

ÖZYEĞİN UNIVERSITY
RULES AND REGULATIONS FOR UNDERGRADUATE PROGRAMS

SECTION ONE

Purpose, Scope, Legal Ground and Definitions

Purpose

ARTICLE 1 – (1) The purpose of these Rules and Regulations is to govern the applicable principles and procedures for teaching and learning in the undergraduate programs of Özyeğin University’s faculties and schools.

Scope

ARTICLE 2 – (1) These Rules and Regulations cover the applicable provisions for teaching and learning in the undergraduate programs of Özyeğin University’s faculties and schools.

Legal Ground

ARTICLE 3 – (1) These Rules and Regulations have been prepared pursuant to Article 14 and Article 44 of Higher Education Law No: 2547, dated November 4, 1981.

Definitions

ARTICLE 4 – (1) The following terms shall have the following meaning hereinafter:

- a) ECTS: European Credit Transfer System,
- b) Major program: The undergraduate program in which the student is enrolled upon admission to the University or placement by the Student Selection and Placement Center,
- c) Double major program (ÇAP): The program which enables students satisfying the achievement requirement and other conditions to take courses concurrently in two degree programs at Özyeğin University and to receive two separate diplomas,
- ç) Faculty: Özyeğin University Faculties,
- d) Faculty Board: Özyeğin University Faculty Boards,
- e) Faculty Executive Board: Özyeğin University Faculty Executive Boards,
- f) Board of Trustees: Özyeğin University Board of Trustees,
- g) Student Services: Özyeğin University’s Student Services Unit,
- ğ) ÖSYM: Student Selection and Placement Center,
- h) Program: Undergraduate Programs at Özyeğin University,
- ı) Rector: Özyeğin University Rector,
- i) Senate: Özyeğin University Senate,
- j) University: Özyeğin University,
- k) School of Languages: School of Languages at Özyeğin University,
- l) YÖK: Higher Education Council of Türkiye,
- m) School: Özyeğin University Schools.

SECTION TWO

Provisions on Student Admission

Quotas of Academic Programs and Student Admission

ARTICLE 5 – (1) The number of students to be admitted to the undergraduate programs within the faculties of the University is determined by the Senate, and takes effect pursuant to the approval of the Board of Trustees and the decision of YÖK.

(2) Students placed by ÖSYM, applicants accepted under the international student admission criteria, applicants whose horizontal transfer applications are accepted, applicants accepted as special students or under exchange programs, and those who acquire the right to re-enroll in the University pursuant to the relevant legislation and amnesty laws are admitted to the undergraduate programs of the University. Except for placements by ÖSYM, all admission and enrollment procedures are governed by the principles and procedures set forth by both the Senate and YÖK.

Admission, Enrollment and Course Adaptation of Horizontal and Vertical Transfer Students

ARTICLE 6 – (1) Admissions to the University’s undergraduate programs via horizontal transfers are conducted as per the principles determined by the Senate within the framework of the “Rules and Regulations on the Principles of Transfers between Associate and Bachelor’s Degree Programs, Double Major, and Minor at Higher Education Institutions, and Credit Transfers between Higher Education Institutions” published in the Official Gazette dated April 24, 2010 and numbered 27561.

(2) Admission of vocational school graduates to undergraduate programs through vertical transfers is conducted as per the principles determined by the Senate and the provisions of the “Rules and Regulations for the Continuation of Undergraduate Education for Graduates of Vocational Schools and Open Education Associate Degree Programs” published in the Official Gazette dated February 19, 2002 and numbered 24676.

(3) Of the courses taken and successfully completed by horizontal and vertical transfer students in their previous degree program, those to be counted toward the requirements of the program to which they have transferred, their credit transfers, and the courses to be exempted in the new program are assessed and decided by the executive board of the faculty in which the student is registered, while grade transfers are completed as per the principles set by the Senate. Excluding Turkish-medium programs, the language of instruction of a course previously completed by the student must satisfy the language of instruction requirement of the exempted course in the student’s new program.

(4) In the event that horizontal transfer students took courses from other universities under the status of special students or exchange students, only the courses that were transferred by the former university can be transferred.

(5) Based on the total ECTS credits of the courses which horizontal and vertical transfer students successfully completed in their previous program and which are counted toward the undergraduate program at the University, one semester for each full 30 ECTS credits, and one further semester where the portion not amounting to 30 ECTS credits is at least 24 ECTS credits, are counted towards the student’s period of study.

(6) Horizontal and vertical transfer students are required to satisfy the English proficiency requirements specified in Article 12 of these Rules and Regulations.

Special Student Status

ARTICLE 7 – (1) Persons who are not registered in any degree program of the University may attend the courses offered by the University as special students, provided that they are students of another higher education institution, based on the decision of the executive board of the faculty offering the course. These students submit their applications and complete their enrollments at the latest during the add-drop period announced in the academic calendar. Special students are admitted for one semester only. To take courses as special students in subsequent semesters, they must submit a new application.

(2) Special students may take courses up to the regular course load specified in these Rules and Regulations, and pay tuition for the courses they attend as per the provisions of the “Özyeğin University Directive on Scholarships, Discounts and Tuition Fees for Undergraduate Programs”.

(3) Special students are not considered University students and may not benefit from any student privileges. However, in other matters, they must abide by the provisions of effective legislation which applies to University students. These students are not awarded a diploma or a degree, but upon request they are issued a document showing the courses taken and the grades received at the University.

National and International Student Exchange

ARTICLE 8 – (1) **Student exchange programs may be implemented pursuant to the agreements concluded between the University and other universities in Türkiye or abroad.** Exchange programs are offered as per effective bilateral agreements and the principles set by YÖK.

(2) Exchange procedures, course registrations, tuition fees and similar other matters for incoming exchange students are conducted by the Dean’s Office of the respective faculty as per effective bilateral agreements and legislation. Incoming exchange students are not considered University students and may not benefit from student privileges. However, in other matters, they must abide by the provisions of effective legislation which applies to University students. These students are not awarded a diploma or a degree, but upon request they are issued a document showing the courses taken and the grades received at the University.

(3) University students who wish to take courses from other universities through student exchange programs remain enrolled at the University during such periods and are required to pay their tuition to the University for the respective semester. The course adaptations of these students and the manner in which the courses are

counted towards program requirements are completed based on the decision of the executive board of the faculty in which the student is registered. The student's enrollment at the University continues during the exchange program, and this period is counted towards the period of study.

Double Major and Minor Programs

ARTICLE 9 – (1) Matters relating to double major and minor programs are determined by the Senate as per the provisions of the “Rules and Regulations on the Principles of Transfers between Associate and Bachelor's Degree Programs, Double Major, and Minor at Higher Education Institutions, and Credit Transfers between Higher Education Institutions”.

SECTION THREE

Principles Related to Education and Instruction

Academic Year and Calendar

ARTICLE 10 – (1) One academic year consists of two semesters, each of which lasts fourteen weeks (seventy business days). The final examination periods are not counted towards this duration. Courses are held on a semester basis, and are offered during the Fall and Spring semesters.

(2) In addition to the Fall and Spring semesters, a summer session may be offered subject to the decision of the Senate. Summer sessions last at most eight weeks, consisting of a seven-week lecture period followed by an examination period. The total class hours of a course offered in the summer session are equivalent to the total class hours of that course when offered during the Fall or Spring semester. Registration for summer session courses is optional. The summer session falls outside the regular period of study prescribed for undergraduate education, and the duration of the summer session is not added to the regular period of study. Summer session fees are not included in the tuition and fees paid for the Fall and Spring semesters, and are charged in consideration of the teaching and learning services offered during the summer session.

(3) Dates and periods pertaining to registration, classes, examinations and other similar activities are announced in the Senate-approved academic calendar.

Language of Instruction

ARTICLE 11 – (1) The language of instruction of the University's undergraduate programs is English or Turkish.

English Proficiency

ARTICLE 12 – (1) Students are required to prove their English proficiency in order to be eligible for matriculation to the English-medium undergraduate programs at the University. Students who prove their English proficiency with either the score reports of the English examinations administered by the School of Languages, or with those of a national or international examination whose equivalence is recognized and whose validity period is determined by YÖK or the Senate, obtained at the level determined by the Senate, may directly matriculate to their undergraduate programs. Prospective students must submit their English proficiency documents either at the time of their application to the University or at the time of their enrollment in the University.

(2) Students who do not document their English proficiency level study in the English Preparatory Program administered by the School of Languages.

(3) Principles and procedures pertaining to English proficiency examinations, terms and conditions for exemption, and attendance in the English Preparatory Program are governed by the “Rules and Regulations for the English Preparatory Program within the Özyeğin University School of Languages”.

(4) The provisions of this Article also apply to horizontal or vertical transfer students.

Enrollment in the University

ARTICLE 13 – (1) Prospective students who are admitted to or placed in the undergraduate programs of the University, or who acquire the right to re-enroll, must complete their enrollment in the University personally or through their legal representatives or designated proxies, within the dates announced for enrollment in the academic calendar, by submitting all required documents and paying the required tuition and fees.

(2) Enrollment documents must be originals or copies duly certified by the University. Military service status and criminal record procedures are completed based on the student's declaration.

(3) Students cannot enroll by mail or with incomplete documents. Prospective students who fail to complete their enrollment within the announced dates lose their right to enrollment at the University. Should it be

determined that a student does not fulfill the necessary requirements for enrollment, or no longer meets those requirements, the enrollment is revoked even if it has already been completed.

(4) Should it be determined that a candidate has been admitted based on inaccurate, misleading or falsified statements and documents, the candidate will not be enrolled, and, if enrollment has already been completed, it will be revoked regardless of the semester the student has reached. Even if such persons have graduated, all documents issued in their name, including diplomas, shall be deemed invalid, and necessary actions shall be taken against them as per the provisions of effective legislation. No refund is made of the tuition and fees paid by such persons.

Tuition and Scholarships

ARTICLE 14 – (1) Education offered at the University is subject to tuition. Tuition and payment methods for both continuing and newly admitted students are determined and announced annually by the Board of Trustees. Students are required to pay their tuition and fees at the beginning of each Fall and Spring semester, within the periods announced in the academic calendar. Students who fail to pay their tuition within the announced periods are not allowed to complete their enrollment, renew their registration, or take a leave of absence. Also, such students do not retain their student privileges in any way.

(2) The scope, terms, conditions and duration of the tuition waivers and additional scholarships awarded upon admission to the University or during the course of study are determined upon the approval of the Board of Trustees.

(3) Students may benefit from the scholarships under the terms and conditions the University guaranteed in the year of their enrollment. Should a student whose enrollment at the University was terminated for any reason re-enroll in the University as per effective legislation, the tuition, the scholarship and the terms and conditions for scholarships are governed by the provisions of the “Özyeğin University Directive on Scholarships, Discounts and Tuition Fees for Undergraduate Programs”.

(4) Summer session studies are subject to tuition separately from the tuition and fees paid for the Fall and Spring semesters. Summer session tuition, scholarships and the terms and conditions for scholarships are governed by the provisions of the “Özyeğin University Directive on Scholarships, Discounts and Tuition Fees for Undergraduate Programs”.

Registration Renewal

ARTICLE 15 – (1) Students must renew their registrations at the beginning of each Fall and Spring semester by completing their course registrations within the periods announced in the academic calendar, after they pay the required tuition and fees and fulfill any other due obligations towards the University.

(2) Students who fail to renew their registrations within the announced dates may complete late registration during the add-drop period specified in the academic calendar. Students who complete late registration are required to fulfill the requirements determined by the University.

(3) Students who fail to renew their registrations by the end of the add-drop period receive the status of “unregistered students”. These students cannot attend courses or sit examinations, nor can they retain their student privileges during the periods they spend as unregistered students. Scholarships of unregistered students are terminated for the semesters they spend as unregistered students (including cash stipends and the like, if awarded); however, should they apply in order to return, their scholarships are reinstated (including additional scholarships), and such students pay the tuition determined for the academic year of their re-enrollment for the students of their own year of admission. The semesters spent as an unregistered student are counted towards the term of scholarship announced in the year of the student’s admission. Where students remain in unregistered student status continuously for four years within their maximum period of study, or for two years in the case of students admitted through international student admission, expulsion procedures are completed as per Article 44 of Law No: 2547 and the decisions of YÖK.

(4) Semesters spent as an unregistered student are counted towards the period of study.

(5) Unregistered students who wish to renew their registrations in a subsequent semester or semesters must apply to Student Services, pay their tuition and complete their course registration procedures by the last day of the add-drop dates announced in the academic calendar at the latest.

Academic Advising

ARTICLE 16 – (1) For each student registered in an undergraduate program, a member of the University’s teaching staff is assigned as an academic advisor in order to monitor the student’s academic standing and

provide academic guidance. Academic advisors are designated by the Dean's Office of the student's faculty before the course registration period of the first semester of matriculation.

Curricula

ARTICLE 17 – (1) The curriculum of an undergraduate program is determined with the resolution of the respective Faculty Board and takes effect with the approval of the Senate. The curriculum specifies the courses, laboratory sessions, practical sessions, internships and other similar work which must be completed to graduate from the program, as well as their weekly class hours and credits, pre-requisites and co-requisites, if any, the grading type of the courses, and the distribution of courses over the semesters of the regular period of study, amounting to a total of 30 ECTS credits per semester.

(2) Any amendment to the curriculum is made by following the same procedure. Amendment decisions must also state the applicable procedures for the students who will be affected by such amendments. Amendments become effective at the beginning of the following semester at the earliest.

(3) Based on the courses counted towards the graduation requirements of the major program, a student is defined as a freshman up until the point at which s/he completes 59 ECTS credits, and as a sophomore, a junior and a senior (final-year) student when s/he completes 60-119 ECTS credits, 120-179 ECTS credits, and 180 ECTS credits or more, respectively.

Required and Elective Courses

ARTICLE 18 – (1) Courses offered in undergraduate programs are classified into two groups: required and elective courses. Required courses are the courses that are mandatory for students, while elective courses are the courses that students may choose to take based on their areas of interest, within the framework of the specified terms and conditions.

Pre-requisites and Co-requisites

ARTICLE 19 – (1) A pre-requisite is a requirement that must have been completed in order for a course to be taken. A pre-requisite may be a course or courses previously taken and completed with a passing grade, or any other requirements that must be satisfied or completed, including credits and work. In the event that the pre-requisite course has been repeated, only the most current grade obtained in that course is applicable.

(2) A course that must be taken concurrently in order to be eligible to take another course is called the co-requisite of that course. Co-requisites are concurrently registered for, dropped or withdrawn from. If the co-requisite course was completed with a passing grade in a previous semester, the co-requisite requirement is considered fulfilled for the respective course.

(3) Students cannot register for courses whose pre-requisites or co-requisites they do not satisfy. The provisions of this paragraph also apply to students participating in national or international exchange programs, students who wish to take courses at the University as special students, and students who wish to take courses at other higher education institutions while registered at the University. Whether exchange students and special students satisfy the pre-requisite or co-requisite requirement is determined by the respective Faculty Executive Board, taking into account the courses they have completed at their home institution and the equivalence assessment.

(4) An exempted course may be used to satisfy the pre-requisite or co-requisite of another course.

Course Load

ARTICLE 20 – (1) Course load refers to the total number of ECTS credits taken by a student during any given semester.

(2) The regular course load in the Fall and Spring semesters is 30 ECTS credits. The maximum course loads are specified below according to the academic standing of students. No increase may be made above the specified course loads.

- a) 30 ECTS credits in the first semester for students beginning the first semester of their undergraduate programs during the Fall semester.
- b) 34 ECTS credits in the first semester for students beginning the first semester of their undergraduate programs during the Spring semester.
- c) 30 ECTS credits for students with a grade point average of 1.99 or below out of 4.00.
- ç) 36 ECTS credits for students with a grade point average between 2.00 and 2.99 out of 4.00.
- d) 42 ECTS credits for students with a grade point average between 3.00 and 4.00 out of 4.00.

e) 42 ECTS credits for students who have completed at least 198 ECTS credits with a grade point average of at least 1.60 out of 4.00.

f) 42 ECTS credits in the Spring semester for students who have completed at least 180 ECTS credits by the end of the Fall semester with a grade point average of at least 1.60 out of 4.00.

g) 42 ECTS credits for double major students, regardless of their grade point average.

ğ) Students who matriculate to their undergraduate programs with at least 24 ECTS credits transferred from courses counted towards the graduation requirements of the major program may take the course load specified in subparagraph (c), (ç), (d) or (e) of this paragraph in the first semester of their matriculation, based on the grade point average of their transferred coursework.

h) Students who matriculate to their undergraduate programs with 23 ECTS credits or fewer transferred from courses counted towards the graduation requirements of the major program, or by taking courses in the summer session, may take the course load specified in subparagraph (a) or (b) of this paragraph in the first semester of their matriculation, regardless of their grade point average.

ı) 42 ECTS credits for students in their fourteenth semester, regardless of their grade point average.

(3) The maximum course load, including internships, that may be taken at the University or at another higher education institution during a summer session is 18 ECTS credits for all students.

Course Registrations

ARTICLE 21 – (1) At the beginning of each semester and within the periods specified in the academic calendar, students are required to personally register, under the guidance of their academic advisors, for the courses offered in their curriculum whose requirements they satisfy.

(2) Students who have not completed their internship despite having successfully completed all courses offered in their curriculum must renew their registration and register for the internship course at the beginning of each semester, on the dates specified in the academic calendar.

(3) Students who fail to duly register for courses within the registration period are not allowed to attend those classes, sit for their examinations or receive any grades.

(4) When registering for a course for the first time, it is not permitted to register for courses with overlapping meeting times, even if the courses only overlap partially. The rules for taking a previously graded course concurrently with another course which has overlapping meeting times are determined by the decision of the executive board of the faculty offering the course.

Add/Drop

ARTICLE 22 – (1) Students may add or drop the courses for which they registered, on the dates announced in the academic calendar, as per the provisions of these Rules and Regulations.

(2) The first semester course registration of students who are newly admitted to the University through, for instance, additional placements or vertical transfers may be postponed to a date after the add-drop period, provided that it is completed within one week following their enrollment in the University.

Course Withdrawal

ARTICLE 23 – (1) Students may withdraw from the courses for which they registered on the dates announced in the academic calendar.

(2) In the Fall and Spring semesters, students may withdraw from at most two of the courses for which they registered in a semester, but they are not permitted to withdraw from all of them. Withdrawn courses appear on transcripts. In the summer session, course withdrawal requests are processed as course registration cancellations and do not appear on transcripts. In course withdrawals and course registration cancellations, the tuition previously paid is neither refunded nor offset.

(3) In the event that a student withdraws from a repeated course, the course is considered not to have been repeated, and the most current final grade the student obtained in that course applies.

Course Repeat

ARTICLE 24 – (1) Students must repeat the required courses they have previously taken and failed. In a case in which the failed course is an elective, students may repeat the same course, or may substitute it with another elective which satisfies the respective elective course requirement in the curriculum, having it counted in lieu of the failed course.

- (2) Course repeat requirements do not apply to the additional failed courses taken by students who have fulfilled all the graduation requirements of the degree program in which they are registered. However, these courses appear on transcripts.
- (3) Courses in which students earned a grade of B or higher cannot be repeated. A course in which a grade of B- or lower was earned may be repeated until a grade of B or higher is obtained in that course. A course with an “I” sign cannot be repeated until the final grade for that course is assigned.
- (4) Only the most current grade obtained in repeated courses is used in the calculation of grade point averages; however, all courses taken by the student appear on the transcript.
- (5) Students who apply to transfer the courses they took and passed at another higher education institution cannot retake the courses from which they are exempted in lieu of their transferred coursework during their period of study at the University.

Course Transfers

ARTICLE 25 – (1) Students registered in an undergraduate program at the University may request course transfer for the courses they took and passed at the higher education institution in which they were previously registered, in order to have them counted towards the requirements of their current program. Among the courses taken and successfully completed by students at their former higher education institution, those to be transferred towards the requirements of the degree program in which they are registered at the University, their credit transfers, and the courses to be exempted in the current program are assessed and decided by the executive board of the faculty in which the student is registered, while grade transfers are completed as per the principles set by the Senate. In a case in which courses taken at the University are transferred, such courses are recorded as is, together with their credits and grades. With the exception of courses taken under international exchange programs and of Turkish-medium programs, the language of instruction of a course previously taken and completed by the student must satisfy the language of instruction requirement of the corresponding course for which the student will receive exemption in the degree program.

- (2) Students must submit their course transfer application, together with a petition, a transcript and course descriptions, to the Dean’s Office of the faculty in which they are registered by the last day of the add-drop period specified in the academic calendar.
- (3) Based on the total adapted credits of the transferred courses, one semester for each full 30 ECTS credits, and one further semester where the portion not amounting to 30 ECTS credits is at least 24 ECTS credits, are counted towards the student’s period of study.
- (4) Students may not retake, during their period of study at the University, the courses from which they are exempted in lieu of transferred coursework.

Taking Courses at Other Higher Education Institutions

ARTICLE 26 – (1) A student registered in an undergraduate program at the University may take undergraduate courses offered by another higher education institution as a special student or an exchange student, subject to the student’s application and the approval of the executive board of the faculty in which the student is registered. These proceedings are completed as per the “Rules and Regulations on the Principles of Transfers between Associate and Bachelor’s Degree Programs, Double Major, and Minor at Higher Education Institutions, and Credit Transfers between Higher Education Institutions” and the principles set by the Senate.

- (2) Students may spend at most two semesters as outgoing special students, and the course load they may take may not exceed, for each semester, the regular course load specified in these Rules and Regulations. Courses taken in the summer session are not counted towards the maximum number of permitted semesters, and students may not exceed the course load specified for the summer session.
- (3) Among the courses taken by students as outgoing special or exchange students, those to be counted towards the requirements of the degree program in which they are registered, their credit transfers, and the courses to be exempted in that program are assessed and decided by the executive board of the faculty in which the student is registered, while grade transfers are completed as per the principles set by the Senate. The language of instruction of a course taken and successfully completed by the student must satisfy the language of instruction requirement of the exempted course in the degree program.
- (4) Students pay the tuition for the semesters they spend as outgoing special students or exchange students as per the provisions of the “Özyeğin University Directive on Scholarships, Discounts and Tuition Fees for Undergraduate Programs”.
- (5) Semesters spent as an outgoing special student or exchange student are counted towards the period of study.

(6) Courses offered at the University in the respective semester and capstone project courses cannot be taken at other higher education institutions. Students must apply to the faculty in which they are registered in order to take, at other higher education institutions, courses that are not offered at the University in the respective semester and to have their grades transferred. To do so, the following requirements must be met:

- a) The application shall be submitted with a petition specifying the higher education institution from which the course will be taken, attaching the documents showing the course description, the course credits and the language of instruction of the course, together with any other required information and documents, and, where a period has been announced by the respective academic unit, within that period.
- b) The course applied for may be taken only if its course description, course credits, language of instruction and other qualities are deemed acceptable as a result of the assessment made by the executive board of the faculty in which the student is registered.
- c) Faculty Executive Boards review the credits and courses the student has completed, and make their assessment of the credit and grade transfers and of the courses to be exempted, within the scope of the relevant articles of these Rules and Regulations.

Attendance

ARTICLE 27 – (1) The attendance requirement and its effect on the assessment of course achievement are determined and announced by the course instructor at the beginning of the semester.

(2) Students' attendance is monitored and reported by the instructors of the respective course.

(3) As a general rule, medical certificates/doctor's notes are not accepted as a valid excuse for absenteeism. However, in exceptional cases, such as major surgical procedures or medical conditions requiring a medical board certificate, students with special medical conditions may apply to the Dean's Office of their faculty by documenting their condition with a medical certificate/doctor's note. Such applications are evaluated by the Faculty Executive Board solely within the framework of exceptional circumstances, and if deemed appropriate, the respective medical certificate/doctor's note may be accepted as a valid excuse for absenteeism. The time spent by students who are permitted to represent the University at national and international sports, cultural, scientific and artistic events in attending such events is not included in the calculation of absenteeism.

Examinations

ARTICLE 28 – (1) Required examinations, projects, assignments, exercises and any other in-term academic work for which students are responsible, as well as their effect on the final grade, are determined and announced to students by the course instructor at the beginning of the semester.

(2) Final examinations are administered during the examination period specified in the academic calendar, and the examination dates are announced to students before the start of the examination period.

(3) The single course exam for students who have only one failed course remaining in order to be eligible for graduation is administered as per the principles set forth by the Senate.

(4) Students are considered to have failed the work and examinations of their registered courses in which they did not participate. Students may be granted a make-up right, as per the principles set forth by the Senate, for the in-term work, in-term examinations and the final examination they were unable to attend in the Fall and Spring semesters and in the summer session. Students who, for any reason, could not exercise the make-up right granted to them are not granted a second make-up right for the same excuse. The circumstances in which a make-up right is granted and the principles relating thereto are specified below:

- a) The number of make-up rights that may be granted for the work and examinations of a course within a semester on the grounds of a medical certificate/doctor's note is determined by the course instructor and/or by the executive board of the faculty in which the student is registered, provided that it is granted at least once. A separate make-up right is available for the final examination. In order to be eligible for a make-up, students must inform the course instructor and submit a written petition to the Dean's Office of the faculty in which they are registered by the end of the second day following the date of the examination or work they missed.
- b) In the case of the bereavement of a first-degree relative, the student is considered excused for the examinations and work scheduled within the respective period, provided that the date of bereavement and the degree of affinity are documented, and so long as the student informs the course instructor and submits a written petition to the Dean's Office within five days from the date of bereavement.
- c) Students who are assigned to represent the University at national and international athletic, cultural, scientific and artistic events and who attend the respective event are granted a make-up right, as per the

principles set forth by the Senate, provided that the respective unit notifies the course instructor and the Dean's Office of the faculty in which the student is registered.

(5) Examination papers are kept by the Dean's Office of the respective faculty for five years from the date of administration, after which they are destroyed.

Objections to Examination Results

ARTICLE 29 – (1) Students may submit a petition to the Dean's Office of the faculty in which they are registered within five days at the latest from the announcement of the examination results, in order to request that their examination paper be reviewed.

(2) Upon the objection of the student, the examination paper is reviewed by the course instructor within five days at the latest from the end of the objection period, and the Dean's Office of the respective faculty is notified of the result in writing with a justification. If deemed necessary, the Dean of the respective faculty may form a commission made up of three faculty members/instructors to review the paper. The instructor(s) of the course cannot join this commission. In such a case, the commission is required to conclude its review within two weeks at the latest from the end of the objection period. Any amendment of the examination result is entered into the records upon the decision of the respective Faculty Executive Board.

(3) Where the amendment of the examination result also requires the amendment of the final grade obtained by the student in the respective course, the provisions of Article 33 of these Rules and Regulations apply.

Grades and Signs

ARTICLE 30 – (1) Students are assigned one of the final grades for each course they take by their course instructors, within the periods specified in the academic calendar. When necessary, certain signs may also be used to denote special circumstances pertaining to courses.

(2) The final grades that contribute to the grade point average and their corresponding coefficients are shown below. The minimum passing grade is "D", while "F" denotes that the course is failed.

Grade	Coefficient
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
F	0.00

(3) The final grades that do not contribute to the grade point average are listed below. Among these grades, "S" is a passing grade, while "U" denotes that the course is failed.

Grade	Coefficient	Definition
S	–	Satisfactory
U	–	Unsatisfactory

(4) The signs used to denote special circumstances pertaining to courses are as follows:

a) IP (In Progress): Denotes that a course lasting longer than one semester is being pursued successfully. IP signs are not included in the grade point average or in the credit calculation. This sign must be turned into a letter grade before graduation.

b) EX (Exemption): EX signs do not contribute to the grade point average. This sign is assigned for the requirements exempted in the student's degree program at the University in lieu of the courses taken under exchange programs.

c) T (Transfer): T signs do not contribute to the grade point average. This sign is assigned for the requirements exempted in the student's degree program at the University in lieu of the courses taken at other higher education institutions, excluding exchange programs.

ç) EW (Waiver with Examination): EW signs do not contribute to the grade point average. This sign is assigned for the requirements exempted in the student's degree program at the University in recognition of the student's achievement in the exemption examinations administered for the courses whose exemption conditions are determined by the Senate.

d) W (Withdrawal): The W sign denotes that the student withdrew from the course. W signs are not included in the grade point average or in the credit calculation.

e) I (Incomplete): I signs are given to students who, for any reason, failed to fulfill the necessary course requirements by the end of the semester. These students must complete the unfulfilled requirements and obtain a grade within four weeks at most from the end of the final examination period specified in the academic calendar. Otherwise the I sign is automatically replaced by an F or U grade. In cases such as extended illness or similar conditions, and upon the application of the student with a well-reasoned petition and the necessary documentation, this period may be extended, at most until the end of the tenth week following the end of the final examination period, upon the recommendation of the course instructor and the decision of the Faculty Executive Board.

f) NI (Not Included): NI signs refer to the courses of the student that are not used for a purpose such as credit completion or grade point average for graduation from the program(s) in which the student is registered. The NI sign is shown on the transcript together with the grade assigned to the student for the respective course. The NI sign is applied as per the principles set forth by the Senate.

Grade Point Averages

ARTICLE 31 – (1) A student's academic standing is monitored at the end of each semester by the semester grade point average and the grade point average. The graduation of students who satisfy the relevant provisions of these Rules and Regulations and the graduation requirements of the degree program in which they are registered is determined based on their major grade point average (MGPA) and their grade point average (GPA).

(2) In order to calculate the semester grade point average (SGPA), the credits of each of the courses registered for in that semester, together with the courses transferred in that semester, are multiplied by the coefficient of the final grade received in the course, and the total grade points are then divided by the total credits of those courses.

(3) In order to calculate the grade point average (GPA), the credits of each of the courses registered for in all semesters, including transferred courses, are multiplied by the coefficient of the final grade received in the course, and the total grade points are then divided by the total credits of all courses. Only the most current grade of repeated courses is considered for GPA calculations, regardless of the previous grades obtained. Additional courses taken but not counted towards the graduation requirements of the major program, courses taken within the scope of double major and minor programs, and all courses whether passed or failed are included in the calculation of the GPA. Courses assigned an "NI" sign are not included in the calculation of the GPA. Furthermore, grades assessed as satisfactory/unsatisfactory (S/U) are not included in the calculation of the GPA, but are included in the calculation of the completed credits.

(4) The major grade point average (MGPA) is calculated over the courses of the student that are counted towards the graduation requirements of the major program. In order to calculate the MGPA, the credits of each course required for and counted towards graduation are multiplied by the coefficient of the final grade received in the course, and the total grade points are then divided by the total credits of all courses counted towards graduation. Required and elective courses, and all courses whether passed or failed, are included in the calculation of the MGPA. Elective courses which are not required for graduation but are additionally taken by students are not counted towards the MGPA. The elective courses to be used to meet the graduation requirements of the major program are determined automatically by the University in such a way as to maximize the student's MGPA. Upon the student's request, another elective course may be counted towards the major program in lieu of an elective course, upon the decision of the executive board of the respective academic unit.

(5) Grade point averages are rounded to two decimal places.

Announcement of Grades and Transcripts

ARTICLE 32 – (1) Final grades assigned by course instructors are entered into student records and are then announced via the transcripts created in the Student Information System, on the grade announcement date specified in the academic calendar.

(2) Official transcripts showing the courses for which students registered, their credits, the grades received, the grade point averages and the semester-end academic standing are issued upon the request of the student.

Factual Errors in Grades

ARTICLE 33 – (1) Factual errors that may be present in an announced final grade of a course are corrected upon the notification of the respective course instructor and with the approval of the Dean of the faculty.

(2) Factual errors in grades must be corrected by the last day for incomplete grade submission specified in the academic calendar. Corrections to be made after that date are subject to the decision of the Faculty Executive Board, provided that they are completed by the end of the tenth week at the latest following the end of the final examination period of the semester in which the grade was assigned.

Successful and Unsuccessful Students

ARTICLE 34 – (1) Students with a grade point average of at least 2.00 at the end of any semester are deemed “Satisfactory”, while students with a grade point average below 2.00 are deemed to be “on Probation”.

(2) At the end of any given semester, among students with a grade point average (GPA) of at least 2.00 and with a clean disciplinary record, those with a semester grade point average (SGPA) between 3.00 and 3.49 are deemed “Honor” students for the respective semester, and those with a semester grade point average of 3.50 and above are deemed “High Honor” students for the respective semester, provided that they have completed at least 24 ECTS credits in the respective semester, excluding courses assigned an NI sign, and have obtained at least a passing grade in all registered courses, including courses assigned an NI sign.

Bachelor’s and Associate Degree Diplomas

ARTICLE 35 – (1) Students must satisfy all of the requirements below in order to be eligible to graduate and receive a diploma from the undergraduate program in which they are registered at the end of any semester:

a) To have completed at least 240 ECTS credits for graduation by successfully completing all of the courses listed in the graduation requirements of the undergraduate program in which they are registered, together with the additional program-specific requirements.

b) To have a major grade point average (MGPA) and a grade point average (GPA) of at least 2.00.

c) To have been registered students at the undergraduate level at the University for at least two semesters, and to be registered students of the program from which they will receive a diploma in the last semester before graduation.

ç) To complete at least 60 ECTS credits counted towards the graduation requirements of the major program from the courses in which they are registered at the University.

(2) Students graduate from their respective degree program upon the decision of the executive board of the faculty in which they are registered, as of the end of the semester in which they qualify to receive an undergraduate diploma.

(3) Students who have failed to complete the undergraduate program in which they are registered, but who have taken and successfully completed all required and elective courses prescribed for the first four semesters in the curriculum of the respective program, together with the required courses specified in subparagraph (1) of the first paragraph of Article 5 of Law No: 2547, and whose major grade point average and grade point average based on these courses are at least 2.00, are granted an Associate Degree Diploma upon their application, in accordance with effective legislation and YÖK decisions.

(4) Diplomas bear the name of the undergraduate program the student completed. Until the diplomas are prepared, a temporary graduation certificate is issued only once upon the request of the student. A diploma supplement is issued together with the diploma. In the case that the diploma is lost, a second copy is issued provided that a petition is filed at Student Services.

(5) Students who qualify to receive an undergraduate diploma are considered honor or high honor graduates so long as they meet the conditions set by the Senate.

Leave of Absence

ARTICLE 36 – (1) Students may request a leave of absence due to medical, financial, personal or academic reasons, or to complete their military service, to study abroad, or as a result of family circumstances or other unexpected or unavoidable events, provided that documentation is produced.

(2) Leave of absence requests are submitted to the Dean's Office of the faculty in which the student is registered, along with a written petition and supporting documentation. Requests are evaluated and concluded by the respective Faculty Executive Board. Students may be granted a leave of absence for at most two semesters at one time and for a total of four semesters. In the case of unavoidable circumstances, these periods may be extended upon the decision of the Faculty Executive Board. Students who have exhausted their maximum period of study are not granted a leave of absence. The time spent on a leave of absence is not counted towards the maximum period of study.

(3) For the leave of absence of a student whose request has been approved to take effect, the procedures concerning the fee payable for the semester(s) of leave are governed by the provisions of the "Özyeğin University Directive on Scholarships, Discounts and Tuition Fees for Undergraduate Programs". All courses taken in the respective semester by a student whose leave of absence has taken effect are dropped from the student's record.

(4) Upon the request of a student who is under arrest or whose custodial sentence is being served in a penal institution, the student is granted a leave of absence upon the decision of the Faculty Executive Board. Should a student who is under arrest or whose custodial sentence is being served fail to apply for a leave of absence, the fact that the student is unable to obtain permission from the penal institution or from the relevant persons or authorities to sit examinations or fulfill other student obligations shall not entitle the student to any claim against the University in these respects.

(5) At the end of their leave of absence, students resume their studies by completing their semester registration. Of the students who have been granted a leave of absence for more than one semester, those who wish to return to the University at the end of the first semester must apply in writing to the Dean's Office of the faculty in which they are registered before the start of course registration. The application is concluded by the Faculty Executive Board.

Period of Study

ARTICLE 37 – (1) The regular period of study for undergraduate programs is eight semesters (four academic years), and the maximum period of study is fourteen semesters (seven academic years). Periods spent in the English Preparatory Program or in summer sessions are not included in the period of study.

(2) Students who satisfy the requirements for graduation from their undergraduate program may graduate before completing the regular period of study.

(3) For students who fail to graduate from their undergraduate program within the maximum period of study, their right to remain enrolled and continue their studies at the University, as well as the applicable expulsion procedures, are completed as per the principles set forth by the Senate within the framework of Article 44 of Law No: 2547.

Withdrawal from the University

ARTICLE 38 – (1) Students may withdraw from the University by submitting a petition to Student Services. The enrollment of such students is terminated as of the date on which they apply for withdrawal from the University.

(2) Other than withdrawal at the student's own discretion, procedures for the termination of enrollment at the University on grounds such as dismissal from the University, failure to renew registration or expiry of the maximum period of study are completed within the framework of effective legislation.

(3) Students who withdraw from the University or whose enrollment is terminated for any reason must have no outstanding obligations towards the University, and must have returned undamaged all items and equipment issued for their use by the University. Procedures concerning the tuition of such students are completed as per the provisions of the "Özyeğin University Directive on Scholarships, Discounts and Tuition Fees for Undergraduate Programs".

(4) Should a student withdraw from the University within the add-drop period, all courses for which the student registered in the respective semester are dropped from the student's record. In the case of students who withdraw from the University after the end of that period, courses that have not been assigned a final grade are denoted with a (W) sign. Courses that have been assigned a final grade are recorded with the assigned grades.

SECTION FOUR

Miscellaneous and Final Provisions

Student Discipline

ARTICLE 39 – (1) Student disciplinary affairs and procedures are governed as per the provisions of Article 54 of Higher Education Law No: 2547.

(2) Procedures concerning the scholarships and student privileges of students who receive a disciplinary penalty are completed as per the principles and procedures set forth by the Senate.

Absence of Provisions and Exceptions

ARTICLE 40 – (1) In the absence of provisions herein, the provisions of other relevant legislation and the resolutions of YÖK, the Senate, the respective Faculty Board and the respective Faculty Executive Board shall apply.

(2) A student who, due to a documentable excuse, is unable to complete, within the periods prescribed in Articles 22, 23 and 25 of these Rules and Regulations, the add-drop and course withdrawal procedures or the course transfer procedure upon enrollment in the University may apply to the Dean's Office of the faculty with the documents evidencing the excuse within a reasonable period. The Faculty Executive Board evaluates the application and, if the excuse is accepted, may permit the respective procedure to be completed without being bound by the time limits set out in the said Articles.

(3) Among students who are in a position to graduate at the end of the respective academic year provided that they successfully complete the courses for which they wish to register, those who are unable to register for a course required for graduation due to pre-requisite provisions, overlapping course hours or the maximum course load limit may apply to the Dean's Office of the faculty with a petition explaining their reasons. The application is concluded by the Faculty Executive Board. Taking into account the absence of an equivalent or alternative course, of another suitable section or of any other possibility, and the student's ability to fulfill the attendance, examination and other course obligations, and without being bound by the provisions of paragraph 3 of Article 19, paragraph 2 of Article 20 and paragraph 4 of Article 21 of these Rules and Regulations, the Faculty Executive Board may permit, solely in respect of the courses required for graduation, the pre-requisite course to be taken concurrently with the respective course, registration for courses with overlapping meeting times and/or an increase in the maximum course load.

Abolished Rules and Regulations

ARTICLE 41 – (1) The Rules and Regulations for Undergraduate Programs at Özyeğin University published in the Official Gazette dated November 29, 2020 and numbered 31319 have been abolished.

PROVISIONAL ARTICLE 1 – (1) The requirement of “having a major grade point average (MGPA) and a grade point average (GPA) of at least 2.00”, set out in subparagraph (b) of paragraph 1 of Article 35 of these Rules and Regulations, shall apply starting from the students who will graduate as of the end of the Spring semester of the 2026-2027 academic year. For students who will graduate in the Fall semester of the 2026-2027 academic year and earlier, the said clause shall be applied as “having a major grade point average (MGPA) of at least 2.00”.

Effectiveness

ARTICLE 42 – (1) These Rules and Regulations shall enter into force as of the date of publication.

Execution

ARTICLE 43 – (1) These Rules and Regulations are executed by Özyeğin University's Rector.