

# RAUF DENKTAŞ UNIVERSITY

*"For International Employment"*



**ADMISSION, REGISTRATION, EDUCATION,  
EXAMINATION AND SUCCESS REGULATION**

**No. 3**

**RAUF DENKTAŞ UNIVERSITY**  
**ADMISSION, REGISTRATION, EDUCATION, EXAMINATION AND SUCCESS**  
**REGULATION**  
**UNDER RAUF DENKTAS UNIVERSITY’S FOUNDATION AND OPERATION BYLAW**  
(Regulation Under Article 11 and Article 37)

The Board of Trustees of Rauf Denktaş University adopted the following Regulation prepared by Rauf Denktaş University, based on the authority given by the Rauf Denktaş University Establishment and Operation Bylaw:

**Short Name** 1. This regulation shall be referred to as Rauf Denktas University’s “Admission, Registration, Education, Examination and Success Regulation”.

**PART ONE**  
**General Rules**

**Commentary** 2. **Academic Unit** describes the Faculties, Schools and Vocational Schools of the University.

**Department Chair** refers to the heads of departments, schools and vocational schools within the University.

**Dean** refers to the heads of faculties in the University

**Faculty, School and Vocational School Administrative Board** describes the faculty, college and vocational school administrative boards within the university.

**Manager** describes the directors of the colleges and vocational schools within the university.

**Board of Trustees** describes the University Board of Trustees

**Chairman of the Board of Trustees** describes the chairman of the University Board of Trustees.

**Student Advisor** describes the lecturer assigned by the Chair of the department to deal with students' educational and university related problems

**Program Coordinator** describes the heads of departments or independent academic programs in Rauf Denktas University

**Rector** refers to the Rector of Rauf Denktas University

**Senate** refers to the Senate of the Rauf Denktas University

**Purpose** 3. The purpose of this Regulation is to regulate the procedures and principles regarding education and training activities carried out in the University.

**Scope** 4. (1) This Regulation covers the provisions regarding education and training activities carried out within all faculties, schools and vocational schools affiliated to the University.

(2) In this regulation, the YÖK rules regarding the placement of Turkish (T.C.) national students and the articles about the ÖSYM placements will become functional once our university is recognized by YÖK. At this stage, no student with Turkish nationality is studying.

## **PART TWO**

### **Principles Regarding Education**

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| <b>Scope of Education and Training</b>   | 5. | (1) Associate and undergraduate education at the university is carried out within the framework of the principles and periods specified in the relevant legislation.  |
|  |    | (2) The language of education at the university is English, but the Senate can decide to hold a number of programs or courses in Turkish or a different language.   |
| <b>Student Admission</b>   | 6. | Student admission is carried out within the framework of the Regulation made on the basis of Article 37 of the TRNC Higher Education Law (No. 65/2005) and the relevant regulations in force.   |
| <b>Student Admission and Adaptation Through Horizontal and Vertical Transfer</b> | 7. | Student admissions are made according to the rules of Transfer, Double Major and Minor in accordance with the relevant regulation no 65/2005 in Article 37 of the TRNC Higher Education Law.  |
| <b>Guest and Special Student Admission</b>                                       | 8. | (1) Guest students are those who are only allowed to attend some classes, although they are not enrolled in any of the educational programs of any university. The acceptance of the guest students and the courses to be taken are made with the recommendation of the relevant academic department / program and the approval of the relevant dean's office. Guest students cannot benefit from student rights other than attending classes. However, a document showing the courses they enrolled in and the grades, if any, are given to them. For those who are deemed to comply with the provisions of Article 6 of the University, among the guest students, undergraduate transfer course exemption between University programs is applied. |
|  |    | (2) Students studying at an associate or undergraduate level at another higher education institution in the country or abroad can apply to the University to take courses as full-time special students. Applications are evaluated by the relevant department / program chair and decided by the administrative board of the academic unit applied. Special students are given a document stating the courses taken and their grades.  |
|  |    | (3) Special and guest students can be accepted to the English Preparatory Program with the approval of the Director of the School of Foreign Languages.   |
|  |    | (4) Tuition fees of these students are determined by the Board of Trustees.   |
| <b>Initial Registration</b>  | 9. | (1) The first registration procedures of those who are entitled to final registration to the university are made with the appropriate procedures, on the dates announced by the Rectorate and with the required documents. During enrollment, the original or a copy of the documents approved by the University is taken from the candidate.   |
|  |    | (2) Those who have missing or altered documents cannot enroll at the University. When the situation of those who have registered with false declaration and false document is revealed, their registration and  |

all the rights they have gained due to this registration will nullified and legal action will be initiated against them.

- (3) Those who have missing or altered documents cannot enroll at the University. When the situation of those who have registered with false declaration and false document is revealed, their registration and all the rights they have gained due to this registration will nullified and legal action will be initiated against them.
- (4) Students who do not apply for registration on time and do not provide the required documents lose their registration rights. The Rectorate decides whether the excuses of those who cannot register in due time are valid and whether they can be registered or not.
- (5) Registration of those who are given the right to register by YÖK after the registration date are made under the conditions explained in the above paragraphs.

## **Fees**

10. (1) Tuition at the university is paid. Tuition fee is charged for one academic year. Summer school, abroad and other educational activities are charged separately from the annual fee.
- (2) The fees are determined by the Board of Trustees every year. Student who do not pay the tuition fee are not enrolled or reregistered and the student affairs system will be closed for all transactions except the message to the student. Students who do not renew their registration will not be given any documents related to their studentship until they fulfill their obligations.
- (3) Tuition fees for foreign students are determined by the Board of Trustees.
- (4) Guest students, special students and students who have completed the maximum education period specified in Article 16 of this Regulation, pay fees according to the guidelines approved by the Board of Trustees based on the number of courses and credit hours that they take.
- (5) The payment schedule and dates of annual tuition fees are announced for each academic year. Students must fulfill their financial responsibilities before the registration renewal date. It is not possible for a student who has not fulfilled his financial responsibility to renew his registration. Students whose fees are in installments must pay their installments within the payment plan. The Student Affairs System is closed for all transactions except for the message, for students who have delayed their installments and have not approved a new payment plan for their delayed payments. These students are not given the right to attend classes and take exams.
- (6) Students can be accepted to the programs with scholarship with the decision of the Board of Trustees.

- (7) Students with full scholarships placed in the university by ÖSYM do not pay tuition fees within the maximum period of study. Students who are placed with partial scholarship pay their tuition fees, other than the scholarship rate granted to them in the year they are placed, as tuition fee each year. Partial scholarship students' scholarships continue for the maximum education period granted to them. Students whose scholarships are terminated at the end of the maximum education period are obliged to pay the full tuition fee after the end of the scholarship. ÖSYM and other scholarships are for domestic education and do not include special education-training conditions such as studies abroad.
- (8) Merit scholarships awarded to students by the university are given as long as the student's success conditions continue and the evaluation of success is made at the end of each academic year. Conditions for merit scholarships are determined by the Board of Trustees. In case the success criteria are changed, the students who have been awarded the merit scholarship cannot claim a right for the next semesters.
- (9) The tuition fees to be paid by scholarship and non-scholarship students for double major, minor and summer school are determined by the Board of Trustees.
- (10) Associate and undergraduate students who have completed their normal education periods specified in Article 16 of this Regulation and who have completed a maximum of 12 credits each semester for their graduation in the following academic year, pay one credit per semester for these courses. If students who have used this right cannot graduate, they pay the normal tuition fee for the following semesters. Tuition fees to be paid by students for each loan are determined by the decision of the Board of Trustees. These fees are announced every year at the beginning of the academic year.
- (11) If probation students enroll for 12 or less credits in a semester, they pay only once during the maximum education period, based on the credit / hour fee determined at the beginning of the academic year for that semester.
- (12) A credit / hour fee is charged for non-credit courses, excluding internships, for students who pay per credit.

**Course registration**

- 11. (1) Students who are accepted to any educational program of the university must have fulfilled their financial responsibilities in order to register for courses.

**Semester/ year**

- 12 (1) Registration of students at the beginning of each semester / year is called the renewal of registration for the semester / year. Students with no scholarship, full scholarship and partial scholarship are obliged to renew their registration for a semester / year within the dates specified in the academic calendar at the beginning of each semester / year from the date of final registration to the University until they complete the maximum education period specified in

Article 16 of this Regulation. It is the student's sole responsibility to renew the registration. All students who do not renew their registration and freeze registration cannot benefit from their student rights such as military service postponement or obtaining a student ID while they are not registered. Students who have not renewed their registration during the normal registration period announced in the academic calendar and whose excuses have not been accepted by the relevant administrative board cannot benefit from the Student Affairs System, even if they have paid their tuition fees.

- (2) Students must finalize and approve the courses they are enrolled in until the end of the add-drop period, in accordance with articles 19, 31, 32 and 34 of this Regulation, on the dates specified in the academic calendar. During course registration, students can get support from their academic advisors.
- (3) Students who have made a final registration to the university may request a suspension of registration for the periods specified in article 17 of this Regulation, without renewing their registration due to their justified and valid excuses. The request of the student is decided by the administrative board of the academic unit in which he is registered.
- (4) Students who cannot renew their registration can benefit from the right to freeze registration by paying ten percent (10%) of the semester fee according to the provisions of the second paragraph of Article 17 of this Regulation. For students whose registration suspension requests are accepted, the period for suspended registration is not counted in the maximum education period. For students who do not renew their registration without freezing the registration, the time spent without registration is counted as the maximum education period and these students cannot register for a new course without paying ten percent (10%) of the tuition fees for the semester / years that they did not renew their registration.
- (5) For students who do not fulfill their financial obligations, no action can be taken regarding student rights until they fulfill these obligations.
- (6) Students whose justified and valid excuses are accepted by the relevant administrative board can renew their registration from the beginning of the academic semester / year until the end of the fourth week. Semester / year registration renewal cannot be made for any reason after this date.
- (7) During the course registration period, for students with full scholarship, partial scholarship or not, who have a student system open for any reason, the responsibility of the courses assigned by the Student Affairs System or by the student belongs to the student, regardless of whether the student attends the courses. Students who are on partial scholarship and non-scholarship students are obliged to fulfill their financial obligations for this period.

**Registration** 13.

- (1) Students who want to cancel their registration or their legal authority,
- (2) Students who want to terminate their registration must fulfill all their financial responsibilities before the semester / year in which the application for termination is made.

**Medium of Education**

14. (3) Students who have registered for a course are required to pay the full semester / year fee for the termination applications made after the withdrawal period. Students who have not enrolled in a course or who have frozen their enrollment pay a fee according to the fourth paragraph of article 12 of this Regulation.
- (1) The language of instruction at the RDU is English. With the approval of the Senate, some language and education programs and courses can be taught partly in English and partly in Turkish, only in Turkish or in any other language due to their characteristics.
- (2) The English language proficiency of students admitted to associate or undergraduate programs where the medium of instruction is English is determined by the English proficiency exam administered by the Foreign Languages and English Preparatory School.
- (3) The regulations regarding exemption from English Preparatory Program for students who have completed their secondary education in English medium institutions in a country where English is the first or official language, and students who have participated in an international English examination (i.e. TOEFL, IELTS, PTE, DUOLINGO, etc.) shall be laid out by the University Senate.
- (4) The Turkish language proficiency of international students who are admitted to associate or undergraduate programs where the language of instruction is Turkish is determined by an exam held according to the criteria determined by the University Senate.
- (5) Those who fail the English or Turkish proficiency exam are taken to the preparatory class. Students who fail the proficiency exam at the end of the first academic year are admitted to the support class as the second year in language education. The level of education students will receive is determined by the placement test conducted by the university preparatory programs.
- (6) The conditions for students who fail the proficiency exam to attend the support class the following year or to enter the proficiency exam to be given at the beginning of the following academic year are determined by the University Senate.
- (7) Students who fail at the end of the support class are dismissed from the program they are enrolled in. Students who are not successful in the preparatory class and are dismissed at the end of the support class, although they fulfill their attendance obligations, can take the language proficiency exam, provided that they pay 10% of the tuition fee of the semester they will take the exam, or they are successful by submitting another equivalent proficiency certificate accepted by the Senate. If they are, they can enroll in the programs they are accepted at the beginning of the following first semester / year.
- (8) The validity period of the proficiency certificate obtained from the university preparation programs is two years. A language proficiency certificate is requested from those who exceed this period without continuing their education at the university and who want to continue their education again.
- (9) The University Senate decides whether language proficiency will be required for programs that teach in a language other than English and Turkish.

### **PART THREE**

#### **Academic Semester / Year Duration and Academic Calendar**

- Academic** 15. (1) An academic year is a one-year education period consisting of two semesters each consisting of at least 70 working days of lessons followed by the following calendar final exams, or at least 140 working days of classes and the following year-end exams. Associate and undergraduate courses are organized on a semester / year basis and one course hour cannot be scheduled for less than 45 minutes.
- (2) With the decision of the University Senate, a summer semester can be planned for a minimum of seven weeks or not less than 70 working days. Tuition fees for the summer semester are excluded from the Fall and Spring tuition fees and are determined by the Board of Trustees.
- (3) Studies such as internships, applications and projects are specified in the programs of academic units and these studies are carried out according to the principles to be determined by the academic units or boards.
- (4) The academic calendar that will be valid for each academic year is determined by the University Senate and announced by the Rectorate.
- Education** 16. (1) Normal length of study at the university; two academic years in associate degree programs, four academic years in undergraduate programs, and five or six academic years in some undergraduate programs. Maximum periods of study in full time student status; four academic years in associate degree programs, seven in four-year undergraduate programs, eight in five-year programs and nine academic years in six-year programs. The time spent in foreign language preparation programs is not included in these periods.
- (2) The time spent in the previous programs of the students who enrolled in the university through horizontal or vertical transfer is included in their education period.
- (3) The time spent by the students who are sent to another institution through mutual agreement, Erasmus, Farabi and similar exchange programs are counted as the maximum education period and the course or ECTS credits can be evaluated by the board of directors of the unit to which they are affiliated and transferred exactly if appropriate.
- (4) The provisions of article 34 of this Regulation are applied to those who cannot graduate from the registered training programs at the end of the maximum period.
- Freezing Registration** 17. (1) Students with justified and valid excuses apply to the Registrar's Office within the first four weeks of the semester / year at the latest, provided that they document their excuse to freeze registration. The student's enrollment freeze application is decided by the board of directors of the relevant unit, after receiving the opinion of the advisor and the head of the department.
- (2) Students can freeze registration for a maximum of two semesters at a time. During the maximum student period, associate degree students may be given the right to freeze registration for three semesters, and those studying in four-year or more programs for four semesters. In case of necessity, these periods can be extended with the decision of

the University Administrative Board. Foreign language preparatory or support class students can freeze registration for two semesters at most and use this right once. The periods spent by freezing the registration are not counted in the maximum education period.

- (3) Students may be given the right to freeze registration for the following reasons and provided that their excuses are documented:
- (a) **Illness:** Registration can be frozen, provided that the student certifies his condition with a medical report covering the period that would require freezing of registration for one semester / year. At the end of the registration freezing period, if the continuing health problem is documented with health reports, the relevant administrative board may extend this period. At the end of this period, a medical report may be requested from the students stating that there is no harm in continuing education.
  - (b) In the event that the student is recruited as a result of the postponement or postponement of transfer due to compulsory reasons, the right to freeze registration is granted during military service.
  - (c) Other justified and valid grounds to be documented.
- (4) The rules to be applied to students who freeze registration are as follows:
- (a) No tuition fee is charged for students who freeze their registration due to military service, illness and natural disasters. Students who freeze their registration for other reasons, pay ten percent (10%) of the tuition fee for that period.
  - (b) The student cannot transfer the courses taken from another institution to the education program of the University while the registration is frozen.
  - (c) Registration suspension requests, other than the obligatory reasons with documented disease and reasons, must be made within the first four weeks of the semester / year at the latest.
  - (d) Students who have a final sentence according to general provisions and who are suspended according to the Higher Education Institutions Student Disciplinary Regulations cannot freeze their registration. The period of detention that ends with the decision of non-prosecution or acquittal is not counted towards the maximum education period of the students. No tuition fee is charged for this period.

#### **PART FOUR**

##### **Principles Regarding Education, Exams and Assessments**

- Educational Programs** 18. (1) The courses of an associate or undergraduate curriculum, the contents of these courses, credit / hour and ECTS credits, the graduation requirements of the program are prepared by the relevant department / program chair and recommended to the relevant academic boards. Associate or undergraduate programs are finalized with the approval

of the University Senate after being accepted by the relevant academic boards. Issues regarding the conduct of the courses in a curriculum are decided by the academic boards of the relevant units.

- (2) The courses in the associate degree or undergraduate education programs are divided into two groups as compulsory and elective. The compulsory courses to be taken in a curriculum, elective course requirements and elective courses that can be taken are specified in the programs.
- (3) Apart from the courses specified in the curriculum, students can also take courses in line with their interests. These courses are shown with the student's grade on the transcript, the grades taken from these courses are not included in the grade point averages and are not evaluated in terms of graduation requirements. These courses are shown as NI in the transcript and cannot be substituted for another course specified in the program.

**Credit /  
Hour and  
ECTS Loads  
Per Course**

19. (1) The load of a course is defined in two credits / forms: credit / hour load and ECTS credit load. Credit / hour load is a value created based on the weekly theoretical, laboratory and in-class practice hours of that course. ECTS credit load is a value created by the department teaching the course, depending on the workload of the course and recommended as 30 ECTS for each semester of the curriculum. Weekly, one hour of theoretical course is one credit, one hour of practice or laboratory is 0.5 credits. An ECTS credit load roughly corresponds to a student's 25 or 30 hours of study in a semester. The credit load and ECTS credit load of other educational activities such as workshop, studio, field practice and internship are determined by the University Senate upon the proposal of the relevant boards. Except for the theoretical part of a course, the credit / hour load of all activities cannot exceed four.
- (2) The regular semester / year course load that students can take in one semester / year is proposed by the relevant academic boards and decided by the University Senate. Non-credit courses are not included in the semester / year course load. Course loads of certificates and similar courses not included in the education program of the department are not counted towards the student's semester / year course load. Courses taken from certificates and similar programs are not transferred to undergraduate / associate degree, minor and double major programs.
- (3) Associate and undergraduate programs of each academic year are passed by the relevant boards until the end of May of the previous academic year and are decided by the Senate.
- (4) The academic semester / year of a student is determined starting from the semester / year in which the student first enrolled in an associate or undergraduate program. The academic year in which the student enrolls for the first time is the first academic year. The course success of the student is not taken into account in determining the academic year.
- (5) The maximum course credit / hour load that a student of an academic unit can take in each semester / year is the highest credit / hour load determined by the Senate.

- (6) Course load to be taken by the student in one semester / year; In cases where the weekly course schedule is mandatory or if there is a justified and valid reason, the student's request, excluding the first academic year courses, can be reduced with the recommendation of the academic advisor and the approval of the head of the relevant department and the approval of the dean's / directorate. Students in this situation cannot register for less than two courses in each semester / year.
- (7) Successful students, who have studied at least one year or two semesters in their associate and undergraduate program, have their semester / year course load, 3 credits or one course if their GPA is at least 3.5, and a maximum of 6 if their GPA is more than 3.75 or 3.75. credit or two courses.
- (8) If a student is able to graduate at the end of the fall or spring semester of the current academic year, an extra course may be given for each semester in addition to the maximum credit load. However, students who are likely to graduate at the end of summer school cannot benefit from this additional course right.
- (9) Students cannot retake the courses from which they were exempted in order to increase their grades.
- (10) A student can take a maximum of four courses, not exceeding 10 credit hours, during the summer school. This condition includes courses taken from outside the institution. If the student is able to graduate at the end of the summer school he / she is in, he / she can register for one more course, in addition to the above, either inside or outside the institution.

**Attendance Status**

20.

- (1) Students are obliged to attend lectures, laboratories and applications in line with the policies determined by the relevant academic units, to participate in all kinds of exams and other studies envisaged by the lecturer in the semester / year. The rules regarding the attendance of the students are put in the course curriculum by the instructor and announced in the first week of the semester / year and the attendance of the students is monitored according to these rules. A student who does not fulfill the attendance obligation of a course for whatever reason, including health problems documented by a medical report and suspension with disciplinary punishment, fails from that course. These students cannot take the semester / year-end exam and their semester / year-end grades are evaluated as NA. The same rules apply to minor and double major programs. The lists of the students evaluated with NA grade are announced to the students by the instructor of the course within the last week of the semester at the latest, and the students on this list are removed from the final exam lists. NA grade cannot be given to students who take the semester exams.

**National and International Programs**

21.

- (1) The university can run student exchange programs with universities in Turkey and abroad. Students can take courses from other contracted universities within the conditions and quotas set by the Rectorate, in accordance with the regulations in force and the principles set by the Senate.

- (2) Students who go to the contracted universities within the scope of the exchange program pay the tuition fees valid for the relevant semester / year to the University.
- (3) Within the scope of the exchange program, a faculty member from each unit is assigned as the exchange program coordinator in order to assist the students who will go to the contracted universities in the selection of the courses they will take before they go, to monitor their education at the university they go to, and to communicate with the student during the education.
- (4) The courses to be taken by the student within the framework of the exchange program are determined by the exchange programs coordinator and the head of the department / program, taking into account the course content, local and ECTS credits before going to the student exchange program, and are decided by the relevant administrative board. The student cannot claim a right for the adjustment of the courses not specified in the decisions of the board of directors but taken by the student.
- (5) Adjustment of courses taken in exchange programs that are considered successful according to the institution where the course is taken; The proposal of the department / program chair and the decision of the relevant board of directors. The courses whose orientation is decided by the relevant board of directors are recorded on the student's transcript with the code of the institution where the course is taken, name, credit load and ECTS credit load.
- (6) Students coming to the University within the scope of exchange programs may not pay tuition fees to the University depending on the terms of the relevant agreement. These students are not awarded a diploma or title; however, a transcript showing the courses and grades they have taken is given.
- (7) Due to the differences in the academic calendars of the institutions, only the final exam at the end of the semester / year can be put on an early date by specifying in the academic calendar. These students also do not schedule a make-up exam.

**Domestic  
and Foreign  
Institutions**

22. (1) Students can take a maximum of 4 courses from a higher education institution in the fall, spring semesters or summer semesters, provided that they are given in the language of instruction in their program and approved by the relevant administrative board, from the courses not offered at the University during their education. In the summer term, a student who is not on probation cannot take a course from another institution for which he has never registered. On the other hand, students who are on probation can enroll in other institutions for the courses in the academic year and below. Students who can graduate at the end of the fall or spring semesters can take courses from other institutions in accordance with the maximum credit conditions.
- (2) The approval of the eligibility of the content, credit and ECTS credits of the courses to be taken from another institution is made with the recommendation of the advisor before the course is taken, the proposal of the department or program chair and the decision of the relevant board of directors.

- (3) The courses that a student has taken from an institution in Turkey or abroad, with the approval of his / her academic unit executive board, and successfully or conditionally; The same code, name, credit load, ECTS load and grade of the course are recorded on the transcript before the semester / year registration renewal date and are included in the grade point averages. If the grade received by the student is different from the evaluation system of the University, the grade is converted into the University's success grades and recorded on the document.

## Exams

23. (1) At least one midterm and one semester / year-end exam are held among the evaluation activities of each course. If the lecturer deems appropriate, the course lecturer can evaluate homework, lab and similar semester / year work in giving the semester / year-end grade. The student's course grade is appreciated by the instructor, taking into account the results of the midterm exams and the semester / year-end exam, and the semester / year studies and attendance to the classes. The relevant lecturer is authorized to determine the weights of midterm and semester / year-end exams and to convert these grades into course success grade, with a contribution of at least 40% of the semester / year-end exam. The rules for evaluation are clearly stated in the course curriculum at the beginning of the semester / year and announced to the students.
- (2) The dates, places and times of the midterm exams are planned by the deans / directorates and announced within two weeks at the latest after the add-delete week. Semester / year-end exams are planned and announced by the Rectorate according to the academic calendar. If needed, midterm exams and final exams can be held on Saturdays and Sundays.
- (3) The results of the exams and all other evaluation activities held within the semester / year are announced to the students within fifteen days at the latest from the date of the examination. Instructors are obliged to announce the results of the students' evaluation of the semester / year grades and attendance to the students within the last week of the academic term at the latest.
- (4) Midterm and final exams are written, test, test-written or written. However, the exams of the courses with practical or very special structure can be made orally or by evaluating the student's semester / year studies. Due to its nature, the method of taking the exams for such courses is determined by the recommendation of the relevant department or program chair and by the board of directors of the relevant academic unit and notified to the Rectorate within seven weeks at the latest after the start date of the semester / year.
- (5) A student's semester / year-end grade for a course is determined by applying the relative evaluation method, as announced in the course curriculum, taking into account all of the semester / year activities.
- (6) Course grades of students are entered into the Student Affairs System on the date specified in the academic calendar by the relevant instructor. Registrar's Office announces the course grades on the date specified in the academic calendar.

**Make-Up Exam**

24. (1) Students who cannot take the midterm and final exams due to their excuses apply to their faculty / school with a form stating their excuse within five working days at the latest following the expiry date of their excuse. The petition of the student is sent to the department / program heads responsible for the courses for which he / she wants an excuse and to all the lecturers of the courses the student is enrolled in that semester, including the excuse date range. It is checked by the lecturer who takes the course of that semester whether the student has a midterm and / or final exam in the time he is excused, and if it is determined that the student has taken the exam, the relevant department / program head is notified. Whether the student is given an excuse, midterm and / or final exam right is under the authority of the department / program chair. Intermediate and / or final exam excuses are made on the day and time announced by the instructor of the course in the last week of the semester. A student who does not take the make-up exam loses the make-up exam right and cannot request another make-up exam for the same course. There is no make-up exam for midterm and / or final exams that are not planned by the Dean's Office.
- (2) The student cannot attend classes or exams within the period he / she has a report or excuse, and if he / she enters exams or any evaluation activity within the period he / she has a report or an excuse, his / her grades will be deemed invalid and he / she loses his right to excuse examination for these courses. In addition, a disciplinary investigation is opened against the student.
- (3) Students who meet the attendance requirements for a course can take the semester / year-end exam of this course.
- (4) Students who have the right to take the final exams, which are continuous, whose justified and valid excuses are accepted by the board of directors of the relevant academic units, are entitled to the final exam, for once in the first semester / year when the courses are opened, without registering for the relevant courses. given.
- (5) There is no excuse exam for the final exams of the courses taken in the summer term.

**Cheating and Plagiarism**

21. If there is a suspicion that a student has cheated, attempted to cheat, plagiarized in exams, assignments or other evaluation activities, or similar violations in the current disciplinary regulations, a disciplinary investigation is initiated. The activity in question is not evaluated during the investigation period. In addition to the disciplinary action taken, the guilty student is given a grade of zero for the activity in question. The examination of the student found not guilty as a result of the disciplinary investigation shall be assessed.

**Course Withdrawal**

26. (1) Course withdrawal is done according to the rules specified in sub-clause (f) of the third paragraph of Article 27 of this Regulation. Students apply to the department or program head of their academic unit in writing to get approval to withdraw from the course. The petitions of the students are finalized by the relevant units and sent to the Registrar's Office by the relevant dean's / directorate within three days.

**grades and exemption**

27. (2) The letter (W), which means withdrawal from this course, is written on the transcript of a student withdrawn from a course. The credits of this course are not included in the grade point average calculations.
- (3) A student can withdraw from one course each semester / year. As a result of the withdrawal from the course, the number of courses in which the student is enrolled in one semester/year cannot fall below two courses. The student can withdraw from three courses in associate degree programs and six courses in undergraduate programs.
- (1) Course grades are determined by the letters shown in the table below and the corresponding coefficients between 0.00 and 4.00.
- (2) A conversion table is used for the conversion between 4 and 100 grade systems.
- (3) The following letters are used in the student transcript:
- a. (I) is given to students who have failed to complete their work such as missing notes, thesis, project for mandatory reasons. The success/failure grades of the students shall be submitted 15 days before the course registrations of the following semester/year begin. I grades that are not notified within this period turn into an F grade.
  - b. (S) Sufficient is assigned to those courses in which the student has been successful but the course does not have a credit hour and is not considered in the student's Grade Point Average (GPA) calculation.
  - c. (u) insufficient degree shall be given to courses in which the students have been unsuccessful but the course does not have a credit hour allocation and the grade is not considered in the Grade Point Average (GPA) of the student;
  - d. (PR) grade is given to students who successfully continue their courses for more than one semester.
  - e. (EX) course success grade is the exemption grade given for the courses that do not have a coefficient equivalent and these grades are not included in the average.
  - f. (NA) the grade shall be given to students who do not comply with the attendance requirements. Students who are absent from the course can not take the semester / year-end exams or take advantage of other exam rights. In average calculations, the NA grade is processed with a zero coefficient.
  - g. (W) withdrawal status is used for a course from which the student has withdrawn with the consent of the relevant Department Chair by the end of the last working day of the tenth week from the beginning of the academic semester. The following rules apply to students withdrawing from courses:
    - (a) A student cannot withdraw from the first year of an Associate or Undergraduate program.
    - (b) A student cannot withdraw from courses taken in the Summer Semester to increase the FNA, U or W grades,
    - (c) Students should take courses from the semesters in which they have been enrolled, as shown in their curriculum,
    - (d) The rules regarding (W) grade are not applied for courses taken from outside the university,
    - (e) (NI) grade is given to those courses that are not included in the grade point average. These courses are taken within the scope

of the course load defined in Article 19. Courses taken in NI status cannot be repeated and cannot be substituted for other courses.

- (4) Students who have enrolled in the University with a horizontal, vertical transfer or ÖSYM exam from another higher education institution, and those who are considered successful or conditionally successful, and those who are considered eligible for exemption by the Board of Directors of the relevant academic unit, are registered in the University transcript as a letter grade. The weighted Grade Point Average of all courses eligible for exemption can not be less than 2.00 over 4.00. It shall be stated in the transcript that these courses are transfer courses.
  - (5) By switching, horizontally or vertically, from an Associate Degree or Undergraduate Program within the university or by re-enrolling with the ÖSYM exam, the grades of courses that are deemed eligible for exemption by the Board of the relevant academic unit are transferred to the new program.
  - (6) Evaluation of exemptions for program courses shall be done at the beginning of the first semester of the first year of enrolment in accordance with relevant codes as approved by the University Senate. The grade of courses that have been successfully completed shall be recorded in the transcript as specified in relevant codes. These grades will be considered in the calculation of grade point averages. The credit of these courses will not, however, be included in the total credits that can be taken in the semester. The student can enroll in courses up to the credit limit defined in course registration conditions.
- Objection to Grades** 28.
- (1) Students who object to the mid-term exam shall submit a written objection to the Department or Program Chair of the relevant academic unit within five working days after the grade has been announced. The student's objection is examined by the instructor of the course in terms of material error and communicated to the student. If the student's objection to the outcome of this assessment continues, the three-person commission, one of which is the lecturer of the course reassesses the objection as to whether or not there is a material error. The result shall be reported in writing to the Chair of the Department or Program. The Department or Program Chair informs the student of the result in writing.
  - (2) Students who object to their final exam grades shall submit a written objection to the Department or Program Chair of the relevant academic unit within five working days after the grade has been announced. The student's objection is examined by the instructor of the course in terms of material error and communicated to the student. If the student's objection to the outcome of this assessment continues, the three-person commission, one of which is the lecturer of the course reassesses the objection as to whether or not there is a material error. The result shall be reported in writing to the Chair of the Department or Program. The Department or Program Chair notifies the result in writing to their Dean's office or Directorate. The Dean's Office / Directorate announces the result to the student in writing and if there is a change in the grade, the result is also reported to the Registrar's Office.

**Determination of Success Status**

29. (1) The student's success is determined by calculating the Grade Point Average at the end of each semester / year. The student's score is determined by multiplying the credit hour value of the course and the corresponding coefficient (between 0-4). The semester / year grade point average (DNO) is calculated by dividing the student Grades from the courses taken in that semester / year by the total credits of the courses taken, and this score is called the student's Grade Point Average for that semester on the 0-4 grade indicator.
- (2) Grade Point Average ( GPA) is the number calculated by dividing the sum of the points that the student has received from all the courses that he has taken by the total credits that have been assigned to those courses until the end of that semester. In the event that the student has repeated courses, the final grade obtained from those courses is valid for the Cumulative Grade Point Average, but all grades of the student will still be shown on the transcript.
- (3) A student with a GPA of 2.00 or higher is considered successful, and a student with a GPA between 1.80 and 1.99 is considered conditionally successful. If the GPA of a student is below 1.80 at the end of the second, third and fourth academic years, the student is considered to be on probation. For students who start their education in the fall semester, the first probation is determined at the end of the fourth semester, and for students who start education in the spring semester, the first probationary status is determined at the end of the third semester.
- (4) Grade averages are calculated as two digits after the comma and rounded up when the third digit after the comma is 5 or greater than 5 and rounded down when the number after the comma is less than 5.
- (5) The grades of the courses taken during the Summer semester at the university are included in the GPA.
- (6) Students who have received an NA grade shall not be included in the calculation of success rates for the course at the end of the semester / year.
- (7) Ranking the Departments, Programs, Faculties and College's of the University shall be determined by a separate set of Codes.

**Evaluation of Success in Courses**

30. (1) Successful completion of a course is determined in the following way:
- (a) A student who gets A, A-, B+, B, B-, C+, C or S grades from a course is considered successful in this course.
  - (b) A student who gets one of the C-, D+ or D grades from a course is considered conditionally successful from this course.
  - (c) A student who gets F, NA or U grades from a course is considered unsuccessful from this course.

**Course Registration Rules**

31. (1) Students are named first, second, third and fourth year students, based on their maximum education period, starting from the academic year in which their departments began their curricula.
- (2) Students who enroll in their programs in the fall semester of the first year and start their education register only for the fall semester courses scheduled for the fall semester in the curriculum. In the spring semester, all of the spring semester courses planned in the curriculum

must be registered. After taking the spring semester courses in their program, they may also be enrolled in the courses opened for their own program, provided that they do not exceed the credit limit and that there are no course conflicts in the first fall semester. These students, who started their education in the fall semester, can not register for the first year of their studies.

- (3) Students who enroll in their programs in the spring semester of the first year and start their education must register for all of the first two semesters planned in the curriculum within the first three semesters following their enrollment. In addition, the following points should be taken into account in the implementation of these provisions:
  - a) Students must first enroll in the first year fall semester courses opened by their departments. These students can enroll in University Elective and Faculty Elective courses in the third and fourth semesters, provided that they do not exceed the semester credit limit and they comply with other regulations.
  - b) During the fall semester of the second year, these students must enroll in any of the courses they have not enrolled or failed in before taking the first year of the fall semester of their own programs.
  - c) In the spring semester of the second year, they must enroll in all the courses they have not enrolled or failed in before taking the courses opened by their programs for the first year of the spring semester.
- (4) However, students enrolled in the second or upper semesters according to the results of the horizontal, vertical or OSYM exam may enroll in the upper semester courses in order not to exceed the normal credit limit and to comply with the requirements for course registration.
- (5) Registration for the course begins with courses that students have failed from or have never taken from their own departmental programs and that belong to the lowest semester(s).
- (6) Students who are on probation at the end of the spring semester cannot take courses in the summer school from the semesters above the semester in which they are on probation. Whether the student is on probation or not is confirmed at the end of the summer school and before the course registrations at the beginning of the academic year.
- (7) Students who are on probation at the end of the second academic year of the program cannot enroll in a new course in the upper semesters, except for the first four semesters of the curriculum.
- (8) If a student had not began his/her third academic year on probation but falls on probation at the end of the third academic year of the program, s/he will not be allowed to enroll in seventh and eighth semester courses. Instead, s/he will only be allowed to register in those courses from which s/he has failed.
- (9) Students who do not start the fourth academic year of the program on probation but fall on probation at the end of the fourth academic year of the program cannot register for the first two semesters of courses except for the courses they failed. Apart from that, they can enroll courses according to the fifth paragraph.

**Course Repetition**

32. (1) Students who get F, NA, W or U grades from a course must take these courses starting from the lowest semester in the curriculum in the first semester for their department program. However, they can repeat the courses in the first two semesters of the program within the framework of the principles specified in the second and third paragraphs of Article 31 of this Regulation.
- (2) In the event that a course is removed from the curriculum, students will take equivalent courses instead of the scrapped courses.
- (3) If students decide to repeat elective courses, they may take another elective course instead of the course they had taken before.
- (4) In order to increase their Grade Point Averages, successful or conditionally successful students may repeat courses for which they have received a passing grade below C and C. These courses may be repeated in the following four semesters after the end of the last registered semester, provided that the relevant regulations are complied with.

**Additional Exams for Students on Graduation Status**

33. (1) Students who are successful or conditionally successful in all courses with the exception of two courses for graduation, without completing the maximum period of education, shall have the right to take an additional examination until the beginning of the following semester for a maximum of two courses which they have failed in their current curriculum and for which they have received an F or a U grade.
- (2) Students who have succeeded or conditionally succeeded in all courses other than one course for graduation, without completing the maximum education period, are entitled to an additional exam until the beginning of the following semester to raise their grades for a maximum of one course, for courses in which they have received C-, C, D-, D or D+. This will be in addition to courses for which they have received F or U.
- (3) Before completing the maximum education period, students who have a grade of at least D in all courses in the curriculum and whose CGPA is below 2.00 are given one additional examination right for at most two courses until the beginning of the following semester in order to increase their GPA. The courses requested to increase the grade must be those with C, C-, D+ or D grades from the last two academic years in the program.
- (4) In the case of graduation, the grade obtained by the student who uses the right of additional exam to increase the grade shall be considered as the success grade of the course.
- (5) Students who are entitled to benefit from the right to additional exam (graduation make up), shall notify the Registrar's Office in written form within five days from the day final exam results are announced. The Registrar's Office shall examine the student's petition and, if the petition is considered valid, it will inform the student and the relevant Dean's and / or Directors.
- (6) Additional examinations are planned in the academic calendar at the end of the fall semester, the spring semester and the summer semester. A student who does not exercise this right until the beginning of the following semester shall be deemed to have waived this right.

**Students Who Have Completed the Maximum Education Period and Are Dismissed Due to Failure**

- (7) The examination rights provided for in this Article shall be granted to the student only once. Students who have not benefited from these rights on time or who have failed should register for the relevant courses.
  - (8) Additional examination rights shall not be used for those courses which have been awarded the NA grade and in cases where the student has not been registered for the course.
- 34.
- (1) Students must complete two year Associate Degree programs in maximum of four years, four year undergraduate programs in a maximum of seven years, five year undergraduate programs in a maximum of eight years, and six year undergraduate programs in a maximum of nine years.  
The Preparatory program shall be completed in a maximum of two years. Students will not be dismissed due to non-payment of tuition fees within the maximum period.
  - (2) However, with the decision of the University Board of Directors and the approval of the Higher Education Council, students may be dismissed for failure to renew their enrolment for a period of four consecutive years if they do not pay the tuition fees.
  - (3) In programs where the language of instruction is Turkish, it is not possible to open compulsory foreign language preparatory classes except for professional foreign language courses. However, with the decision of the University Board of Directors and the approval of the Higher Education Council, a foreign language preparatory may be given as elective courses. Students who fail these programs will NOT be dismissed from the university.
  - (4) Students who fail to complete the preparatory year of programs in which the language of instruction is wholly or partly a foreign language within two years shall be dismissed from the program.
  - (5) Students who have been dismissed from Preparatory Programs in which the language of instruction is a foreign language can enroll in an equivalent program where the medium of instruction is Turkish. Additionally, these students may centrally be placed in a Turkish medium program provided that the student's entrance grade is not lower than the base grade required for entrance to University programs.
  - (6) The following actions should be taken for the student to graduate from the university at the end of the maximum education period:
    - a) These students are entitled to two additional exams in courses from which they have failed
    - b) At the end of these exams, those who reduce the number of failed courses to five are given three semesters for these five courses, students who fail up to five courses without taking make-up exams are given four semesters (two academic years in institutions teaching on a course-by-course basis), and those who fail the course are given the right to take unlimited, makeup exams.

- c) Those students who have passed all courses but have failed to fulfil the GPA requirement for graduation are entitled to unlimited exams to increase their Grade Point Average. In such cases there shall be no requirement for the students to attend classes except for courses that they had not taken earlier. Students wishing to take advantage of these examination rights shall apply to the Registrar's Office in writing and shall fulfill their financial responsibilities by specifying which courses they will take, ten working days before the start of the examination period specified in the academic calendar.
- d) A student who does not take the exams to be opened for three academic years consecutively or intermittently shall be deemed to have waived an unlimited examination right and shall not be entitled to benefit from that right. Students who fail to take intermittent or continuous exams for a total of three academic years will lose their right to take the exams and will be dismissed from the university.
- e) Students who have been granted an unlimited right to participate in the exams will continue to pay their tuition fees and student contributions. However, these students are not entitled to any student rights other than the right to an unlimited number of exams.
- f) The following principles apply to students who have been dismissed by the decision of the competent board of the University and by the approval of the Higher Education Council, for non-renewal of registration and/or non-payment of tuition fees and student contributions for a period of four consecutive years.
- a. Since they have fulfilled their attendance obligations but have not fulfilled their year-round and year-end examination obligations in accordance with the provisions laid down in this Article, they are entitled to at most one preparatory or first-class examination.
  - b. In intermediate classes, students who fail up to three courses shall be given the right to take three courses within a three years timeframe.
  - c. Students who lose a year in intermediate classes, including the preparatory class, because they do not meet the grade point average requirements, are given the right to take one exam in the three courses they wish.
  - d. Those who are granted the right to take an exam will be taken to the exams to be opened at the beginning of each academic year if they apply regardless of whether there is an in-year or a final exam. At the end of the exams, those who complete all the courses for which they are responsible are re-enrolled and continue their education from where they left off. The time that the exams are taken by students in this situation is not counted in the educational period. Students participating in these exams are not able to benefit in any way from student rights.

- e. At the end of the maximum period of study, students who do not enroll in their programs or who do not comply with the requirements of the examination are dismissed from the university.
- f. The fees for the additional time and exam rights granted to the students covered by this article shall be determined by the Board of Trustees.

- Honor and High Honor Students** 35. The awarding of honors and high honors certificates to successful students is carried out in accordance with the guidelines laid down by the Senate.
- Double Major or Minor Program** 36. Students who are successful in an undergraduate program may be granted the right to participate in a second undergraduate program. The second program to which the student has been given the right to enroll outside the main program is called a double major or minor program. The principles concerning application to double major undergraduate and minor programs shall be determined by the Senate in accordance with University regulations.

## PART FIVE

### Diploma

- Diploma** 37. (1) Students are entitled to graduate by successfully completing all courses in the curriculum in which they are enrolled, having a GPA of at least 2.00/4.00 and meeting the minimum national and ECTS credit conditions in the curriculum. The student who gains the right to graduate shall have the right to receive a diploma, provided that he / she pays all tuition fees and other fees and that he / she hands over all registered fixtures.
- (2) Students who are entitled to receive a diploma may receive a temporary graduation certificate signed by the respective Dean or Director and the Registrar's Office until their diplomas have been prepared.
- Diplomas** 38. (1) Students who qualify for a diploma shall be awarded a diploma signed by the respective Dean or Director and the Rector.
- (2) The shape, measurement and information to be entered in the diplomas to be awarded to Associate and Graduate graduates shall be determined by the University Senate.
- (3) In the event of the loss of a diploma, a new diploma shall be awarded, provided that the issue is published in a national newspaper, that the necessary fee is paid again and that the situation has been declared by petition. In this case, the words "second and last copy" are placed on the diploma.
- (4) After the diploma has been issued, no other diploma shall be issued to the holder of the diploma on the basis of name change.
- (5) Diploma supplements shall be awarded to graduates automatically, free of charge both in English and Turkish.

## PART SIX

### Students in Need of Special Arrangements

- Assistance to be Given to Students with Special Needs** 39. Appropriate facilities shall be provided by the University to students who, due to a particular disability, require special arrangements to be made during their studies at the University.
- The Special Committee for Needs Assessment** 40. The special arrangements needed by each student shall be decided in compliance with the information provided by the student during registration or the information given to the University by the student after the registration period. A special committee shall be set up to determine the interests of these students. The decisions of the Special Committee shall be forwarded to the Registrar's Office and to the Chairs of Departments (Program Coordinators). The Department Chairs (Program Coordinators) shall ensure that all instructors are fully aware of the needs of the student.
- Personal Assistants for Students with Special Needs** 41. During the examination period, students who require special arrangements shall be assigned a personal assistant. In addition to the usual length of the examination, these students will be given adequate time to answer their exam questions without difficulty. The additional minutes allotted to the examination shall be calculated in compliance with the student's disability and upon approval by the examination committee.

## PART SEVEN

### Miscellaneous and Final Provisions

- Non-Provisioned Conditions Notification** 42. The provisions of the current legislation and decisions of the Senate shall be applied in cases where no provision exists.
43. (1) Any written notification to the student shall be deemed to have been completed by sending it to the postal address which the student first notified to the university at the time of registration or updated on the OIS, by sending it to the e-mail address opened by the university on behalf of the student, or by announcing it to the relevant Faculty / Directorate. Students must also update their contact address during each registration renewal period.
- (2) The student is obliged to keep the e-mail address defined with her user name active, to follow her e-mails continuously, and to update her new address through OIS within 15 days if she changes the address she declared during registration to the University.
- Guidelines** 44. The Senate may give instructions for the purposes of the implementation of this Statute.
- Execution** 45. This Regulation is executed by the Rector of Rauf Denktas University.
- Entry into Force** 46. This Regulation shall enter into force on the date it is approved by the University Senate.

