

BEZMIALEM VAKIF UNIVERSITY GRADUATE SCHOOL

EDUCATION AND TRAINING REGULATION

FIRST PART

Purpose, Scope, Basis and Definitions

Goal

ARTICLE 1 - (1) The purpose of this Regulation; Bezmialem is to organize the procedures and principles related to postgraduate education, training and examinations carried out at institutions affiliated to Vakıf University.

Scope

ARTICLE 2 - (1) This Regulation covers provisions for the acceptance, registration, education and training, research, application and examinations to be carried out by the institutions affiliated to Bezmialem Vakıf University.

Base

ARTICLE 3 - (1) This Regulation has been prepared on the basis of 14th and 44th articles of Higher Education Law dated 4/11/1981 and numbered 2547.

Definitions

ARTICLE 4 - (1) In this Regulation;

- a) Advisor: The instructor, who is appointed by the institute board of directors to guide the student in his studies, seminars, dissertations and the like,
- b) Institute: Bezmialem Institutes that provide post-graduate education and training to Vakıf University,
- c) Institute board: The related institute board,
- d) Administrative board of the institute: Administrative board of the relevant institute,
- e) Plagiarism: does not show others' ideas, methods, data or works as their own works, partly or wholly without reference to the scientific rules,
- f) Rector: Bezmialem Rector of the Foundation University,
- g) Senate: Bezmialem Vakıf University Senate,
- h) Principles of Implementation: The principles of the graduate education and teaching practices approved by the Senate,
- i) University: Bezmialem refers to Vakıf University.

SECOND PART

General Principles of Post-graduate Education and Training

Post-graduate education

ARTICLE 5 - (1) Graduate education; thesis and doctorate programs without thesis.

(2) A new post-graduate program will be opened with the proposal of a department, the appropriate opinion of the institute's board of directors, the decision of the Senate and the approval of the Higher Education Board.

(3) An interdisciplinary post-graduate program with a different name from the department or department can be established. One of the head of the department concerned or a faculty member in the relevant department is appointed by the director of the institute to carry out the program.

(4) The curriculum of the postgraduate programs, the conditions for application and other matters shall be set forth in the guidelines for the application of the rules. Quotas and application documents and required documents are announced to the Institute.

(5) Co-graduate programs may be established with the institutions of higher education in Turkey and abroad to conduct post-graduate education and training. The principles for the implementation of these programs are determined by the Senate within the framework of the relevant legislation.

(6) In the case of graduates of graduate and postgraduate programs to graduate and doctoral programs, if they are required to be determined by the institute with the opinion of the head of department of education

It may be determined by the decision of the Council of Higher Education by taking the opinion of the Universities Council.

(7) The grades in the system are made according to the grade conversion table determined by the Higher Education Council.

(8) A protocol may be arranged with public and private institutions and organizations regarding the licensed programs.

Periods

ARTICLE 6 - (1) A school year consists of a maximum of three semesters. The number of periods of each graduate program, their duration and shape, the proposal of the presidency of the department concerned, the decision of the institute board of directors, and the Senate approval.

(2) The semester is between the start date of course registration for a semester and the end of the completion week.

Teaching plans, courses and ECTS values

ARTICLE 7 - (1) The graduate education plans in the departments of the Institute are compulsory / elective courses, dissertations, seminars and similar studies and credit totals which must be taken in order to graduate from the graduate program. These teaching plans shall be discussed and approved in the institute board on condition that they comply with the minimum content specified in this Regulation.

(2) The institute board of directors shall determine which graduate courses are to be opened in a semester and which courses are to be given by the faculty members, upon the recommendation of the presidents of the institute branches.

(3) by the relevant Council of Higher Education for diploma-level program that takes place and the area, according to Turkey Higher Education Qualifications Framework and credit ranges in mind the students' work hours ECTS (European Credit Transfer System) credit is used.

(4) The adviser of the student together with the student decides which of the courses approved by the institute board of directors will take place in the course programs of the students. The counseling task is until the appointment of the thesis advisor, is carried out by the head of the department.

(5) The subjects related to the course of specialization are determined in the application basis.

Teaching language

ARTICLE 8 - (1) The language of education and training shall be determined by the Senate according to the programs to be opened. Programmes can be opened in universities in different languages. A programme can be taught on multiple levels.

(2) The language proficiency required for the student to register the program is determined by the application guidelines. No registration will be made to the related undergraduate program unless the student has documented that the relevant program knows the language or languages of instruction in the level sought by the program concerned.

(3) Foreign language level, international foreign language exams accepted as equivalent to the central foreign language exams accepted by the Higher Education Council, or equivalence accepted by the Center for Measurement, Selection and Placement international foreign language exams. The lowest points to be searched are determined on the basis of implementation.

(4) Foreign language preparatory classes may be opened for students enrolled in graduate programs in institutions.

The procedures for registration, education, examination and achievement status of foreign language preparatory class students are carried out according to the provisions of the relevant legislation.

THIRD PART

Application Requirements for Graduate Programs Application for Graduate Programs

ARTICLE 9 - (1) Candidates who will apply to the graduate programs;

a) carry out the conditions specified in the provisions of the Regulations on the Education and Training of Graduate Schools published in the Official Newspaper dated 20.04.2016 and numbered 29690,

b) To fulfill the other conditions determined for the program in the application principles,

Admission of foreign students

ARTICLE 10 - (1) Turkish citizens residing abroad with foreign nationals must have a diploma of a bachelor's or master's degree program in order to be admitted to the graduate programs. Higher education Abroad (except for medical doctor and dentistry) must be submitted for the candidates graduated from the institutions of higher education.

(2) Turkish citizens who reside abroad with foreign nationals and other matters related to them are determined on the basis of implementation.

Admission of special students

ARTICLE 11 - (1) Those who are graduates or students of a higher education institution and who want to increase their knowledge on a certain topic may be accepted as special students in the graduate courses opened with the approval of the institute head.

Special student education is not a direct degree in the related program and the course can not run two semesters. Those who take courses in private student status can not benefit from student rights. However, students attend lessons, examinations, disciplines, and so on

Obligations

(2) The credits of the courses taken at the university in the status of private students can be counted towards the credits of the courses of the program earned. These lessons can not be more than half of the maximum

number of compulsory credits. Which lessons to enumerate is determined by the decision of the institute board of directors by taking the opinion of the presidency of the department.

(3) Other matters related to special students are determined on the basis of implementation.

Acceptance of students by undergraduate (lateral) transfer

ARTICLE 12 - (1) The student who has completed at least one semester in the graduate program of another higher education institution or another higher education institution in the university can complete the programme.

The entire course of the maximum period of study has not yet been completed, the disciplinary punishment has not yet been completed, the transition period for the break-up graduate program has been completed within the normal duration and the minimum application conditions for the institute have been obtained.

(2) Students who have accepted the doctoral thesis proposal can not transit.

(3) Applications for horizontal transfer must be made to the institute directors at least ten days before the course registration.

(4) The number of students to be transferred shall be determined in the institute administrative board by taking the opinions of the relevant departments and announced before the start of the semester following the approval of the Rectorate.

(5) A student who wants to graduate from a graduate program without thesis and a graduate program with thesis; the applicant can apply for the graduate program under the thesis and provide the transfer conditions and transfer the student's recommendation of the related department and the decision of the board of directors of the institute. In this case, the courses taken in the non-thesis master's program can be considered as a substitute for the courses of the master's program thesis with the recommendation of the related department and the decision of the institute board of directors.

(6) The notes and course contents of the student applying for transfer are evaluated by the relevant department of the department of education. The department may recommend that additional courses be taken for adjustment of the programme applied by the student concerned if he / she considers it necessary. The transfer process becomes final with the decision of the institute board of directors.

Admission of students to the scientific preparation program

ARTICLE 13 - (1) Students who are admitted to the graduate and doctorate programs and those who have obtained their undergraduate or graduate degree in different fields from the graduate or doctorate program they are accepted to.

The scientific preparatory programme can be applied for the candidates of the master's or Ph.D. programme who have received their degree from higher education institutions outside the University.

(2) Mandatory courses taken in the Scientific Preparation Program can not replace the courses required to complete the related graduate program. However, a student in the scientific preparatory program may also take courses aimed at the graduate program, with the recommendation of the institute's department and the approval of the institute's board of directors, as well as scientific preparation courses.

(3) The scientific preparation program consists of a maximum of thirty ECTS courses.

(4) Provisions of this Regulation and other relevant legislation shall be applied to the scientific preparatory program related to attendance, course exams, course notes, conditions to be considered successful from the courses, course repetition, registration deletion and other principles.

(5) The period to be spent in the scientific preparation program is maximum two semesters. Summer education is not included in this period. This period can not be extended beyond the period's leave, and the student who can not succeed at the end of the term is dismissed from the institute. The time spent in this programme is not included in the duration of the master's or doctoral program.

(6) The grades of the courses taken within the scope of the scientific preparatory program do not participate in the postgraduate graduation note; is shown in the transcript of the student.

Foreign language preparation program

ARTICLE 14 - (1) Foreign language preparatory classes may be opened for students enrolled in graduate programs in institutions. Foreign language preparation class students' registration, education-training, examination and achievement status, shall be carried out in accordance with the provisions of the relevant legislation.

SECTION FOUR

Registration Procedures and Lessons

Final registration to the post-graduate programs

ARTICLE 15 - (1) The list of primary and reserve candidates who are entitled to enroll in the programs shall be approved by the institute and announced together with the registration dates.

(2) The registration of the candidates qualified for the final registration is done by the candidates themselves on the announced dates.

Candidates who do not register at the specified registration dates are deemed to have given up the right to register. These candidates are registered according to the order in the backup list.

(3) Final registration is not possible with missing documents.

(4) If the documents and information provided by the student who has made the final registration are determined to be inaccurate, the enrollment in the institute will be canceled by the decision of the institute board of directors, regardless of the semester. In case where the student has graduated, all the documents given to him / her are canceled including the diploma and processed according to the related legislative provisions.

Semester registration to post-graduate programmes

ARTICLE 16 - (1) Students are required to pay tuition fees per semester according to the provisions of the relevant legislation, or to register for seminars and theses to be taken during the semester. Those who do not pay the tuition fee according to the provisions of the relevant legislation and whose excuses are not accepted by the institute administration board, can not register for the semester and benefit from student rights. Course registration procedures must be done through the student information system and approved by the advisor.

(2) Students whose excuses are accepted by the institute board of directors may also make them by their deputies who set the term registration.

(3) The semester and / or course registrations shall be based on the academic calendar approved by the Senate every year.

(4) Students may leave the courses / courses they enroll with approval of the advisor within two weeks of course registration, or they may take new courses. However, if the number of students enrolled in the course falls below the number stated in the institute board, the course will not be deleted.

(5) Students who do not register for the period within the registration period lose their right to continue that semester.

The lost semester is included during the education period. Courses can not be continued until the semester is over.

(6) Students studying in thesis programs have to register for each semester thesis study during thesis.

(7) In the post-graduate programs, other subjects related to courses that a student may take for a semester are determined on the basis of practice.

Excuses, freezing registration and registration clearance

ARTICLE 17 - (1) Applications to be made for freezing of registration shall be made within the first ten working days of the semester with the condition that the course is registered. A student's request to freeze registration cannot be less than one semester. The registration can be frozen for up to two semesters during the course of education and training within the framework of justified and valid reasons.

(2) Other matters related to excuse, registration freeze and registration clearance shall be determined in the application basis.

Courses continue

ARTICLE 18 - (1) Theoretical and practical courses are obligatory. A student who does not attend more than 30% of the theoretical lecture hours, 20% of the applied lecture hours as an excuse or excuse separately for each course or lessons are not included in the semester final exams and students are given an F1 grade.

(2) The attendance obligation is followed by the teaching lecturer and supervised by the concerned department and institute directorate.

PART FIVE

Examination and Evaluation Principles

Exams

ARTICLE 19 - (1) Examinations; midterm exam, final exam, make-up exam and makeup exam.

(2) Examinations; written, oral or written, oral and / or practical.

(3) At least one midterm examination is held for each course. Project, homework, laboratory and similar studies can be substituted for midterm exam.

(4) The student who fulfills the attendance condition of the course has to enter the final exam of that course at the specified day and time

(5) Students who get the right to take the final exam but fail to enter these exams are not successful.

The students who fall into the situation will take the entrance examination.

(6) Medical report to be taken from the health institutions, document to be taken from the local health institute due to natural disaster and accident

The student who has documented his excuse is given the right to make an excuse examination for the midterms that can not be entered.

Other excuses will be decided upon by the institute administration board.

(7) Documents belonging to the examinations, exam papers, examination papers, answer key, optical readers, homework and application documents are delivered to the institute within three working days following the examination.

(8) The principles related to the storage of documents related to proficiency, level determination or all exams that measure course achievements and principles for ensuring the safety of the examinations shall be applied according to the principles set by the Higher Education Council.

Assessment and success in exams

ARTICLE 20 - (1) Principles for the determination of course success are:

a) The exams are evaluated with 100 points.

b) The semester credit value of a graduate course is the sum of the hours of the weekly theoretical course for one semester course and half of the practical hours for the laboratory or field study.

c) The success status of a course is determined by the course grade. The course grade is obtained by evaluating the student's achievement during the semester, such as midterm exams, applied studies, assignments, and the final exam.

40% of the midterm exams or 60% of the midterm exams are counted and the student's achievement grade is calculated. Fractions are retained on the basis of these ratios, but in the calculation of the achievement score, the fractional numbers are rounded up to the nearest whole number.

d) The passing grade is at least 65 in high school and 75 in doctor. At least these scores must be taken from the final exams.

e) The scores, notes, coefficients and meanings that express the success of the course are given below.

1) Conversion Table of Success Note to Letter Notation and Quotation System:

Letter Notation Coefficient Success Note

AA 4,00 90-100

BA 3,50 80-89

BB 3,00 70-79

CB 2.50 65-69

CC 2,00 60-64

F 0 0-59

2) FG (Not tested) 0

3) FF (No change) 0

4) BS (Successful) -

5) BZ (Failed) -

f) Other notes;

1) G grade: successful in non-credit courses,

2) K-note: unsuccessful in non-credit courses,

3) F1 note: No attendance, no end of semester and no right to take the makeup exam, fail,

4) F2 grade: Failed to take the final exam or makeup exam, fail,

5) F3 grade: It is entered as a semester or a makeup exam, is defined as unsuccessful

Copying in exams

ARTICLE 21 - (1) A student who is found to have made a copy, or helped to make a copy during the examination or examination of the examination document shall be deemed to have received zero (0) from that examination. These students are also subject to the provisions of the relevant legislation.

Course repetition

ARTICLE 22 - (1) The registration of the courses is obligatory.

(2) Students must repeat the open courses they have failed in the first semester. If these courses can not be opened within the following two semesters at the latest, they will take courses or courses offered by the consultant and the head of the department concerned and approved by the institute board of directors.

(3) Students who do not take a course during the period specified in the curriculum, or who can not, must take this course during the first semester.

(4) Students included in the doctoral program must have completed all courses in order to take the proficiency exam.

(5) Students may repeat the courses they have been successful in order to raise their grade point average. For the repeated courses in the achievement average calculation, the student will receive the most recent grade. Students are required to repeat and achieve these courses if they fail to repeat the courses in order to raise the GPA.

Course success average

ARTICLE 23 - (1) All the notes received by the student shall be handed to the document.

(2) the success of the learner; It is calculated as GANO (Weighted Average) according to face and / or quadrature systems. GPA; is calculated by dividing the sum of the multiplication of the achievement grades of all the courses received, including the semester completed, by the sum of the credits of the courses taken from the first semester, starting from the time the student starts studying in the graduate program. The result is rounded by two digits after the conviction.

Announcement of notes and consequences

ARTICLE 24 - (1) Instructors shall enter the University Information System (UBS) within the latest five working days following the completion of the final examinations of the courses in the undergraduate programmes. Exam grades and achievement statuses are announced in the University Information System (UBS) by the relevant faculty member.

(2) Students may request the examination of exam documents and / or achievement score by applying to the institute directorate at the latest within five business days after the announcement of examination results. The management of the institute may re-examine the examination document and / or grade of achievement for the relevant faculty member due to material error. If a material error is detected by the instructor in the examination papers and / or achievement note, this mistake is corrected by the decision of the board of directors and the decision is notified to the student within fifteen days at the latest from the date of application.

Exemption

ARTICLE 25 - (1) Students must apply for a certificate stating the courses they wish to be exempted from the institute directorate and the certified documents including the contents of the course and the certificate of grading in order to be evaluated as exempt from the courses that they have already succeeded in the undergraduate program.

(2) The applications are made until the end of the second week of the semester when the student registers for the course. The request for exemption is assessed by the institute management board in view of the opinion of the relevant department, and reconciliation is made by connecting to the black. Exemption request until the students are admitted by the board of directors of the institute, students continue to attend the courses / courses requested for exemption.

(3) In order for courses taken from other graduate programs to be counted as exempt; the grades of the course / courses awarded for exemption, letter grades specified in the 20th grade, at least CC letter grades or equivalents for the master's degree, it must be at least CB letter grade or equivalent for the Ph.D. For courses / courses that are evaluated as successful / unsuccessful in the graduate programs, those who succeed at least without a CC / CB letter grade or counterpart can be exempted from these courses.

(4) In the case of international and national student exchange programs, the grades of the courses taken by the students are converted into a grading system applied to the University and processed in the grading document.

(5) The grades of courses that are approved by the Institute Administrative Board and / or exemptions are translated into the letter grades specified in this Regulation and processed in the University Information System (UBS).

PART SIX

Miscellaneous and Final Provisions

Students with disabilities

ARTICLE 26 - (1) The student who is registered in the graduate programs proved by disability status and graduation health report is obliged to comply with the provisions of this Regulation regarding courses. However, in case of difficulty in fulfilling the requirements of any lesson due to disability, the approval of the advisor and the instructor will allow the student to take lessons by making changes, adaptations and arrangements to solve the difficulties. If they can not fulfill their needs, they take another course that is equivalent to that course.

(2) Students with disabilities who are registered to the post-graduate programs must enter the exams specified in the 19th place. However, in order to evaluate the performance of the student in the best way, the exam place, duration and form can be changed and made suitable with the approval of the staff. Additional equipment such as special alphabet, computer, magnifying glass to be used in the exam, and person or tools to help to read or write are provided by the institute headquarters.

Permits

ARTICLE 27 - (1) In Articles 104 and 105 of the Civil Servants Law no 657 dated 14/7/1965

leave of absence given to female students due to the same excuse and sick leave and according to the same Act

The periods spent in active military service are added to the maximum period of study.

Discipline

ARTICLE 28 - (1) In the disciplinary work and procedures of the graduate program students, no. 28388 dated 18/8/2012

The provisions of the Regulation on Student Discipline of Higher Education Institutions published in Official Newspaper are applied.

Unclaimed cases

ARTICLE 29 - (1) In cases where the differences between the institutes and the teaching programs are required and other matters not included in this Regulation; Law No. 2547, Law No. 29690 of 20/4/2016 published in the Official Gazette of the Post-Graduate Education

and the provisions of the Instructional Regulations and other relevant legislation, and the decisions of the Senate and the Institute's board of directors.

Regulation removed from enforcement

ARTICLE 30 - (1) Bezmalem Vakıf University Graduate Education and Training Regulation published in the Official Newspaper dated 09/2/2013 and numbered 28554 has been abolished.

Transitional provisions

PROVISIONAL ARTICLE 1- (1) Students enrolled before the publication of this Regulation; They continue their education according to the provisions of the Regulation amended by the 30th article. Those who demand from these students can benefit from the rights provided by this Regulation by the decision of the institute board of directors. The maximum periods for these students' courses and thesis periods start from the fall semester of the academic year 2016-2017. The institute adjusts the length of time for students who are in various stages of graduate education.

Force

ARTICLE 31 - (1) This Regulation shall enter into force on the date of its publication.

Executive

ARTICLE 32 - (1) The provisions of this Regulation shall be executed by the Rector of the Bezmialem Vakıf University.

- Önlisans ve Lisans Eğitim ve Öğretim Yönetmeliği / Associate Degree and Undergraduate Education and Training Regulation

BEZM-I ALEM VAKIF UNIVERSITY

SCHOOL OF EDUCATION AND LEARNING ACTIVITIES

FIRST PART

Purpose, Scope, Basis and Definitions

Goal

ARTICLE 1 - (1) The purpose of this Regulation; Bezm-i Alem Vocational education and training at associate and undergraduate level in faculties, colleges and vocational schools affiliated to Vakıf University to prepare the principles to be applied in student affairs through preparation education on the field.

Scope

ARTICLE 2 - (1) This Regulation shall be amended as follows: It covers the provisions related to the regulation of undergraduate and undergraduate education and training programs applied to the university, examinations and evaluations, student admissions, diplomas and titles, continuous and temporary departure procedures, internships, graduation studies and other teaching studies and academic advising procedures.

Base

ARTICLE 3 - (1) This Regulation shall be amended to comply with the provisions of the Regulation No. 2547 dated 4/11/1981

It is based on the 14th and 44th articles of the Law.

Definitions

ARTICLE 4 - (1) In this Regulation;

a) Education and training in a dual program: A training and education program

and at the same time, to continue to another education and training program within or outside the faculty,

b) Education and training activities: The faculties, higher schools and vocational higher schools, theoretical lectures, practical lectures, seminars, practical studies, preclinical and clinical studies, projects such as laboratory, homework, finishing studies and similar studies,

c) Education and training program: For the programs of the Higher Education Council based on the common principles accepted by the University Senate regarding the minimum education and training activities determined by the relevant Senate and prepared by the relevant committees of education and training studies,

d) Education and training year: Except for final examinations and registration period, according to the requirements and characteristics of two semesters or fall and spring semesters of at least fourteen weeks or faculties and colleges, the only one academic year,

e) Relevant board: Faculties are established in faculties, colleges are established in higher schools, vocational colleges,

- f) Relevant board of directors: faculty management board at faculties,
the vocational college administration board in vocational colleges,
- g) English Proficiency Exam (CMS): Bezm-i Alem Vakıf University Preparation Department
English proficiency test that he / she has done,
- h) Rector: Rector of Bezm-i Alem Vakıf University,
- i) Senate: Bezm-i Alem Vakıf University Senate,
- j) University: refers to Bezm-i Alem Vakıf University.

BEZMIALEM VAKIF UNIVERSITY - Regulation on Education and Training of Associate Degree and Undergraduate 2

SECOND PART

Education and Teaching Level and Language

Associate Degree Education and Training

ARTICLE 5 - (1) Students who have successfully completed a four-semester education and training programme in vocational schools affiliated to the university in accordance with the conditions stated in the provisions of this Regulation shall be awarded a pre-license.

Undergraduate education and training

ARTICLE 6 - (1) English at the Faculty of Dentistry and Faculty of Pharmacy at the University

five years except for the preparatory class, six years at the Faculty of Medicine,

students who successfully complete an eight-semester education and training program at high schools in accordance with the conditions set forth in the provisions of this Regulation shall be granted diplomas in accordance with the principles set forth in Article 38 of this Regulation.

(2) For those who have completed or are unable to complete undergraduate studies; 03/18/1989

procedures published in the Official Newspaper dated and numbered 20112 shall be carried out in accordance with the provisions of the Regulations on Associate Degree Bachelor's Degrees or Applicants 'Vocational Schools' However, students must have at least two years of teaching outside of the foreign language preparatory programmes to receive a diploma.

Education and training language

ARTICLE 7 - (1) The education and teaching language of the university is Turkish and English.

English proficiency

ARTICLE 8 - (Change with title: RG-05/07 / 2015-29407) (1) Whether or not the English level of the students enrolled in programs with full instruction in English or in partial English (minimum 30%) is determined by CMS.

(2) (Change: RG-05/07 / 2015-29407) Those who have proved that they are successful according to the results of the CMS and the international examinations accepted by YÖK and the Senate, directly start their undergraduate studies.

(3) (Change: RG-05/07 / 2015-29407) Students who do not participate in this examination or who are not successful in this examination are enrolled in the English preparatory program. Other relevant legislative provisions apply in teaching English preparatory programs.

(4) (Change: RG-05/07 / 2015-29407) English Preparatory training in English language programs may be taken on request

ARTICLE 9 - (1) The language of instruction is in English or partial English (at least 30%).

whether the English level of the students is sufficient or not is determined by the CMS.

(2) Those who are successful according to the CMS result and the International Council of Higher Education (YÖK) , those who document that they are successful at one of the exams at the specified level start their undergraduate studies directly.

(3) Students who do not take this exam or who are not successful in this exam are enrolled in the English Preparatory Program.

In the preparation of the English Preparatory Program, the provisions of the other relevant legislation shall apply.

(4) In the programs which offer Turkish language education, English preparatory education may be taken upon request.

ARTICLE 10 - (1) The compulsory preparatory class shall not be opened in the programs with Turkish language. However, if the students demand the programs determined by the Senate, preparatory education may be taken upon request, provided that they pay the full price of the preparatory department in accordance with the decision of the Faculty Administrative Board of the Faculty concerned. Upon request, students who attend preparatory class will continue their program if they fail.

THIRD PART

Quotas, Acceptance and Registration Guidelines

Quotas

ARTICLE 11 - (1) The number of scholarship and non-scholarship students to be admitted to the university annually

Upon Senate's proposal, after the approval of the Board of Trustees, it is offered to the Council of Higher Education (YÖK).

BEZMIALEM VAKIF UNIVERSITY - Regulations for Associate Degree and Undergraduate Education and Instruction 3

Student acceptance

ARTICLE 12 - (1) To the faculties, higher schools and vocational schools affiliated to the university

Student acceptance; It is conducted according to the results of the examinations organized by the Measurement, Selection and Placement Center (ÖSYM) and according to the principles determined by YÖK.

Certain registration

ARTICLE 13 - (1) The student who has the right to be a student in one of the units of the university

Applicants must apply to the Directorate of Student Affairs of the University for the final registration within the period determined by the Presidium of OSYM, either personally or through a representative.

(2) The documents required for registration are accepted as authentic or certified by the University.

With respect to the military service and the registration of the judicial register, the procedure is based on the written declaration of the candidate.

(3) The address stated in the application form is considered to be the written notification address of the student.

If this address changes, the student change must notify within fifteen days at the latest.

(4) The registration of the students whose documents are defective, falsified is canceled.

All rights granted on the basis of these documents shall be considered invalid.

(5) Students who enter the first grade of the university by entering the test conducted by the Student Selection and Placement Center (ÖSYM) will apply for their studies within the first week of the academic year in case of; they may be exempted from the courses they have attended in the previous higher education institutions within the last three calendar years in academic programs with four years of education and in academic programs with more than four years of education in the last five calendar years. In this case, one semester is deducted from the maximum period of study for each 18 credits exemption. This exemption shall not be applied to disciplinary offenses due to disciplinary crime from higher education institutions that they have continued before.

Academic registration

ARTICLE 14 - (1) Each student is enrolled in the academic program by registering within the period specified in the academic calendar. During this registration, first class or preparatory

All other students must also submit documents showing that they fulfill their financial obligations and that they do not interfere with the academic enrollment. Otherwise, no academic registration will be made and these students will not be able to enjoy their student rights.

(2) The period during which the student does not register for semester is deducted from the duration of study and they can not benefit from student rights. Students who want to renew their registration; they can renew their registration by paying the tuition fee for the relevant period related to the debts of the previous periods and the registered and unpaid debts to register the period at the specified dates of that period.

Academic record duration

ARTICLE 15 - (1) All students must pay their academic records at the necessary fees according to the class and situation they are in. Students who do not register without a valid excuse within the specified period pay a registration fee together with the delay interest.

(2) Delayed registration fees are announced annually at the University Executive Board. On the applications of the students who can not register within these dates due to their excuses, the status of the applicants will be examined by the related administrative board and records of those whose excuses are valid are made.

Admission of foreign students

ARTICLE 16 - (1) Regarding the acceptance of foreign students; relevant legislation are processed according to the provisions.

BEZMIALEM VAKIF UNIVERSITY - Regulations for Associate Degree and Undergraduate Education and Instruction 4

Acceptance and adoption from outside the university by undergraduate transfer

ARTICLE 17 - (1) Undergraduate transitions to units connected to the university; It is carried out according to the provisions of the Regulation on the Transition between the Associate Degree and Bachelor's Degree Programs in Higher Education Institutions published in the Official Newspaper dated 24/4/2010 and numbered 27561, Double Major, Minor and Minor Institution Credit Transfer Principles.

(2) Applicants are dismissed at the board of directors of the faculties and colleges where the student wishes to transfer horizontally, and the proposal of the student's course adjustment department or program manager is carried out by the relevant management board.

(3) In the institution where the student arrives on the basis of the study period of the transfer student

The time that they spent is also accounted for. The total period shall not exceed the maximum period of time set out in the Law No. 2547.

(4) Relevant steering committees for undergraduate transfers from outside the university; additional conditions may be established in accordance with the principles. Announcement of additional conditions must be announced at the beginning of each semester.

Acceptance through vertical transfer

ARTICLE 18 - (1) In the case of vertical transitions from within the university or from other higher education institutions; The provisions of the Regulation on Vocational Schools and Open Education Associate Degree Programs Continuing to Undergraduate Education are published in the Official Newspaper dated 19/2/2002 and numbered 24676.

Special students

ARTICLE 19 - (1) Special students may use some courses and programs

are students who are allowed to track. No special students are awarded diplomas, however, a certificate is given showing the courses and grades they have taken on their specific student ID and wishes.

(2) By taking the opinions of the relevant section of the applications of special students for any semester it is examined by the relevant board of directors and connected to the board of directors. This decision determines which courses or programs are allowed to be tracked by students.

(3) Special students must have graduated from a university or are currently enrolled in a university.

(4) Special students pay the tuition determined by the University and are subject to the administrative and academic rules applicable to the other students of the University. Exemption provisions do not apply to courses taken in private student status.

ID

ARTICLE 20 - (1) The student who has made a definite registration to the university or who renews his / her enrollment is accepted by the University Student Affairs Directorate for the academic year and the validity period a designated photo ID card is issued.

(2) This card is replaced with the new one according to the student's condition when the written time is over.

The student who has graduated or has lost contact with the University will return his / her identity card.

(3) Lost or worn out cards will be given a new card.

the card will be renewed upon petition.

SECTION FOUR

Academic Counseling

Consultant

ARTICLE 21 - (1) The registration, education and training activities of each student from the entrance to the University's academic program until disconnection,

In order to assist in life related problems in the university, a dean is appointed by the dean or a director as a consultant on the recommendation of the department chair.

Counselor's job

ARTICLE 22 - (1) The duty of the consultant; the registration, training and teaching activities of the students within the periods specified in the academic calendar and the resolution of problems related to the University situation; the courses to be followed; to sign up for a new course or to leave a course you have already enrolled in.

If necessary, a decision is required from the relevant management board.

PART FIVE

Principles Related to Education and Training

Academic calendar

ARTICLE 23 - (1) Academic calendar, academic year registration, course, exam and so on.

Activities shall be prepared by the Rectorate by taking the views of the academic units in accordance with the principles stated below and finalized with the approval of the Senate. Academic units, faculty, and students must comply.

(2) The following points should be taken into account when preparing the academic calendar:

a) Depending on the needs and characteristics of the academic year units, it may be planned to be two semesters or one academic year, including fall and spring semesters.

b) The duration of the training shall be at least fourteen weeks in a period, at least twenty eight Week.

c) Final examinations and registration period are not included in the training period.

ç) In addition to fall and spring semesters, summer semesters may be opened.

Scope of education and training

ARTICLE 24 - (1) The defined education and teaching activities and training program shall be implemented in accordance with Article 4 of this Regulation

(2) Courses to be taken by years or semesters in undergraduate and associate degree programs and applications, the credit values and the number of hours, whether they are compulsory, elective or pre-conditional, are determined by the relevant committees on the basis of the section recommendation and become final with the approval of the Senate.

(3) Principles of education and training activities such as internship and dissertation, and credit values, if any, are determined in the academic program.

Determination of student lecture schedule

ARTICLE 25 - (1) The principles concerning the course or class passing at the university shall be determined within the framework of the principles to be approved by Senate.

(2) Course programs to be monitored by students every semester are determined by the department head and the advisor they are enrolled in. Elective courses also approved by the adviser of the student and can be selected from other courses offered in the University.

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(3) If more than one branch is created for a course for academic reasons, the number of students in these branches is determined by the relevant committee.

Credit values of courses

ARTICLE 26 - (1) (Amendment: RG-05/07 / 2015-29407) The courses are based on the European Credit Transfer System (ECTS / ECTS) ECTS / ECTS credit can be given.

Courses continue

ARTICLE 27 - (1) Students are required to attend each course, application and laboratory work, and to participate in the examinations and academic studies required by them or the instructor concerned.

(2) Students must attend at least 80% of the courses. A student who does not fulfill this obligation can not take the final exam of that course and he is considered to have failed.

(3) The time period covered by reports of students who report due to health problems, the decision of the board of directors is not counted for the duration of absenteeism.

(4) Course attendance in preparatory programs is determined by the Senate.

Teaching times

ARTICLE 28 - (1) The maximum period of time for students enrolled at undergraduate and graduate level to complete these studies is four years for two-year associate degree education and seven years for four-year undergraduate education. Eight years in programs with five years of normal education and nine years in programs with six years are obligatory. This period does not include periods spent in foreign language preparatory programs.

(2) Those who can not graduate at the maximum level of education; Senate may register to continue their education by paying the tuition fees determined by the Board of Trustees in accordance with the principles determined in Article 46 NCI of Law No. 2547 and in accordance with the principles determined by Law No. 2547, Students in this situation continue their student status without taking advantage of other rights granted to students, except participation in courses and exams.

One course exam

ARTICLE 29 - (1)

A one-course examination is opened within two months following the final examinations by the relevant board of directors by taking the opinion of the relevant department on the condition that the conditions are fulfilled. In case of failure, the exam will be repeated at the end of the following semester. The last note taken in the single course examination is valid.

PART SIX

Finalizing Notes and Exam Results

Finalize notes

ARTICLE 30 - (1) Each term or year-end grade is announced by the instructors in seven working days following the final examinations and two copies of the grade lists are signed and they are given to the heads of departments and faculty deanships, institute directors or vocational school directors. Deans or directors are required to send original copies of all note lists of each turnaround to the Director of Student Affairs within fifteen days following the final examinations.

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(2) After the period or year-end grades are given all corrections must be reported to the Directorate of Student Affairs in writing in the same manner as deans or directorates.

Objection to exam results

ARTICLE 31 - (1) Students may object to the results of the midterm examinations or final examinations within seven working days following the date of announcement of exam results due to material error.

The appeal is made by submitting a petition to deanship or college directorate to be presented to the relevant administrative board. Objections made afterwards are not accepted.

(2) If the objection is deemed justified by the relevant board of directors, the exam paper in which the dispute is made shall be reviewed again within seven working days following the date on which the subject was notified by the course instructor. The result of the examination shall be notified in writing and justified to the relevant dean of residence or the school administration.

(3) Any change in the notices issued shall be made only with the approval of the relevant board of directors.

Notes

ARTICLE 32 - (1) For each course taken by the students, a letter grade is appreciated by the instructor concerned as a success grade. Success grades and coefficients and explanations are shown below:

Achievement Rating Coefficient Score Explanation

AA 4.0 90-100 Well

BA 3.5 80-89 Good

BB 3.0 70-79 Medium

CB 2,5 65-69 Medium below

CC Passes 2.0 60-64

F 0,0 0-59 Failed

(2) In addition, the following abbreviations or explanations can be used to illustrate students' grades and files:

(3) From these;

a) S grade: It is given to the students who pass the courses that do not attend the grade average.

b) Note U: Students who fail the courses that do not attend the grade averages are awarded.

c) NA: It is given to students who cannot fulfill the attendance requirement. Take lessons from other universities

ARTICLE 33 - (1) The students shall be informed about the English education and they may take courses in summer education from other universities. The grades they receive from these courses participate in the average of grades and credit calculations of the students.

Grade averages

ARTICLE 34 - (1) The success status of the students shall be determined by the average of the grades calculated at the end of each semester or at the end of the year and shall be notified to the deans or the directors at the latest within two weeks.

(2) A student's total credit is obtained by multiplying the term-end grade coefficient of the credit value of that course.

(3) The grade average for any semester is calculated by dividing the total amount of credits received from all courses by the sum of credit values of the courses taken by the student at that time.

The obtained average is shown as two digits ; if the number in the third digit is five or more, the second digit is completed.

(4) The overall grade average is calculated taking into account all the courses that are valid in the department program in which the student has been enrolled since enrollment into the University. The last note taken from the derend repeated to the overall grade average is added.

CHAPTER SEVEN

Graduation Study and Internship

Finishing work

ARTICLE 35 - (1) The graduation work is a study showing that the student has attained the desired level of vocational or academic knowledge and skills. Upon the proposal of the relevant management board, the Senate shall decide on which units to carry out the finishing work and the principles thereof.

Internship

ARTICLE 36 - (1) The internship is an applied study, preferably in summer, within or outside the University to enable the student to attain the desired level of professional or academic knowledge and skills. Upon the proposal of the relevant board of directors, the Senate binds the principles and principles of internship in which units.

SECTION EIGHT

Graduation Notation, Diploma, Dual Program and Certificate Programs

Graduation note

ARTICLE 37 - (1) Graduation average grade is calculated over 4.00 and all the courses taken are taken into account while this average is calculated.

(2) Students who have completed associate or undergraduate education and training must have a GPA of at least 2.00 in order to graduate.

(3) Students who have completed their education in nine semesters without receiving any F's and disciplinary punishment shall be placed on the honor list with a grade point average of 3.50 or higher and a grade of 3.00 to 3.49.

(4) In order to be taken to the honor and high honor list by a vertical or horizontal transfer from another higher education institution, there must be no F grade and disciplinary punishment and at least 72 credit equivalent courses at University and 3.50 or higher of the general grade average.

Diploma

ARTICLE 38 - (1) Successful completion of education and training in the program ; diplomas are awarded to students. The matters to be included in diplomas are determined by the decision of the Senate.

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(2) In the diplomas given at the end of undergraduate education and training ; the signatures of the rector and the dean or the director of the college and the diploma at the end of the associate degree and associate degree education and vocational college director, is signed.

(3) Students who are honored and honored on the Honor List will receive this status together with their diploma

A special document is issued.