

REGULATION OF UNDERGRADUATE AND ASSOCIATE DEGREE EDUCATION AT ANKARA UNIVERSITY

FIRST PART

Goal, Scope, Basis, Definitions

Goal

ARTICLE 1 - (1) The aim of this regulation is to regulate the norms related to teaching and education practices as well as exams at undergraduate and associate levels in the faculties, state conservatory, schools and vocational schools within Ankara University.

Scope

ARTICLE 2 - (1) Norms related to the registration, education and teaching as well as the exams conducted at Ankara University are within the scope of this regulation.

Basis

ARTICLE 3 - (1) (**Amendment: RG-04/11/2022-32003**) This regulation has been prepared on the basis of the articles 14, 43, 44 and 46 of 2547 numbered and 04/11/1981 dated The Act of Higher Education.

Definitions

ARTICLE 4 - (1) (**Amendment: RG-04/11/2022-32003**) In this regulation, the following terms are defined as:

- a) Open Education: The education in which the courses addressing to mass education are broadcast by radio, television etc. and the students get access to them by mail.
- b) Academic Supervisor: A faculty member or a lecturer assigned by the board of directors of the department, with which he/she is affiliated, upon the suggestions of his/her affiliated department/program for dealing with the issues of the students related to education, teaching and other issues.
- c) ECTS: European Credit Transfer System
- ç) ANKUZEFE: Faculty of Open and Distance Education at Ankara University
- d) Department: Faculty, state conservatory, school or vocational school continuing educational practices and having a diploma program

- e) Double major program: The program enabling students to get courses simultaneously from the two diploma programs of Ankara University and to get two diplomas if they meet success and other requirements.
- f) Course credit: A measurement unit specifying such activities as one-hour theoretical course and/or seminar on weekly basis, two-hour laboratory study, workshop, clinical study, application and other practices in a semester
- g) Diploma supplement: The document which is given in addition to higher education diploma, which contributes to the recognition of the documents such as diploma, degree and certificates in academic and vocational sense, and which aims to reinforce international transparency.
- ğ) Education and teaching practices: Studies done in a semester such as homework, project, quizzes, trips and observations, experimental studies in clinics and laboratories, studio etc.
- h) GASGA: General academic success grade average.
- ı) Related committee: Faculty committee in the faculties, conservatory committee in the State Conservatory, school committee in the schools, and vocational school committee in the vocational schools.
- i) Related board of directors: Faculty board of directors in the faculties, conservatory board of directors in the State Conservatory, school board of directors in the schools, and vocational school board of directors in the vocational schools.
- j) Student contribution fee: The fee students of morning courses program are required to pay in accordance with article 46 of 2547 numbered law.
- k) Clinical practice: Theoretical and applied or just applied courses taught in the clinics.
- l) Clinical application: Clinical practice comprising solely applications.
- m) Central exam: E-exams or paper-based exams realised by the proctors, held synchronically in ANKUZEF exam centres in the framework of the academic calendar.
- n) Vocational application: Applied events directed towards the reinforcement of the knowledge students have acquired till the level concerned.
- o) Transcript: The document showing the courses the students have taken as well as their grades and credits during their education.
- ö) Tuition fee: The fee that the international students are required to pay, regardless of whether they are morning course students or evening course students or distance education students, in accordance with article 46 of 2547 numbered law.
- p) Intern education: Last class education in the faculties of medicine and the veterinary medicine.
- r) Prerequisite course: The course requiring success of one or several courses in the previous semesters or years.
- s) MSPC: Measuring, Selection and Placement Centre.

- ş) Program coordinator: The academic staff in charge with the coordination of remote diploma program, the supply of course content, teaching of the courses, assignments and supervisions.
- t) Rector: The Rector of Ankara University.
- u) Elective course: The course the students can take inside or outside the area, apart from the compulsory courses.
- ü) Senate: The Senate of Ankara University.
- v) Practice: The course for which the students make practices during the semester or summer holiday in different institutions, for the reinforcement of the acquired knowledge, skills and efficiencies.
- y) Distance education: Means of education through which the academic staff and the students interact with each other synchronically or asynchronically, on the basis of information and communication technologies.
- z) University: Ankara University.
- aa) SASGA: Semester Academic Success Grade Average
- bb) Double minor program: The program which enables the students registered in a diploma program to take limited number of courses peculiar to a specific subject within the University and to receive a certificate not functioning as a diploma (double minor certificate) on condition that they meet the foreseen requirements.
- cc) HEC: Higher Education Council.
- çç) Board of Directors: Board of Directors at Ankara University.
- dd) Compulsory course: A course that is foreseen in a program and that the students are required to take.

SECOND PART

Student Registration and Acceptance Processes, Norms Concerning Education and Teaching First Registration

ARTICLE 5 - (1) The following are required for the registration to the departments at university:

- a) Graduation from high school or schools of equivalent degree; the approval of the equivalence of diplomas taken from high schools abroad by the Ministry of National Education
- b) Gaining the right for registration to the departments of the university as a result of the exams organised by MSPC or the placement of international students within the framework of the regulations determined by the Senate
- c) Meeting the scores and the requirements determined by the relevant committees for the departments accepting students on the basis of special aptitude exam or requiring pre-registration.
- ç) Fulfilling the requirements for student contribution fee or tuition fee.
- d) For international students, fulfilling the requirements for student visa.

(2) Students gaining the right for registration to the university make their application within the dates declared via e-State or in person. However, those who cannot apply in person can do this by means of a warrant organised by the notary, authorising another person to complete their full registration.

(3) **(Amendment:RG-04/11/2022-32003)** During registration, the originals of the documents required for the registration are seen and their photocopies are received from the students gaining the right for registration to the university as a result of the exams held by MSPC. Both the originals and their approved translations are received from the students placed to the university in the scope of international student quota.

(4) In case those making false statements or submitting fake documents for the registration to the university are detected, their registration is not performed, the registration of those formerly registered is cancelled and all the documents including the diploma are deemed invalid. In this case, they are considered as not having gained student status and they cannot benefit from any sort of right for the student status.

(5) **(Amendment: RG-04/11/2022-32003)** Students completing their registration process can apply for student ID document.

(6) The candidates not applying for the registration during the timeline specified are deemed to have given up their rights for student status and they cannot claim any kind of right.

(7) **(Amendment: RG-21/04/2019-30752)** The candidates gaining the right for registration to the university should not be sentenced to expulsion from higher education institutions.

(Amendment:RG-04/11/2022-32003) Student supervisors and program coordinators

ARTICLE 6 - (1) From among the faculty members or lecturers, an academic supervisor is appointed for every student registering to the departments.

(2) The responsibilities of academic supervisors are as follows:

a) Helping students to plan their education and teaching during their education in the scope of the related regulation.

b) Ensuring the determination of the compulsory and elective courses the students need to take during the registration or the renewal of registration, guidance of the students for adaptation process required for the courses, the students' reception of all the courses necessary for the graduation.

c) Approval of academic year/semester registration after the evaluation of the students' academic achievement.

ç) Providing support to students for the problems they have encountered.

d) Informing and guiding the students for adaptation to university life, vocational development and carrier.

(3) The norms regulating the duties and responsibilities of the academic supervisors are determined by the Senate.

(4) **(Amendment:RG-04/11/2022-32003)** A program coordinator is assigned for implementing the process regarding each program in distance education and open education programs.

Orientation program

ARTICLE 7 - (1) Orientation program includes the events enabling the new students to get familiarised with the academic and social facilities of the university. These events aim to help students to adapt to university life, experience the distinction of becoming a university student and get to know the academic and social facilities of the university.

(2) The orientation program is prepared by academic and administrative departments and declared during the week of student registration.

(Amendment:RG-04/11/2022-32003) Student contribution fee, tuition fee and electronic service and material fee

ARTICLE 8 - (1) Students responsible for paying contribution fee/tuition fee/electronic service and material fee in accordance with article 46 of 2547 numbered law and the related regulations are required to pay the determined fee during the timeline specified in each academic year.

(2) **(Amendment:RG-04/11/2022-32003)** The contribution fee and all kinds of tuition fee that students need to pay are received in relation to the amounts determined annually in the scope of the related regulation.

(3) The contribution fee/tuition fee of the international students is determined by the Board of Directors for each semester at the beginning of the academic year.

(4) The students not paying the required contribution fee/tuition fee/electronic service and material fee for the related semester cannot realise their registration or registration renewal processes and these students cannot benefit from the rights deriving from their status as students.

(5) **(Amendment:RG-04/11/2022-32003)** For the distance education programs, electronic service and material fee is determined by the Board of Directors in a way as not to exceed the tuition fee amount determined on annual basis, in the scope of the regulations regarding the program.

(6) Students not taking any course despite the payment of contribution fee/tuition fee/electronic service and material fee cannot get refund.

(7) **(Amendment:RG-04/11/2022-32003)** Material fee is not received from the students attending the preparatory class of the distance education program.

Registration renewal

ARTICLE 9 - (1) It is mandatory for students to register or renew their registration for the courses in electronic format during the registration renewal dates specified in the academic calendar approved by the Senate.

(2) The semesters without registration renewals are included in education duration.

(3) Students not renewing their registration are not given student documents during the semester concerned and they cannot benefit from the rights as students.

(4) Students not renewing their registration despite their payment of contribution fee/tuition fee are not considered as having completed the registration. These students cannot benefit from the rights as students, either.

(5) (**Amendment:RG-04/11/2022-32003**) Students unable to complete their education during the timeline specified in article 44 of 2547 numbered law renew their registration for further exams specified in article 34, paying the required fee in accordance with the related regulation at the beginning of each semester. The status of these people as students continues, except for the attendance to courses, exams and practices and without benefiting from the other rights as students. Students with the unlimited exam rights (single course exam) cannot benefit from the rights as students.

(6) Students choose the courses they demand during registration renewal in accordance with article 23.

(7) Students registered to the universities demanding to take courses from the other universities are required to fulfil the requirements specified in paragraphs five and six.

(8) Course registration process is made certain by the approval of supervisor. The registration of the students not approved by the supervisor during the specified timeline is made certain by the department chair.

(9) From among the students not renewing their registration during the timeline specified in the academic calendar, those demanding to renew their registration can apply at the latest before the add/drop week to their departments with their documents and petition stating their excuses.

(10) Students whose excuses are approved by their affiliated department can realise their course registration during the add/drop week, fulfilling the requirements stated in paragraph 4.

Types of education and teaching

ARTICLE 10 - (**Amendment:RG-04/11/2022-32003**) (1) Morning and evening education programs, distance education, open education and summer education programs can be opened in accordance with the norms determined by Higher Education Council as well as the decision by the related departments and their approval by the Senate.

Education-teaching terms

ARTICLE 11 - (1) Education-teaching in the departments is implemented according to the academic calendar and the curriculum determined with the approval by the Senate. In an academic year, the departments present their academic calendars for the following year about registration renewal, teaching, exams, semester break and summer periods to the Rectorate by the end of April at the latest. Academic calendar is enacted each year with the approval by the Senate.

(2) Education-teaching is regulated on year/semester basis.

(3) In a year, education-teaching duration consists of minimum two semesters, i.e. fall and spring.

(4) (**Amendment:RG-04/11/2022-32003**) Excluding the exams, a semester lasts for 14 weeks. When necessary, the Senate can extend semester duration.

Education and maximum education-teaching durations

ARTICLE 12 - (1) The maximum durations of education-teaching for the departments are presented as follows:

a) For the associate degree programs with two-year education-teaching, maximum four years.

b) For the undergraduate programs with four-year education-teaching, maximum seven years.

c) For the undergraduate programs with five-year education-teaching (such as dentistry, pharmacy and veterinary medicine), maximum eight years.

ç) For the undergraduate programs with six-year education-teaching (such as the Faculty of Medicine), maximum nine years.

d) (**Amendment:RG-04/11/2022-32003**) For the foreign language program with one-year education-teaching duration, the compulsory preparatory education duration is maximum two years.

e) (**Amendment:RG-04/11/2022-32003**) Education-teaching duration for the optional preparatory program is one year.

(2) (**Amendment:RG-04/11/2022-32003**) The duration spent for the preparatory program is not included in the duration of the program as well as the maximum duration of education-teaching.

(3) The semesters considers in leave by the board of directors of the departments (registration freezing) is not included in the duration of the program as well as the maximum duration of education-teaching.

(4) (**Amendment:RG-04/11/2022-32003**) The duration of the penalty of temporary expulsion from the university is included in the duration of the program as well as the maximum duration of education-teaching.

(5) All the semesters which the students spent unregistered because of the failure in the registration renewal are included in the duration of the program as well as the maximum duration of education-teaching.

(6) The semesters spent at the universities in Turkey and abroad within the scope of exchange programs are included in the duration of the program as well as the maximum duration of education-teaching.

Education-teaching in foreign language and preparatory class

ARTICLE 13 - (1) Upon the suggestions of the relevant committees, the Senate decision, and the approval by Higher Education Council, courses in the departments can be taught in one foreign language in the scope of the related regulation.

(2) Norms regarding the compulsory and optional preparatory classes are regulated in accordance with the rules in the related regulation.

(3) Students completing the preparatory class successfully in the fall semester can start their registered programs in the spring semester.

Regulation of education-teaching programs

ARTICLE 14 - (1) The compulsory and elective courses in the departments can be taught on the basis of theory and practice.

(2) The curricula including course codes, names, contents, credit values, types, prerequisites, and their equivalent courses are determined by the related committees upon the suggestion of the department and the final decision is made by the Senate.

(3) Changes to be made in the contents and the semesterly distribution of theoretical and applicable courses to be included in the curricula, course credits and acquisitions are regulated by the related committees upon the suggestion of the department and they are made certain by the approval by the Senate.

(4) The total sum of theoretical and applicable courses in an education-teaching program is determined as to be 30 ECTS in a semester and 60 ECTS in a year by the relevant committees and the final decision is made by the Senate.

(5) Associate degree programs with two-year education duration are planned to have 120 ECTS credit, undergraduate programs with four-year education duration are planned to have 240 ECTS credit, undergraduate programs with five-year education duration are planned to have 300 ECTS credit, undergraduate programs with six-year education duration are planned to have 360 ECTS credit. Norms as to how to calculate the ECTS credit of a course are regulated by the Senate.

(6) If determined by the relevant committees and approved by the Senate, the departments can regulate education-teaching programs on the basis of the principle that students cannot pass to the proceeding semester/year if they are not successful in all the courses in a semester/year.

(7) Events such as seminar, application, clinical application, clinical, studies, workshop studies, laboratory studies, and observation trips, homework, individual study, vocational skill practices, problem-based teaching, proof-based practices, communication skills, patient visits, exam preparation, on-site studies, library studies, graduation thesis and projects can be included in theoretical and applicable courses.

(8) The Senate can decide for teaching some courses in more than one education-teaching programs remotely with the suggestion of the relevant committees.

(9) Changes in the courses to be included in the education-teaching programs are declared to the students by the relevant departments fifteen days at the latest before the beginning of the academic semester/year.

(10) Timetables for the academic staff to be assigned in thee education-teaching programs of the departments as well as the courses and practices on weekly basis are regulated and declared by the related committees.

(11) In accordance with the subparagraph (1) of the first paragraph of article 5 of 2547 numbered law, Atatürk's Principles and History of Revolution, Turkish language and foreign languages are taught to all students as common compulsory courses. Moreover, students are required to select one of the courses in sports and/or fine arts branches.

(12) Turkish language and Atatürk's Principles and History of Revolution courses are taught for two hours on weekly basis for two semesters or one year, elective social science courses such as sports and fine arts are taught either for two hours on weekly basis for one semester or one hour on weekly basis for two semesters or one year.

(13) In the department with minimum four-year education-teaching duration, foreign language courses are taught for not less than 224 hours in total for the four successive semesters; and they are taught for totally 112 hours in the departments with two-year education-teaching duration. Related regulation norms are implemented for foreign language courses.

(14) (**Amendment:RG-04/11/2022-32003**) Minimum 30% of the vocational courses that require technical knowledge, skill and practice in distance education programs can be taught in-class application-based format in the university campuses.

Double minor program

ARTICLE 15 - (1) The opening of the double minor programs are made certain, upon the suggestion of the related department and the Senate decision and this is implemented thanks to th cooperation between the related departments.

(2) If they meet the requirements, students registered to any undergraduate program can be permitted to register to a double minor program in addition to their already registered program. Double-minor program cannot be regulated as a separate undergraduate program.

(3) Those completing the double-minor program are given a double-minor certificate, which does not function as a diploma. Norms and regulations about double-minor programs are determined by the Senate.

(4) **(Amendment:RG-04/11/2022-32003)** Double-minor cannot be done for distance education and open education programs.

(Amendment:RG-04/11/2022-32003) Double major program

ARTICLE 16 - (1) (Amendment:RG-04/11/2022-32003) Double major program is a program enabling students to take courses simultaneously from two diploma programs of the university and hence get two diplomas when they meet the success and other requirements.

(2) **(Amendment:RG-04/11/2022-32003)** The opening of double major programs is made certain upon the suggestion of the related department and the Senate decision and they are implemented with the interaction between the related departments.

(3) **(Amendment:RG-04/11/2022-32003)** Students whose applications for double major programs are accepted are required to take both mutually accepted courses and the courses only win that program and they are required to have a minimum GASGA of 3.00 and meet the ECTS requirement stated in the fifth paragraph of article 14.

(4) **(Amendment:RG-04/11/2022-32003)** Rules and regulations about double major programs are determined by the Senate.

(5) **(Amendment:RG-04/11/2022-32003)** Double major cannot be implemented in distance education and open education programs.

International common undergraduate program

ARTICLE 17 - (1) International common education and teaching programs, including associate and undergraduate degrees, can be implemented with the interaction with the higher education institutions and other organisations abroad.

(2) Rules and regulations about international common education and teaching are regulated by the Senate.

National and international student exchange programs

ARTICLE 18 - (1) Student exchange programs can be implemented in accordance with the agreement between the university and a national or international higher education institute. Students

can be sent to the national or international universities for one or two semesters in the scope of these programs. Exchange programs are implemented in accordance with bilateral agreements as well as rules and regulations determined by Higher Education Council.

(2) From among the courses determined in the scope of exchange program, the courses equivalent to those in the registered undergraduate program together with the grades determined in accordance with grade transformation table approved by the Senate are processed to transcript upon the decision of the related committees.

(3) Students coming in the scope of exchange programs are not given diploma or title. A transcript showing the taken courses and the grades received for these courses is given.

Undergraduate transfer

ARTICLE 19 - (1) Undergraduate transfers to the departments within the university are made upon the decision of the board of directors and in accordance with the rules determined by the relevant regulation and the Senate.

(2) Inter-university undergraduate transfers for the undergraduate degree is realised in only the fall semester, and they are realised for associate degree programs in the fall and spring semesters. Undergraduate transfers within the university for both undergraduate and associate degree is realised in the fall semester.

Vertical transfer

ARTICLE 20 - (1) Rules of the related regulation are implemented for the vertical transfer of vocational school graduates to undergraduate programs.

Course exemptions

ARTICLE 21 - (1) (**Amendment:RG-04/11/2022-32003**) Students registered to the departments can demand exemptions from the courses for which they were successful in their graduated higher education program and the programs from which they are dismissed. To this end, students apply to the related department with a petition stating the demand for exemption together with approved copies of their transcripts during the timeline specified in the academic calendar of the year in which they made registration.

(2) (**Amendment: RG-09/04/2018-30386**) The grades students received from the exempted courses are shown in a suitable letter grade format, together with M1, M2 status stated in article 35. However, if the exempted course in the transcript has no success grade, exemption can be realised with no grade

as well. The exempted course can be taken again to get a higher grade. In this case, the latest grade becomes valid.

(3) (**Amendment:RG-30/09/2023-32325**) The grades of the students gaining the right of re-registration to the university after graduation or dismissal, students placed to the university by completing undergraduate degree in health sciences, as well as the successful grades of the students with undergraduate or vertical transfer are shown in the transcript in accordance with the grades stated in article 35, with the decision of the related department, and they are included in GASGA.

(4) Exemption processes of the students whose demand for registration freezing is accepted before the beginning of education-teaching are implemented in the date of the beginning of the courses in the first semester following the end of registration freezing period.

(5) (**Amendment: RG-09/04/2018-30386**) For the exemption processes of the students transferred from other universities, exemption processes are implemented according to the transcript received from the higher education institution where education was received lately as well as the date of exemption in that institution. Moreover, exemption processes for the students registering to the university by means of vertical transfer are implemented according to the associate education program from which they were transferred.

(6) Exemption is not implemented for for the courses in the program graduated by the students who have graduated from an associate/undergraduate degree program and gained the right for registration to an equivalent program.

(7) (**Amendment:RG-04/11/2022-32003**) In distance and open education programs, students can demand for the exemption from only the courses, Turkish language, foreign language, Atatürk's Principles and History of Revolution, general elective social science courses, as well as information and communication technology course, which are taught and taken by the students in the scope of the subparagraph 1 of paragraph 1 of article 5 of 2547 numbered law.

(8) (**Amendment:RG-04/11/2022-32003**) From among the students who registered to the university in the past years and then dismissed with the university for any reason, those placed to the university again, the students placed to the university with undergraduate or vertical transfer, as well as the students registered to distance and open education programs are exempt from university orientation course.

(9) (**Repeal:RG-29/05/2023-32205**)

(10) (**Amendment:RG-04/11/2022-32003**) Students who are placed to open education programs and the exam-free second university programs and who are exempt from Turkish language, foreign language, Atatürk's Principles and History of Revolution, general elective social science courses, as well as information and communication technology course, which are taught in the scope of the subparagraph 1 of paragraph 1 of article 5 of 2547 numbered law become exempt from these courses

with M2 status. Grades are not added to the average and they are shown in the transcript in national credit and ECTS credit formats.

(11) (**Amendment:RG-04/11/2022-32003**) The exempted course(s) cannot be taken again to get a higher grade in the same semester.

(12) (**Amendment:RG-04/11/2022-32003**) The exemption processes of the courses taken and achieved in the formerly registered higher education institutions are implemented in accordance with the grade letters equivalent to the coefficient in article 35.

(13) (**Amendment:RG-04/11/2022-32003**) The exemption processes of the courses taken and achieved by the students the students gaining the right for re-registration to the university and from a program taught totally in Turkish to a program totally or partially taught in foreign language, students placed to the university by completing undergraduate degree in health sciences, as well as the students with undergraduate or vertical transfer are not implemented (except for Turkish language, foreign language, Atatürk's Principles and History of Revolution, general elective social science courses, as well as information and communication technology course, which are taught in the scope of the subparagraph 1 of paragraph 1 of article 5 of 2547 numbered law).

Credit value of the courses

ARTICLE 22 - (1) Courses are categorised into two groups, i.e. compulsory and elective.

(2) The national credit value of a course consists of weekly theoretical hours of that course, application, laboratory, workshop and clinical studies, and half of the weekly hours of the other activities apart from theoretical and seminar activities stated in article 14.

(3) The credit of sports and fine arts courses, taught in the scope of the subparagraph 1 of paragraph 1 of article 5 of 2547 numbered law is zero, and these courses taught one hour on weekly basis have 1 ECTS credit, those taught two hours on weekly basis have 2 ECTS credits.

(4) The credit of a course taught on annual basis is determined by the total sum of all the credits of that course for each semester.

(5) The credit values of taken courses equivalent to ECTS are determined upon the suggestion of departments, the decision of the related committee, and the approval by the Senate.

Course load and taking courses

ARTICLE 23 - (1) The course load of students is 30 ECTS credits for a semester, and 60 ECTS credits for a year.

(2) (**Amendment: RG-09/04/2018-30386**) First and second semester/first year students are required to take all the courses in the first and second semester/first year of their registered programs. However,

the students completing the preparatory class in the fall semester are not required to take all the courses.

(3) From the third semester/second year onwards, students can take courses in addition to the course load within a semester, stated in the first paragraph, with the approval of the supervisor in accordance with GASGA. Rules about it are as follows:

a) The maximum course load of a student with a GASGA of 1.99 and lower for a semester can be 30 ECTS credit.

b) (**Amendment: RG-09/04/2018-30386**) A student with a GASGA of between 2.00 and 2.99 can take as many courses as he/she demands in addition to the course load in a semester for no more than 40 ECTS credits.

c) A student with a GASGA of more than 3.00 can take as many courses as he/she demands in addition to the course load in a semester for no more than 45 ECTS credits.

ç) Students can complete their education earlier in the scope of this regulation.

(4) Students are first required to take the course(s) for which they were unsuccessful, which they needed to take or could not take in the former semester/year.

(5) In the case of excess in the education durations stated in the first paragraph of article 12, students can continue their education if they pay contribution/tuition fee.

(6) (**Amendment:RG-04/11/2022-32003**) When the compulsory course(s) for which the students were unsuccessful is/are removed from the program, they are required to take the available substitute courses instead of the removed ones.

(7) If no course has been defined as a substitute for the removed compulsory course, students are required to make up for the ECTS credit deficit from among the elective courses.

(8) Depending on the characteristics of the program, students can take another elective course instead of the elective course for which they were unsuccessful.

(9) In order to graduate, students are required to be successful for the compulsory and elective courses in the program determined by the relevant committees.

(10) (**Amendment:RG-04/11/2022-32003**) Students cannot get the elective courses for which they were successful/unsuccessful deleted from the transcript.

(11) (**Amendment:RG-04/11/2022-32003**) The ECTS credit deficit, which will emerge in the case of a change in the ECTS credit of the course taken by the students in the course changes made in the programs, are compensated by the elective courses.

Transferring the taken course

ARTICLE 24 - (1) If they get permission from the departments in advance, students can take courses from the national higher education institutions or the international higher education institutions,

whose equivalence is approved by Higher Education Council and which are included in student exchange programs, and transfer the credits of these courses. For course transfers, the grades of the courses taken from the other universities are processed to the transcript according to the grade transformation table and with the decision of the related committees.

(2) The courses taken by the students and their equivalence in their registered programs are stated in the transcript. The credit of the course in the registered program is processed in the transcript as the course credit.

Prerequisite courses

ARTICLE 25 - (1) Prerequisite courses and their requirements are made certain upon the suggestion of the department teaching that course, the decision of the related committee and the approval of the Senate. As long as the courses which are prerequisite to another course are not achieved, the prerequisite courses cannot be taken.

THIRD PART

Exams

General rules for the exams

ARTICLE 26 - (1) (**Amendment:RG-04/11/2022-32003**) Exams are midterm exams, final exams, make-up exams, single course exam, post-practice exam, excuse exam, exemption exam, three-course exam for graduation, and further exams at the end of maximum education-teaching duration.

(2) Exams can be organised in written, oral and applied formats.

(3) Types and weights of the exams are determined upon the decision of the related committee and the approval by the Senate.

(4) Venue and dates of the dates are determined and declared by the departments.

(5) Students are required to take the exam in the venue, on the day and at the hour declared by the department, bringing with them their student ID cards and other required documents.

(6) In order for students to take the exam of a course, students are required to have registered for the related course or renewed their registration in the semester/year concerned. In case students take the exam of a course for which they have not registered, the grade of the students are cancelled despite the declaration of the grades.

(7) (**Amendment:RG-04/11/2022-32003**) In distance education and opene education programs, exams are held online or in-person, with or without proctors.

(8) (**Repeal:RG-04/11/2022-32003**)

(9) In necessary cases, with the decision of related board of directors, exams can be held on Saturdays and Sundays as well, except for national and religious festivals.

(10) Students who cheat, attempt to cheat or help of cheating as well as the students who are detected to have cheated during the examination of the papers are considered to receive 0 (zero) as the grade from the exam and legal process is implemented against them in accordance with the Regulation for Students in Higher Education Institutions, published in the Official Gazette dated 18/8/2022 and numbered 28388.

(11) The evaluation of the courses taken during summer months from the related departments of the university and the other national universities is implemented in accordance with the decision of the related board of directors according to article 35.

Mid-term exams

ARTICLE 27 - (1) Rules about mid-term exams are as follows:

a) With minimum one mid-term exam for each course for each semester/year, the total number of mid-term exams is determined by the decision of the related board of directors. Mid-term requirement is not mandatory for clinical practices completed in and less than twelve days.

b) (**Amendment: RG-25/10/2018- 30576**) Education and teaching practices such as homework, project, quizzes, trip and observation studies, clinic and laboratory studies, studio and similar studies can be used as the evaluation criteria.

c) The mid-term exams of maximum two courses programmed in the same semester/year can be held on the same day.

ç) Mid-term exam results are declared at the latest ten days after the exam date. Approved exam documents apart from grade sheets are submitted to student affairs office and they are stored here for minimum two years.

(Amendment: RG-25/10/2018- 30576) Final exams

ARTICLE 28 - (1) The final exam of a course is held at the end of education-teaching duration of the related course at the time and venue declared by the related committee. In order to take the final exams of the courses, the following are required:

a) Attendance to minimum 70% of the theoretical courses and 80% of the applied courses, for the courses including both theory and application

b) Attendance to minimum 80% of the courses whose weekly hours are all based on application.

(2) Organisation and evaluation of separate exams for the theory and application parts of a course are decided by the related committee. However, the two exams are considered together for the calculation of the success grade of the course.

(3) The grade sheets and exam documents of the final exams are submitted to the student affairs office of the departments within the timeline of grade processing in end semester/year declared in the academic calendar. Approved exam documents apart from grade sheets are stored in the student affairs office for minimum two years.

Make-up exams

ARTICLE 29 - (1) Rules about make-up exams are as follows:

- a) (**Amendment: RG-25/10/2018- 30576**) Students not taking the final exam despite their rights for it and those getting F1, F2, F3 grades in the final exams held in fall and/or spring semester in an academic year can take make-up exams.
 - b) (**Amendment: RG-25/10/2018- 30576**) Minimum a five-day break is made between final exams and make-up exams. The criteria for make-up exams are similar to those for the final exams and the grade taken in the make-up exam is considered as the grade for the final exam.
 - c) The grade of the courses taught yearly are added to the semester at the end of the year when the course was taken, for the calculation of SASGA.
 - ç) The grade sheets and exam documents of the make-up exams are submitted to the student affairs office of the departments within the timeline of grade processing in end semester/year declared in the academic calendar. Approved exam documents apart from grade sheets are stored in the student affairs office for minimum two years.
- (2) In a semester in associate degree and undergraduate programs, the education-teaching year and the courses for which make-up exams will be made are decided in accordance with the first subparagraph and the requirements determined by the Senate.
- (3) (**Repeal:RG-04/11/2022-32003**)

Single course exam

ARTICLE 30 - (1) (**Amendment: RG-09/04/2018-30386**) The unsuccessful students getting education from the programs structured on the basis of the requirement that as long as all the courses in a semester/year are not achieved, it is not possible to take courses for the proceeding semester/year, and the students in intermediate classes gaining the right can take the single course exam.

(2) For the programs structured on the basis of the requirement that as long as all the courses in a semester/year are not achieved, it is not possible to take courses for the proceeding semester/year, single course exam is organised in order to complete all the processes two weeks at the latest before the opening of the following education-teaching year.

(3) (**Amendment:RG-04/11/2022-32003**) Intermediate-year students failing maximum one course fulfilling the requirements for attending to all courses registered for an education-teaching year,

except for the courses opened in the scope of the subparagraph 1 of paragraph 1 of article 5 of 2547 numbered law as well as information and communication technology courses, can take this exam.

(4) For one failed prerequisite course failed in the programs ending due to the requirement that as long as all the courses in a semester/year are not achieved, it is not possible to take courses for the proceeding semester/year, or the expansion of education-teaching year, single course exam is held.

(5) The intermediate year students failing in and fulfilling the requirement for attendance to prerequisite course, for which they are registered, can take this exam.

(6) Students demanding to benefit from the right for single course exam can do so by submitting their petitions to the student affairs office of the related department within five working days following the declaration of the make-up exam results.

(7) (**Amendment: RG-25/10/2018- 30576**) The grade taken from this exam is evaluated as the final exam grade for the related course.

Excuse exam

ARTICLE 31 - (1) Excuse for the mid-term exams are accepted in the scope of the right and valid reasons determined by the Senate.

(2) (**Amendment: RG-25/10/2018- 30576**) Excuses for final exams and make-up exams are not accepted. From among the students who have valid excuses for the terms of both final exams and make-up exams and who can enter neither of the exams, those whose just and valid excuses are accepted by the related board of directors can benefit from their right for the exam during the first final exam period following the end of the duration of their excuses, on condition that they apply to the related department with a petition. The total ECTS credit total of the courses for which the students in this case benefit from their exam rights is not included in the maximum ECTS credit required for the registered semester.

(3) The exams taken by the students during their excuse period are considered invalid.

(4) The right for taking excuse exam is provided for students who cannot take the mid-terms held on the same day and at the same hour. Students in this case are obliged to apply to the related department with a petition.

(5) Students not taking the excuse exam are not provided a second right.

(6) (**Amendment:RG-04/11/2022-32003**) Excuse is not accepted for students not taking the exams in distance education and open education programs.

Exemption exam

ARTICLE 32 - (1) Exemption exams can be held at the beginning of each semester/year for the courses approved for exemption with the Senate decision and the suggestion of the related committees.

Three-course exam for graduation

ARTICLE 33 - (1) Three-course exam for graduation is held for the students who are in the last semester/year and are unsuccessful, gaining the right for taking the exam.

(2) Students who complete successfully the courses except for maximum three courses including those taught in the scope of the subparagraph 1 of paragraph 1 of article 5 of 2547 numbered law, in the registered program and students who fulfil all the requirements of the program can take three-course exam for graduation.

(3) In order to take three-course exam for graduation, students are required to have registered for the related courses in one of the last two semesters. Duration of periods such as exchange program, registration freezing, decided by the related board of directors, is not included in this duration.

(4) Student who have benefited from their rights for three-course exam but failed in it need to register in the first semester when the related courses are opened, in order to benefit again from the right for three-course exam for graduation. For the courses whose continued versions are taken but failed by the students, students can benefit again from the right for three-course exam.

(5) Students demanding to benefit from the right for three-course exam for graduation can apply to the student affairs office of the related department with a petition within five days after the declaration of the make-up exam results. After the examination of the status of the student, the opening of three-course exam is declared to the students and the academic staff responsible for the course(s) by the related department.

(6) Students are required to ensure the GASGA of 2.00, which is required for graduation, with the result of three-course exam for graduation.

(7) Three-course exam for graduation is held before the intern education in the faculties of Medicine and Veterinary Medicine.

(8) the grade in the three-course exam for graduation is considered as the success grade for the related course.

Further exams at the end of maximum education-teaching duration

ARTICLE 34 - (1) Procedures about the students who are unable to fulfil the graduation requirements at the end of the maximum education-teaching duration are as follows:

a) Students are provided the right for taking two further exams for all the courses they took and failed during the dates specified in the academic calendar.

- b) The student not taking the exam on the declared date is not provided the right for excuse.
- c) The grade taken in the exam is evaluated independently and transferred to the grade in letter format. The grades taken during the semester are not taken into consideration.
- ç) The students with maximum five failed courses as a result of the two further exams are provided an additional period of three semesters for these courses.
- d) The students with maximum five failed courses not benefiting from the right for the two further exams are provided an additional period of four semesters (for the departments based on passing the classes, this duration is two years)
- e) Those who have failed one course at the end of the maximum education-teaching period and the two further exams are provided the right for taking the exams of their failed courses limitlessly, not benefiting from their rights as the students.
- f) Those who have been successful in all the courses in the program but could not meet the GASGA requirement for graduation are provided the right for taking exams limitlessly for the courses they demand. From among these courses, except for the courses which are applied and not taken yet, attendance requirement is not mandatory.
- g) From among the students who are provided limitless additional period, those not registering successively or non-consecutively for totally three times are considered as having given up their right for taking exams limitlessly and they cannot benefit from this right.
- ğ) The student gaining the right for additional period is required to make semester/year registration, fulfilling the requirement for student contribution fee/tuition fee.

FOURTH PART

Evaluation

Course success grade

ARTICLE 35 - (1) For their success in the courses, students are given grades in letter format and these grades are termed as success grades.

(2) (**Amendment: RG-25/10/2018- 30576**) Course success grade is acquired by the evaluation of mid-term exams, education-teaching practices, as well as final/make-up exam grades and this result shows academic success status of the student.

(3) (**Amendment: RG-25/10/2018- 30576**) Course success grade is calculated by the sum of 40% of the grade acquired as a result of evaluating the grade(s) in mid-term exam(s) as well as the education and teaching practices, and 60% of the grade(s) in final exam and make-up exam.

(4) Exams are evaluated on the basis of absolute or relative criteria.

(5) **(Amendment: RG-25/10/2018- 30576)** The effect of the success in the semester/year and the final exam on course success grade as well as course application plan are declared to the students by the academic staff responsible for the course at the beginning of the semester/year.

(6) **(Repeal: RG-25/10/2018- 30576)**

(7) **(Amendment: RG-30/09/2023-32325)** Rules about the grades in letter format and their status are as follows:

a) The equivalent scores of the grades in letter format and their coefficients are given in the following table:

Scores	Grades	Coefficients
90-100	A	4,00
85-89	B1	3,50
80-84	B2	3,25
75-79	B3	3,00
70-74	C1	2,75
65-69	C2	2,50
60-64	C3	2,00
50-59	F1	1,50
49 and lower	F2	0,00
	F3	0,00
	F4	0,00

b) The explanation of the grades in letter format are as follows:

1) **(Amendment: RG-25/10/2018- 30576)** F3: Not taken the exam despite the right provided, unsuccessful.

2) **(Amendment: RG-25/10/2018- 30576)** F4: Due to non-attendance, no right provided for taking final exam and make-up exam, unsuccessful.

3) The grades F1, F2, F3, F4 are added to the average according to their related coefficients in grade average calculations.

c) The explanations of letter statuses are as follows:

1) **(Amendment: RG-25/10/2018- 30576)** S (Successful) grade: It is given to the students who are successful in in the courses not affecting the academic success average.

- 2) (**Amendment: RG-25/10/2018- 30576**) U (Unsuccessful) grade: It is given to the students who are not successful in in the courses not affecting the academic success average.
- 3) (I) (Incomplete) grade: Students who are unable to fulfil some requirements of the course despite the successful status during the semester/year due to reasons such as illness are given (I) grade by the academic staff responsible for the course. A student with an (I) grade is required to get a grade, completing the incomplete aspects, fifteen days after the submission of the grades to student affairs office. The grade of the student not completing the incomplete aspects during that period turns into F2. The (I) grade of the students whose incomplete aspects are considered to take a long while to complete, can be extended at the latest until the proceeding registration period.
- (4) M1 status is given for the courses which the student took from a department within the university and became successful for it and it is stated as a grade in letter format.
- (5) M2 status is given for the courses which the student took from other universities and became successful for it and it is stated as a grade in letter format.
- (6) (**Amendment: RG-25/10/2018- 30576**) MZ status is given for the courses whose final and make-up exams the students could not take due to illness and got their excuses approved by the related board of directors. Students take the first final exam for the course with MZ status and the grade taken here is evaluated, with its addition to the academic success average of the semester during which the exam was taken and general academic success average.

Academic success grade average

- ARTICLE 36 -** (1) Academic success grade average of the students are calculated at the end of each semester. During this calculation, two averages, GASGA and SASGA, are acquired.
- (2) The grade of yearly courses/events is added to the semester at the end of the year in which the course was taken, and academic success grade average is thus determined.
 - (3) In order to calculate SASGA, first, a total number is found by the multiplication of the coefficient of the grades the students took from the courses/activities in a semester/year with the ECTS credits of these courses/activities. Next, this number acquired from all courses/activities is divided into the total of ECTS credits of courses/activities. The value found is termed as SASGA.
 - (4) GASGA is calculated, following the same method, by taking into consideration all courses/activities the students took since their entry to the university.
 - (5) In calculating academic success grade averages, the results are rounded two digits after the comma.

Success in the courses

ARTICLE 37 - (1) In a semester/year, students are found successful when they get C3 or higher grade, and they are found unsuccessful when they get F1, F2, F3 and F4.

(2) (**Amendment: RG-30/09/2023-32325**) A student taking 49,99 or lower grade out of 100 in final exams, make-up exams, and single-course exams is found unsuccessful and gets F2 grade in letter format.

(3) (**Amendment:RG-04/11/2022-32003**) F4 grade in letter format cannot be used for distance education and open education programs.

(4) (**Amendment: RG-30/09/2023-32325**) On condition that students take minimum 50,00 from final exams, make-up exams, and single-course exams, those whose course success grade is minimum 60,00 are found successful.

Attendance situation

ARTICLE 38 - (1) Students are required to attend the courses, applications, studies found appropriate by the academic staff in charge and the exams.

(2) (**Amendment: RG-25/10/2018- 30576**) Attendance situation of the students is monitored by the related academic staff and it is declared one week before the beginning of the final exams.

(3) A student found unsuccessful in a course due to non-attendance is required to attend that course when taking it again.

(4) (**Amendment: RG-17/02/2024-32463**) Students except for those failing in the exams despite fulfilling the requirement for attendance to the course, and studying in the Faculty of Medicine and State Conservatory demanding to take the same course(s) again are exempt from attendance to the course. However, when they demand, the students can attend the courses.

(5) Though the health report is accepted by the related board of directors, the period during which the student has taken report is considered as a period of non-attendance.

(6) (**Amendment:RG-04/11/2022-32003**) There is not a requirement for attendance for the courses in distance education and opene education. However, depending on the characteristics of the program, rules and regulations regarding the attendance to the activities in some courses, applications and practices are determined by the related department.

Course repetition

ARTICLE 39 - (1) Students are first required to take the course(s) for which they took F1, F2, F3 and F4 grades in the first semester/year when these courses are opened. The grade of these courses is evaluated, with its addition to the semester and general academic success garde average.

(2) If the course of which F1, F2, F3 and F4 grades are taken is elective, students can either take the same course or they can instead take another elective course.

- (3) Students can take again the course(s) for which they took successful grade and take a higher grade.
- (4) The latest grade is valid for the repeated courses.

Objection to exam grade

ARTICLE 40 - (1) After the submission of exam documents and exam grade tables to the related departments and their declaration, grades cannot be changed except for concrete errors.

(2) For objection to concrete errors, students apply in written form to the related department within seven work days after the declaration of exam results.

(3) Objections to concrete errors not made within the duration specified are not evaluated.

(4) **(Amendment:RG-04/11/2022-32003)** Applications for the objections to concrete errors in distance education and open education are made to ANKUZEF in written or electronic format within three work days after the declaration of exam results. The result is declared to the related students fifteen days at the latest.

Graduation degree

ARTICLE 41 - (1) Students completing all the courses within the registered program in accordance with the rules of this regulation, fulfilling all the requirements for the program and having the GASGA of 2.00 or higher are provided the right to get their diplomas.

(Amendment:RG-04/11/2022-32003) Semester/year outstanding/very outstanding success students

ARTICLE 42 - (1) **(Amendment:RG-04/11/2022-32003)** Students who take all the course load of their registered program, complete all these courses with the final exam successfully, who are not sentenced to disciplinary punishment, and who have a GASGA of between 3.00 and 3,69 out of 4,00 are considered semester/year outstanding success students; students with a GASGA of 3,70 and over are considered semester/year very outstanding success student. Students in these cases are given outstanding/very outstanding success student documents by the related departments.

(Amendment:RG-04/11/2022-32003) Diploma outstanding/very outstanding success students

ARTICLE 43 - (1) **(Amendment:RG-04/11/2022-32003)** Students who complete their undergraduate/associate education within the durations stated in article 12, complete all these courses with the final exam successfully, who are not sentenced to disciplinary punishment, and who have a GASGA of between 3.00 and 3,69 out of 4,00 graduate as diploma outstanding success students; students with a GASGA of 3,70 and over graduate as diploma very outstanding success students.

Students in these cases are given outstanding/very outstanding success documents by the related departments.

FIFTH PART

Registration Freezing, Dismissal, Leaving and Diploma

Registration freezing

ARTICLE 44 - (1) The rights of the students who cannot fulfil any of the requirements for registration, attendance, application, and exams due to just and valid reasons determined by the Senate are maintained, after the demand for registration freezing is evaluated and approved by the related board of directors. These students can continue their education from the position they left due to their excuses.

(2) (**Amendment:RG-04/11/2022-32003**) Students can demand for registration freezing process for maximum two years/four semesters. If there are just and valid reasons for the extension of this duration, this maximum limit is not applied.

(3) The duration of registration freezing is not included in total duration of education.

(4) (**Appendix: RG-09/04/2018-30386**) Students completing the compulsory or optional preparatory class program successfully at the end of the fall semester can demand for the registration freezing in the proceeding spring term.

(5) (**Amendment:RG-04/11/2022-32003**) Students within the end of the maximum education duration cannot demand for registration freezing.

(6) (**Amendment:RG-04/11/2022-32003**) Students whose registration is temporarily accepted due to incomplete documents cannot demand for registration freezing until the completion of full registration process.

Dismissal

ARTICLE 45 - (1) The process of dismissal is made upon the decision of the related board of directors.

(2) Regardless of whether they have registered or not for each semester, and beginning from the semester during which the courses in the registered programs are taught, students, except for the one-year preparatory class, are required to complete

a) the two-year associate degree programs in maximum four years

b) the four-year undergraduate programs in maximum seven years

c) the five-year undergraduate programs (i.e. dentistry, pharmacy and veterinary sciences) in maximum eight years

- ç) the six-year undergraduate programs (the Faculty of Medicine) in maximum nine years.
- (3) Students who cannot fulfil the requirements of the registered program determined by the relevant committees at the end of the maximum education period are dismissed from the university.
- (4) Students are not dismissed from the university because of the failure in the payment of student contribution fee/tuition fee or registration renewal within the maximum education period. However, in case registration renewal and payment of the student contribution fee/tuition fee are not made in four successive terms, students are dismissed from the university upon the decision of the board of directors and the approval by Higher Education Council.
- (5) In the additional exams made at the end of the maximum education period, those who
- have six or more failed courses for graduation,
 - do not register for totally three education terms, successively or alternately, from among the students who are provided the right for limitless additional period,
 - have one or more failed courses for graduation at the end of the additional period stated in the c and ç subparagraphs of the first paragraph of article 34
- are dismissed from the university.
- (6) Students who have had penalty of expulsion from a higher education institution in accordance with the Regulation for Student Discipline in Higher Education Institutions or who have been expelled from a position in public institution are dismissed from the university.
- (7) In case students voluntarily delete their registration, they are dismissed from the university.
- (8) Students are dismissed from the university when their failure in the continuation of education for health reasons is documented with a health report to be taken from the university hospital or any health institution and the report is approved by the related board of directors.
- (9) **(Amendment:RG-04/11/2022-32003)** Students are dismissed their registered program when they cannot complete successfully the preparatory class of the program taught in foreign language in two years or when they cannot complete TÖMER preparation class of the programs taught in Turkish successfully in two years.
- (10) The students registering with false statements and fake documents or those not submitting the incomplete documents in time are dismissed from the university.
- (11) **(Amendment:RG-04/11/2022-32003)** Students who are dismissed from the major program when registered for a double major program or making vertical transfer are dismissed from the double major/minor program.

Graduation

ARTICLE 46 - (1) The students who fulfil the requirements stated in this regulation and the requirements determined by the related committees, the students who get a minimum GASGA of 2.00 and complete the total ECTS credit determined for the program gain the right for graduation.

(2) (**Amendment:RG-04/11/2022-32003**) The graduation date to be written on diplomas or graduation documents is the last date, if it is weekday, or the following work day if it is at the weekend, on which the students completed their education, i.e. the last day of final exam/make-up exam/three-course exam for graduation/additional exam/summer exam period determined in the academic calendar, and approved by the Senate. In case course exemption is valid for the students, it is the date of decision by the board of directors for the exemption.

Issuing graduation documents and diplomas

ARTICLE 47 - (1) Graduation documents and diplomas to be given by the university are issued in accordance with the rules and regulations determined by the Senate.

(2) (**Amendment:RG-04/11/2022-32003**) In order to issue students their graduation documents and diplomas, students are required to have fulfilled the requirements for graduation and student contribution fee/tuition fee. Otherwise, graduation document diploma is not given.

Diplomas

ARTICLE 48 - (1) Diplomas issued by the university are as follows:

- a) (**Amendment:RG-04/11/2022-32003**) Associate degree diploma for associate programs with four-semester (two-year) duration and double major programs
- b) Undergraduate diploma for undergraduate programs with eight-semester (four-year) duration and double major programs
- c) Diplomas of the Faculty of Dentistry, Faculty of Pharmacy, Faculty of Veterinary Medicine and Faculty of Medicine with more than eight-semester (four years) duration for the programs of the Faculty of Dentistry, Faculty of Pharmacy, Faculty of Veterinary Medicine and Faculty of Medicine respectively, with more than eight-semester (four years) duration.

(2) In order for students making undergraduate transfers within the scope of the related regulation to get diploma from the university, they are required to attend the related program for minimum one semester in associate education, and minimum one academic year in undergraduate degree.

(3) Except for the situations defined in the second subparagraph and sixth subparagraph of article 21, the students registering the university by means of the exams organised by MSPC or via the transfer from another university are required to attend the related program for minimum one academic year in order to get diploma from the university.

(4) Students who are successful for all the courses in a program during the first four semesters in the departments with eight-semester (four-year) education duration, have a GASGA of minimum 2,00, but do not or cannot complete their registered programs are given associate degree diploma showing the scientific discipline, which they left, upon their demand.

(5) (**Amendment:RG-04/11/2022-32003**) Students who gain the right for graduation from an associate/undergraduate degree program and fulfil the requirements for graduation from their registered double major program are given double major associate/undergraduate diploma.

(6) (**Amendment:RG-04/11/2022-32003**) In the Faculty of Medicine, in which education-teaching is implemented for twelve semesters (six years),

a) the students who are successful for all the courses in the curriculum of the first four semesters (two years), who have a GASGA of minimum 2,00 and complete 120 ECTS, but do not or cannot complete their registered programs are given associate degree diploma in health sciences upon their demand.

b) the students who are successful for all the courses in the curriculum of the first eight semesters (four years), who have a GASGA of minimum 2,00 and complete 240 ECTS, but do not or cannot complete their registered programs are given undergraduate degree diploma in health sciences upon their demand.

Diploma supplement

ARTICLE 49 - (1) Students who complete their registered programs successfully and gain the right for graduation are given diploma supplement in addition to the diploma.

(2) Diploma supplement is a document which contributes to the international recognition of academic and vocational proficiencies and which is given in addition to the diploma.

(3) Diploma supplement includes the names, ECTS credits of all courses taken by the students, as well as standard information for diploma supplements. Diploma supplement is not used as a substitute for the diploma.

SIXTH PART

Various and Last Rules

Address notification

ARTICLE 50 - (1) Every kind of notification is made in written format to the valid address which the student gave during registration or the person demanding for the notifications in electronic format to the e-mail address given can be made notification in this way. In cases in which notification is not possible in either way, notification is considered to be completed by the university.

(2) In case notification is made to the address saved in the university during the registration although that address/email addresses have been changed and the students have not informed or falsely/incompletely informed the related department about it, this notification is considered to have been made to these students.

Disabled students

ARTICLE 51 - (1) Registered to the university, the disabled students whose disability status and degree are proved by a health report are required to fulfil the requirements for taking courses in this regulation; however, in case they have difficulty in fulfilling the requirements of a course due to their disability, changes and adaptations are made by the approval of the academic staff responsible for the course to ensure the elimination of these difficulties and make sure that these students take the course. If students still have difficulty in fulfilling the requirements of the course despite the changes made, they can take another equivalent course, if available.

(2) The disabled students registered to the university are required to take the exams stated in article 26; however, exam venue, duration and format can be changed by the approval of the responsible academic staff in order to evaluate the performance of these students best. Additional equipment such as special alphabet, computer, magnifying glass are provided by the people who help disabled students to read and write.

Special students

ARTICLE 52 - (1) Special student is a student who fulfils the requirements for the registered diploma program by participating in the courses and applications, while also registered for a national university or an international university with which the university has protocol.

(2) Students demanding to benefit from special student status can apply for it with the decision of their registered higher education institution.

(3) Special student applications can be accepted upon the suggestion of the related committees and the Senate approval if any one of the reports/documents determined by the Senate is presented. These reports/documents are as follows:

- a) A health report within the last six months documenting life hazard.
- b) A health report within the last six months documenting neurological or muscle-skeleton problem restricting individual life.
- c) A health report approved by the chief physician for students who need to stay with their family.
- ç) A health report for the family of the students required to look after them.

- d) (**Amendment:RG-04/11/2022-32003**) A document documenting the impossibility of a student for attendance to his/her registered higher education program due to such actions as assault and violence.
- (4) (**Amendment:RG-04/11/2022-32003**) Special student applications are not accepted for distance education, opene education and exam-free second university programs.
- (5) Students who complete minimum one semester of associate degree programs, minimum two semesters of undergraduate programs, and minimum one year for the yearly taught courses can apply for special student status.
- (6) Approved health board reports of the students to make application due to health problems are accepted.
- (7) Special student applications are made at the beginning of the fall and spring semesters within the durations specified in the academic calendar.
- (8) Special students pay their student contribution fee/tuition fee to their registered higher education institution.
- (9) Special student quotas for each academic year cannot exceed 3% of total number of students registered to the program.
- (10) The duration of special student status is determined up to one year just for once. However, in case the requirements for benefiting from special student status continue, the continuation of special student status can be decided by the Senate and upon the suggestion of the related committees.
- (11) The total credit of all the courses the special students can take in a semester cannot exceed maximum credit limit that can be taken in a semester and determined by the Senate.
- (12) No discipline penalty is mandatory for application to special student status.
- (13) An academic supervisor is appointed by the related department for the student to benefit from special student status.
- (14) Special student gets the diploma from the registered higher education institution.
- (15) From among the courses which the special students completed successfully, those which are considered appropriate by their registered higher education institution are transferred as a credit.
- (16) Special students are not required to retake the courses they failed in the university during the semester in which they are opened.
- (17) Special student can elect courses in the university according to the education program in the registered university. The student is not required to take all compulsory courses of the class.
- (18) (**Amendment:RG-04/11/2022-32003**) Special student status can be benefited for maximum two terms during a program. This duration can be extended by the approval of Higher Education Council according to student demand and the requirements stated in the Regulation for the Rules Regarding Transfers between Associate and Undergraduate Degree Programs, Double-Major, Double-Minor

and Credit Transfers between the Institutions, published in the Official Gazette, dated 24/4/2010 and numbered 27561.

Discipline

ARTICLE 53 - (1) Discipline processes and procedures of the students are implemented in accordance with 2547 numbered law and the rules in Student Discipline Regulation.

Cases with no rules

ARTICLE 54 - (1) The Senate decisions together with the related regulation rules are implemented for the cases in which there is no rule in this regulation.

(2) (**Appendix: RG-21/05/2020-31333**) The Senate is authorised to make changes in the rules and regulations of education and teaching, and make new decisions to ensure the continuation of education-teaching and prevent student victimisation for the cases that can be accepted as force majeure (such as earthquake, pandemic, war, mobilisation, terror etc.) and for the processes in which the effects of these cases continue.

Repealed regulations

ARTICLE 55 - (1) The Regulation of the Undergraduate and Associate Degree Education at Ankara University, published in the Official Gazette, dated 12/9/2013 and numbered 28763, has been repealed.

Adaptation

TEMPORARY ARTICLE 1 - (1) Maximum education durations in this regulation for the students registered to the university before the date 26/11/2014 is calculated from 2014-2015 fall semester on, and the education duration prior to this date is not taken into consideration in the calculation of maximum education duration.

(2) (**Amendment: RG-09/04/2018-30386**) The requirements stated in the third paragraph of article 23 are not mandatory for the students in the process of graduation in 2017-2018 academic year and from fall and/or spring semester on (except for the students entering the university from 2017-2018 academic year on).

Enactment

ARTICLE 56 - (1) This regulation is enacted on the date of its publication.

Execution

ARTICLE 57 - (1) The Rector of Ankara University executes the rules of this regulation.

About the Official Gazette in which the regulation is published	
Date	Issue
08/08/2017	30148
About the Official Gazette in which the amended regulation is published	
Date	Sayısı
09/04/2018	30386
24/04/2018	30401
25/10/2018	30576
21/04/2019	30752
21/05/2020	31133
04/11/2022	32003
29/05/2023	32205
30/09/2023	32325
17/02/2024	32463