

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 Vakif 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,

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

vocational colleges in vocational schools,

e) Relevant board of directors: faculty management board at faculties,

the vocational college administration board in vocational colleges,

f) English Proficiency Exam (CMS): Bezm-i Alem Vakif University Preparation Department

English proficiency test that he / she has done,

g) Rector: Rector of Bezm-i Alem Vakif University,

ğ) Senate: Bezm-i Alem Vakif University Senate,

h) University: refers to Bezm-i Alem Vakif University.

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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 program 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 Pharmacy of 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 Gazette 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 programs 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, start directly 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 - (Amended: RG-05/07 / 2015-29407) Mulga

ARTICLE 10 - (Amended: RG-05/07 / 2015-29407) Mulga

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).

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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 or 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.

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Acceptance and adoption from outside the university by horizontal transfer

ARTICLE 17 - (1) If the other higher education institutions

Horizontal transitions to units connected to the university; It is made 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 Gazette 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 horizontal 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.

Accept through vertical pass

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 Gazette 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 learner from the entrance to the University's academic program until the 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. Counselor, lectures

the opinion; based on the order of the programs, based on the success situation, the prerequisites and the provisions of this Regulation. 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 education and training program shall be implemented in accordance with Article 4 of this Regulation

defined education and teaching activities.

(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 and 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 be defeated.

(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; Senatoca 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) The only student who fails to graduate is to the remaining students,

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 dekanlık 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:

- a) S- Pass for non-credit courses (Satisfactory),
- b) U- for non-credit courses (Unsatisfactory)
- c) (Amended: RG-05/07 / 2015-29407) Mulga
- ç) (Amended: RG-05/07 / 2015-29407) Mulga
- d) (Amended: RG-05/07 / 2015-29407) Mulga

(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) (Amended: RG-05/07 / 2015-29407) Mulga
- ç) (Amended: RG-05/07 / 2015-29407) Mulga
- d) (Amended: RG-05/07 / 2015-29407) Mulga

Take lessons from other universities

ARTICLE 33 - (1) The students shall be informed about the English education

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.

Note 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 after the conviction; 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 taking any F-number 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) At the diplomas given at the end of undergraduate education and training, 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 and the signature of the rector are found.

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

a special document is issued.