a semester in double major programs is limited to 3 courses, provided that they each do not exceed maximum 20 ECTS.

(3) A maximum of 50 ECTS courses can be registered for in a semester with the major

program.

(4) The limit in the second article does not apply to courses to be taken in the double major program in the graduation semester of the major or after graduation.

Minor program

ARTICLE 17- (1) A student must primarily complete the course load for a semester, specified in the curriculum of the major's program.

(2) The course load for a semester in the minor program is limited to 2 courses provided that they each do not exceed maximum 12 ECTS.

(3) A maximum of 42 ECTS courses can be registered for in a semester with the minor program.

(4) The limit in the second article does not apply to courses to be taken in the minor program in the graduation semester of the major or after graduation.

(5) Courses cannot be registered for if the course schedule of a double major or minor program overlaps with the course schedule of the major program.

Double major program transcript

ARTICLE 18- (1) No course in the double major program can replace or be transferred for any course required to be taken as part of the major's curriculum.

(2)) Common courses between the double major program and the major program are displayed with the grade "T" (transfer) under the title of "Courses Transferred from Major Program" in the transcript of the student doing a double major. At the end of every semester, common courses (if any) in the majors are processed with the grade "T".

(3) The general grade point average of 2.50, which is required for continuing a double major program, is checked at the end of each academic year (including the summer school semester) according to Article 11/1a of Yaşar University's Directive on Double Major and Minor Education. In the event the general grade point average is below 2.50 more than once, then the double major registration of the student is canceled.

(4) A student can request a transfer from a double major program to a minor program if he/she meets the conditions.

Minor program transcript

ARTICLE 19- (1) No course in the minor program can replace or be transferred for any course required to be taken as part of the major's curriculum.

(2) The minimum general grade point average of 2.30 in the major program, which is required for continuing the minor program, is checked at the end of each academic year (including the summer school semester) according to Article 14/2 of Yaşar University's Directive on Double Major and Minor Education.

(3) A transfer from a minor program to a double major program is not possible. A student can apply for a double major program if he/she meets the conditions. In that case, courses taken in the minor program can be substituted in the double major program.

Registrations to multiple programs

ARTICLE 20- (1) Only one double major program can be registered for at the same time.

(2) Only one minor program can be registered at the same time.

(3) A double major program and a major program cannot be registered at the same time.

SECTION FOUR

Exemption from Courses and Schedule Adjustment

Application

ARTICLE 21- (1) Students placed by ÖSYM and registered to the University must apply to

the relevant academic unit within five days for substitution/accommodation procedures, if any. Requests made by students to substitute courses or for canceling the substitution/accommodation of courses in the following semester(s) will not be accepted.

(2) A student should indicate which course(s) to be substituted against course(s) previously taken and passed in his/her letter of application. Courses for which no such request is made will not be taken into consideration.

(3) The content of courses taken previously by the student and a transcript approved by a higher education institution (sealed, stamped and signed) must be added to the letter. The application will not be processed if such documents are copies, faxes, unapproved and/or incomplete.

(4) Applications must be made by hand and personally. Applications outside the period of application will not be accepted.

(5) Course substitution and accommodation cannot be done for courses taken at foreign universities without equivalence recognized by YÖK.

(6) Courses passed during a previous associate or bachelor's degree program that has been completed will not be accommodated during registration for another associate or bachelor's degree program (excluding those registered via Lateral Transfer or VTE). However, if the same or similar courses were taken with the previous degree, an administrative board decision can be made to replace these courses in the registered program. Courses taken through distance education or formal education programs studied simultaneously during a bachelor's or associate degree will not be substituted. Any courses taken may be substituted if registration to any program is canceled.

(7) Course substitution can be requested for courses taken and passed for up to five academic years, excluding Atatürk's Principles and History of Reforms, Turkish Language and Foreign Language courses. The academic year when the course was passed is taken into consideration for this period.

Course substitution and accommodation

ARTICLE 22- (1) Applications for course substitutions during lateral and vertical transfers are assessed by the accommodation commissions of the relevant units and concluded by the administrative boards of relevant units.

(2) One commission including representatives from all academic units or individual commissions for each academic unit is formed by the Dean/Director within the Faculty Deanship/Vocational School Directorate.

(3) Regardless of whether a course requested to be substituted is compulsory or elective, the decision is made by considering the compliance/sufficiency, credit and department/program equivalence of a course, provided that it has been passed.

(4) A final grade for courses repeated multiple times is essential for course substitution.

(5) A letter grade exemption is applied to course substitution for students who studied or are studying at Yaşar University, and grades for the substituted courses are taken into consideration for the purposes of calculating the grade point average. Assessment is made on the following basis:

a) The letter grade is converted by considering the coefficient equivalence of the letter grade defined in Yaşar University's Regulation on Associate and Undergraduate Degree Education and Examination. Percentage considerations are disregarded (Annex 1 Grade Conversion Table).

b) Coefficients without direct equivalence are converted to the closest letter grade regardless of whether this results in a favorable or unfavorable outcome for the student. The conversion is applied in favor of the student if the result of the calculation is equally positioned between letter grades.

c) The letter grade conversion is made by using the percentage equivalents defined in the Regulation on Associate and Undergraduate Degree Education and Examination for students

from universities using the 100-points system (Annex 2 100-points system to 4-points system Grade Point Conversion Table).

ç) The above-mentioned code of practice applies to students registered in the 2014-2015 academic year or later.

d) When courses taken by the student in his/her previous university are accommodated for in the department in which they will be registered, their equivalents at the University (course name, ECTS, learning outcomes) are indicated as matched courses. The code, name and ECTS credits of the relevant course at the previous university will be incorporated into the transcript if a course substitution is accepted.

(6) Courses taken and passed in any previous diploma program by students coming via lateral transfer will be accommodated; and previous grades for these courses will be incorporated into the transcript following their conversion into the University grade point system.

(7) The total credits of the courses substituted cannot exceed fifty percent of the total credits of the courses in the course schedule of the relevant program. Courses to be substituted are determined by starting from the course with the highest grade if the credits of the course requested to be substituted is more than fifty percent of the total credits of courses.

(8) Course substitution requests for courses taken through distance education and remote education programs are assessed and concluded by the relevant unit's administrative boards.

(9) Course substitution for students who have taken and passed courses is completed regardless of whether Turkish Language, Atatürk's Principles and History of Reforms (of which content does not change between universities) courses bear credits.

(10) A student is accommodated to a higher class if the total credits of the courses substituted is higher than 70% of the semester credit load indicated by the course schedule. Priority is given to courses not taken/substituted.

(11) Appeals against decisions regarding course substitution/accommodation should be made to the relevant unit within a maximum of five business days from the date of the notification of the decision to the student.

(12) A student is obliged to continue course(s) for which he/she requested a course substitution, until his/her request for course substitution is resolved by the relevant administrative board.

Study at other institutions

ARTICLE 23- (1) Course substitution requests by University students who take courses with special student status, courses at summer school and/or foreign education in the programs of another higher education institution recognized to be equivalent by YÖK while registered to one of the programs of the University are subject to the provisions of article 27 of the Regulation on Associate and Undergraduate Degree Education and Examination.

(2) Courses to be taken at other higher education institutions by the students must be accepted via a decision of the relevant unit's administrative board prior to start of the education at these institutions.

Procedures related to exemptions from courses

ARTICLE 24-(1) Course substitution procedures are executed, resolved and their results are announced by the relevant unit's administrative board. The administrative board's decision indicates in which semester the student is accommodated and the course code, name, credits and grade point of the course taken previously and the name, code and credits of the course substituted.

SECTION FIVE Graduation and Diploma

Graduation

ARTICLE 25- (1) A student is required to register for the course in the semester it will be opened when he/she wants to use his/her right to take a single course exam. Course attendance and other course related terms are not required for such students. This right is considered to have been waived if a single course exam is not taken at the end of the relevant semester.

(2) If a single course exam is taken and failed, registration must be made for the course in the next semester in which the course is opened in order to be able to take second and later single course exams. The fee to be paid for a single course exam is determined by the Board of Trustees. Course attendance and other course related terms are not required for these students.

(3) A single course exam takes place on the dates specified in the academic calendar.

(4) Graduation verification is sent by the Directorate of Student Affairs in the second week of December at the latest for the fall semester, and in the second week of April at the latest for the spring semester.

(5) Letters relating to potential graduation status are not given to students before graduation inspections are completed and approved.

(6) For inspection regarding graduation via associate degree from a bachelor's program, the student is required to apply after completing courses in the first four semesters successfully. A decision in relation to the associate degree can only be made by the relevant academic unit after the student completes courses in the first four semesters successfully.

Diploma

ARTICLE 26- (1) Only temporary graduation certificate is provided for the students who graduate at the end of fall semester.

(2) Fall/Spring semester graduates receive their diploma and its annexes during graduation ceremony.

(3) Diploma and its annexes are provided at the end of the Summer School in case of graduation at the end of Summer School.

(4) Printed copy of the missing, damaged diploma is provided within ten business days upon request from the relevant person.

SECTION SIX

Miscellaneous and Final Provisions

Repealed principles and procedures

Article 27- (1) The "Code of Practice Regarding Regulation on Associate and Undergraduate Degree Education and Examination", which was effective from 18 November 2016, has been repealed.

No provisions

ARTICLE 28- (1) This code of practice applies in the same terms to graduate studies unless otherwise stated and to the extent it is relevant to the issue in question.

Validity

ARTICLE 29- (1) This code of practice enters into effect as of the date it is approved by the Rector.

Execution

ARTICLE 30 – (1) This code of practice is executed by the Rector of Yaşar University.

Approved by the Rector on: 19.09.2018