



REPUBLIC OF TÜRKİYE
YAŞAR UNIVERSITY
REGULATION ON EDUCATION-TRAINING AND EXAMS FOR ASSOCIATE AND
BACHELOR'S DEGREES

SECTION ONE
Objective and Scope, Basis and Definitions

Objective

ARTICLE 1 - (1) This Regulation is intended to designate the procedures and principles regarding registration, education-training principles, exam and graduation requirements for students enrolled in associate and bachelor's degree programs at Yaşar University.

Scope

ARTICLE 2 – (1) The scope of this Regulation covers the terms regarding education-training in associate and bachelor's level degree programs at Yaşar University.

Basis

ARTICLE 3 - (1) This Regulation was created on the basis of Article 14 of the Higher Education Law, dated 4/11/1981 and numbered 2547, and the additional Article 52 of the Law on Higher Education Institutions Organization, dated 28/3/1983 and numbered 2809.

Definitions

ARTICLE 4- (1) In this Regulation, the terms below shall mean the following:

- a) Weighted average: The average value calculated through the division of the total obtained by multiplying the grade in each one of a group of courses with the credits for that course, by total credit hours of these courses,
- b) Department: Each one of the departments at Yaşar University faculties, Vocational School and College,
- c) Dean's office: Deans, offices at faculties at Yaşar University,
- ç) Semester: Either fall and spring term,
- d) Faculty: Faculties at Yaşar University,
- e) Preparatory Class: Yaşar University School of Foreign Languages Preparatory Class,
- f) Associated Council: Faculty/Vocational School councils at Yaşar University,
- g) Associated Board: Faculty/Vocational School boards at Yaşar University,
- ğ) Credit: European Credit Transfer System (ECTS),
- h) Vocational School: Yaşar University Vocational School, ı) Board of Trustees: Yaşar University's Board of Trustees,
- i) Student: Student at Yaşar University,
- j) Registrar's Office: Yaşar University Registrar's Office,
- k) Tuition: Annual fee received for two semesters,
- l) ÖSYM: Student Selection and Placement Center,
- m) Program: Each one of the programs available at Yaşar University Vocational School,
- n) Rector: Yaşar University's Rector,
- o) Senate: Yaşar University's Senate,
- ö) University: Yaşar University,
- p) Yaşar University Credit: Sum of theoretical hours and half the training hours for a course,
- r) Lateral Transfer Commission: Yaşar University Lateral Transfer Commission,
- s) YÖK: Council of Higher Education,
- ş) Directorate of Vocational School: Directorates of Vocational Schools at Yaşar University.

SECTION TWO

Education Principles

Education-training language

ARTICLE 5 - (1) The education-training language at the university is English, excluding the courses required by YÖK.

(2) Courses, programs, departments or preparatory classes can be held in languages other than English with approval from the Board of Trustees by a proposal by the Senate.

(3) Students who are required to receive language training must take the related preparatory program. These students are subject to relevant regulations for preparatory class.

Education-training semesters

ARTICLE 6 – (1) The academic year consists of minimum two semesters in education/training programs at associate/bachelor's degree levels.

(2) The duration and codes of practice for internship and summer schools are organized by Senate decision upon proposal by relevant councils.

Period of study

ARTICLE 7- (1) The regular duration of education at the university is two academic years for associate degree programs and four academic years for undergraduate programs. The maximum duration of education is four academic years for associate degree programs and seven academic years for undergraduate programs.

(2) The regular period for foreign language preparatory program is one year while the maximum is two years.

(3) The following will apply to the students who enroll in the university through lateral transfer;

a) If they change their department, their study time at previous associate and bachelor's degree programs will not be included in their duration of education. If they complete a lateral transfer for the same department, their previous study time will be included in their duration of education.

b) Their study time at foreign language preparatory programs is included in their duration of education.

(4) For students who enroll in the university through vertical transfer, the duration of education at previous programs will not be included in their duration of education.

(5) Neither the period or periods on leave nor summer education will be taken into account while calculating the duration of education.

(6) Suspended period for a student who received a punishment of suspension from university is included into duration of education.

(7) Students who fail to graduate from the enrolled educational program within the maximum period and who fail to complete foreign language preparatory program within the maximum period will be dismissed from the university within the framework of the provisions of Articles 44 and 46 of the Law no. 2547.

(8) Previous duration of education will not be taken into consideration for students enrolled in the university on the date that Article 67 of the Law no. 2547 became valid while calculating the maximum duration of education specified in the regulatory provisions.

(9) A student will be dismissed if tuition isn't paid and/or re-registered for a period of four consecutive years.

Educational-training programs

ARTICLE 8 - (1) Offers related to creating education-training programs, changes to programs and courses as well as opening new courses are concluded by proposal from the board of related faculty or college, and submitted for approval from the Senate.

(2) Education-training programs consist of theoretical, theoretical-practical, seminar or practical courses.

Academic year

ARTICLE 9 - (1) Education-training at the university is based on semesters. Each academic year covers a period to be specified by the university. Finals aren't included in this period. The start and end dates of an academic year is stated in the academic calendar.

(2) The academic calendar is determined and announced no later than six months before the start of academic year for every academic year by the Senate. Students are obliged to comply with dates and times specified in the academic calendar.

(3) Summer Education is subject to the provisions of Yaşar University Summer Education Directive, as published in the Official Gazette dated 27/4/2014 and numbered 28984.

SECTION THREE

Educational-Training Practices

Types of education-training

ARTICLE 10 - (1) Formal training is provided by units within the University. However, evening education, double major programs, remote education, non-formal education, distance education and external training can also be provided upon application to related councils, suggestions from the Senate, decisions of Board of Trustees, and if required, approval from YÖK.

Lateral and vertical transfers

ARTICLE 11 - (1) Internal and external applications for lateral transfers are assessed by the Lateral Transfer Commission within the scope of quota specified by the Senate as per provisions of related regulations.

(2) Provisions of regulations apply to the vocational school and distance education associate degree owners placed on undergraduate programs via vertical transfer.

(3) Students from lateral and vertical transfers are exempt from the foreign language preparatory school in the following cases if they provide evidence of success at a level defined by the university.

a) Those who succeed in one of the national or international foreign language exams recognized to be equivalent by the university,

b) Those who successfully complete the preparatory class at their former higher educational institution, as required by the department/program to which they transfer, or those who were exempt.

Exchange programs

ARTICLE 12 - (1) Students can be considered on leave to receive education at universities within or outside the country within the framework of the collaboration programs between the university and other higher education institutions within or outside the country.

(2) The provisions of Article 33 of this Regulation shall not apply to those on leave within the framework of the exchange programs.

(3) The courses to be taken, practices and internships to be completed by Yaşar University students during their studies at a national or an international university as part of the exchange programs should be approved by the management and administrative board of relevant department/program in advance.

Minor programs

ARTICLE 13 - (1) Students can apply for enrollment in a minor program in addition to the program he/she is enrolled. A minor program is not equivalent to a different bachelor's program. Program related matters are defined by the relevant regulation.

Double major programs

ARTICLE 14- (1) Students can apply for simultaneous enrollment in a program other than the one in which he/she is enrolled. Double major programs are equivalent to bachelor's programs. Matters related to any double major program will be defined by the relevant regulation.

SECTION FOUR

Registration-Admission Principles

Student admission and registration procedures

ARTICLE 15 - (1) Admission of students into bachelor's and associate degree programs at the university is as follows:

a) Students are admitted to bachelor's and associate degree programs at the university according to the selection and placement procedures carried out by ÖSYM. Initial enrollment procedures of those who are entitled to final enrollment and admitted to a program at the university are carried out on the dates announced by ÖSYM or the university by the Directorate of Student Affairs as per regulatory provisions. Students who fail to enroll within the specified dates lose their right to be enrolled.

b) Students are admitted according to additional exams for certain branches of the arts as per the guidelines regulated by YÖK.

c) International student applications are received by the Directorate of International Relations and Programs in line with the guidelines specified by the university. These applications are assessed upon evaluation from the administrative board in line with the opinion from the head of relevant department.

ç) Admission of a student to associate and bachelor's degree programs at the university via lateral transfer is carried out within the framework of the relevant regulation.

d) The students admitted to the university as part of the collaboration agreement between the university and other higher education institutions or within the framework of exchange programs are considered to have full time student status for a certain period of time. These students are provided with a transcript document, indicating the courses in which they enrolled and the grades they received at the end of the educational period.

e) A student can be admitted to the university in the capacity of a special student. Those meeting the application conditions defined by the relevant administrative board can take the courses provided in bachelor's/associate degree programs. These students are provided with a transcript indicating the courses they have registered and their grades. This document isn't a diploma or ranking. Special students aren't considered Yaşar University students and can't utilize student rights.

(2) Applications and registrations related to admission of students to the university are made within the periods specified by academic calendar and application by the Directorate of Student Affairs.

(3) In case the documents and information provided by students to the University are misstatements, the student will be dismissed from the university; and if they've already left the university, all documents including the diploma are canceled and due legal proceedings will be initiated.

Tuition fees

ARTICLE 16 – (1) The annual tuition fee for the associate/bachelor's degree programs at the university is determined by the Board of Trustees to be applicable for the next school year.

(2) A student is required to pay the tuition fee within the course registration period announced in the academic calendar.

(3) The student who doesn't pay the tuition fee can't complete registration and renewal procedures, and such a student isn't accepted into course, exam or, similar teaching activities.

(4) A student will pay the semester fee regardless of the credit value of the courses to be taken for four years in undergraduate programs and for two years in associate degree programs.

(5) The student who fails to complete his/her education within the period specified in the fourth article makes a payment per credit. This fee can't exceed the semester fee.

(6) The student who is about to graduate in the last two semester and receives courses with less than 20 credits in total in both semesters makes a payment per credit. This fee can't exceed the semester fee. If 21 or more credits are taken, the full semester fee is paid.

- (7) The student who succeeds in the proficiency exam in the fall semester during preparatory class completes his/her registration by paying the semester fee in the spring semester.
- (8) Special students make payments per credit. This fee isn't deducted from the tuition fee when he/she is entitled to register and registers.
- (9) No payment is returned to the student who has been dismissed due to a disciplinary action.
- (10) Fees paid within the disciplinary period by the student who received disciplinary action is considered to be a part of semester fee and will not be returned.

Scholarships

ARTICLE 17 - (1) All terms, amounts and periods related to the scholarships to be provided for bachelor's and associate degree students are subject to the guidelines defined by the university.

Semester course registrations

ARTICLE 18 - (1) Students renew their semester registration and complete course registration after paying the semester tuition fee, which they're obliged to pay, at the beginning of each semester and within the time period announced in the academic calendar. Students with full scholarships are also required to complete registration renewal and course registration procedures.

Academic consultancy

ARTICLE 19 - (1) For each student, an academic advisor is assigned by the head of the department/program to which he/she is registered. Registration renewal, individual course program creation and course enrollment-withdrawal procedures of a student is completed with the guidance from his/her advisor. The student is responsible for any errors and deficiencies in relation to his/her registration procedures.

Program curricula

ARTICLE 20 - (1) The curricula of bachelor's and associate degree programs are determined upon proposal of departments, suggestion of the relevant board and decision of the senate.

(2) Credit values of the courses are regulated as ECTS credits and Yaşar University credits.

(3) A curriculum is regulated to have a total of 120 credits for associate degree programs and a total of 240 credits for bachelor's degree programs, with a minimum 28 and maximum 32 credits in a semester.

Grade point average

ARTICLE 21 - (1) The success of a student will be determined through the calculation of his/her semester grade point average and general grade point average.

(2) The semester grade point average is the weighted average of numerical values of the final grades for all courses in which the student has registered during that semester.

(3) The general grade point average is the weighted average of numerical values of the final grades for all courses in which the student has registered during his/her study period.

(4) ECTS credit values of the courses are used as weights.

(5) Academic Grade Point Averages are shown as in numbers with two digits after a decimal point. The third decimal in the academic grade point average is disregarded.

(6) The final grade point from repeated courses is taken into consideration while calculating the general grade point average. All courses that students enrolled in are shown on the transcripts.

Course load

ARTICLE 22 - (1) A student can take courses of minimum 20 and maximum 40 credits in a semester. However, the minimum credit requirement doesn't apply to students who fail to complete bachelor's degree study within eight semesters or associate degree study within two years or are about to graduate.

(2) Maximum course loads of the students subject to the provisions of first article is determined per their status as "successful" or "probational". These statuses apply to students who have just started the program to which he/she registered from the end of second semester.

(3) These statuses are determined per annual success status in programs with annual courses.

Successful students

ARTICLE 23 - (1) Students whose general grade point average is equal to or higher than 2.00 at the end of any semester are considered successful.

(2) Successful students can register for a maximum of 40 credits in a semester.

Probational students

ARTICLE 24 - (1) Students whose general grade point average is equal to or lower than 1.99 at the end of any semester are considered probational.

(2) During the semester registrations, all courses in which a student did not receive a letter grade in the previous semesters are deemed to be new courses for that student.

(3) A student with probational status is primarily obliged to repeat courses in which he/she failed, received any of grades (F), (W), (U) or (NA), or which are mandatory as per the curriculum, and can take courses of maximum 32 credits in total. Where there aren't enough courses to be repeated in a relevant semester, a student can be registered to new courses of up to 32 credits.

Adding-dropping courses

ARTICLE 25 - (1) Students can change, drop or add new optional courses under the guidance of their advisor within the course enrollment-withdrawal period in the academic calendar, in relation to the optional courses to which they are registered.

(2) A mandatory course can be dropped only if another mandatory course is taken.

(3) Students who fail to complete course registration in due time can complete their registration within final course enrollment-withdrawal period.

(4) No course registration is allowed after course enrollment-withdrawal end date.

(5) Students can't continue the unregistered course and can't take exams and meet other obligations. Otherwise, it doesn't mean registration to the course, and grades aren't processed into the transcript.

Repeating courses

ARTICLE 26 - (1) Successful students can repeat a course from which they previously got grades (C-), (D+) or (D) in a course adding-dropping period, allowing there is any vacancy in the course.

(2) Probational students can repeat any of the courses from which they previously received grades (C-), (D+) or (D).

(3) A student who got one of the grades (F), (U), (W) or (NA) in a mandatory course is primarily required to register for that course in the first period that the course is offered.

(4) A student who received one of the grades (F), (U), (W) or (NA) in an elective course in the program can either repeat this course or instead take another elective course from the same group of courses.

Course substitution

ARTICLE 27 - (1) The course taken from another higher education institution or other programs at the university and to be substituted for mandatory or optional courses or a group of optional courses in the curriculum of the program registered must comply with the teaching language requirements of the program.

(2) Courses taken from another higher education institution can be substituted during lateral and vertical transfers. These courses are processed into student's transcript along with institution and/or program name and code.

(3) Courses taken in a program completed previously by students who complete an associate or bachelor's degree program or apply for an associate or bachelor's degree program can't be adapted.

(4) Letter grades of the adapted courses and internships are processed into the transcript.

SECTION FIVE Educational Processes

Courses

ARTICLE 28 - (1) Educational program of the university includes the following courses:

a) Group of mandatory courses, mandatory courses of program, mandatory courses of university, and mandatory courses of YÖK. Among them;

1) Mandatory courses of program are the ones that are included in the educational programs and require a student to be successful to graduate. Mandatory courses of the program can also be assigned the status of optional course of another department upon a decision from the board of relevant faculty.

2) Mandatory courses of university (UFND) are the ones required for the student to complete successfully for graduation, and are intended to enhance his/her information-behavior and general culture. These courses are the ones that are determined by the Senate and cannot be substituted for program related optional courses.

3) Mandatory courses of YÖK are the ones specified in article 5 of the Law no. 2547.

b) Groups of elective courses:

1) Department elective courses are the ones students are required to pick from and successfully complete from among the elective courses offered in the registered educational program of the student. If a student fails in a department elective course, he/she can take another department elective course until the end of course enrollment-withdrawal period to replace this course. By taking another department elective course to replace a department elective course in which a student failed, he/she has met his/her obligation for such course, but in any case, the failed elective course is included in the transcript.

2) University elective courses consist of courses that support the program to which a student is registered, allow for a minor and/or double major, should be in line with his/her area of interest, and are courses approved by the Senate. These courses can also be the elective course of a program. A student is required to take and successfully complete in another university elective course among the same courses if he/she fails in a University optional course. A course cannot be substituted for both a departmental elective and university elective course at the same time.

c) Pre-requisite courses are the ones requiring one or more courses in the previous periods to be completed successfully. Pre-requisite courses are determined via suggestions from relevant boards and decisions by the senate.

ç) Co-requisite courses are the ones requiring one or more courses in the current period to be registered and completed successfully. These courses are added/dropped in blocks or students can withdraw from such courses in blocks. Co-requisite courses are determined via suggestion from relevant boards and decision by the senate.

d) Certification courses are the courses and course groups defined in the relevant curriculum, in which a student can receive a participation or success document if he/she takes and complete it in line with his/her request. Such courses aren't taken into consideration for minimum credit amount required for a student to graduate. If courses in this status have compulsory attendance, then a participation certificate is given, and a success certificate is given if such a course or courses are passed.

Course attendance, exam and evaluation

ARTICLE 29 - (1) Students are obliged to attend any type of event within the scope of the course to which they are registered. Attendance statuses of the students are assessed by the lecturer of the course.

(2) Matters related to attendance, exams and evaluation are required to be defined by lecturer of each course, and announced to the students at the beginning of educational period in the course syllabus. Unless stated otherwise in the course syllabus, minimum 70% of the theoretical course hours and minimum 80% of the practical course hours are required to be attended to be able to take the final exam.

(3) Attendance is required for all courses, and schedule of the courses taken for the first time

during course registrations cannot overlap.

(4) Courses in which a student received (F) or (U) grades are required to be taken in the first following semester in which course is opened. If the schedule of the courses in which a student received an (F) or (U) grade overlaps with the schedule of a course/courses to be taken for the first time, he/she can register for a course/courses in which he/she received an (F) or (U) grade. The course attendance requirement will not apply to such students. However, these students are required to take all exams and complete all tasks. Courses taken due to non-attendance (NA) are outside the scope of this practice.

(5) Final exams are held on the dates specified in the academic calendar.

(6) Types of exams are provided below:

a) Mid-term exam: Intra-semester evaluations of the courses including projects, theses, laboratories, workshops, and written, verbal or similar modes of evaluation are considered to be mid-term exams. Dates of mid-term exams and their weight for the semester pass grade must be specified in the course syllabus.

b) Final exam: Intra-semester evaluations of the courses including projects, theses, laboratories, workshops, and written, verbal or similar modes of evaluation are considered to be final exams. The weight of final exams for the semester pass grade must be specified in the course syllabus.

c) Other evaluations: quizzes, homework, attendance, make-up exams, written, verbal and similar types of evaluation methods can be used, provided that they're determined at the beginning of a semester and included into the course syllabus by the lecturer.

ç) Make-up exam: Of the students who did not take either mid-term or final exam in compliance with the requirements, those whose justification is considered to be valid by the relevant administrative board in line with the guidelines specified in the first item of Article 33 are entitled to take a make-up exam. Students who fail to take a make-up exam lose this right.

d) Single course exam: In conjunction with the graduation terms specified in Article 34, a single course exam is held on the dates specified in the academic calendar.

(7) Exam documents are delivered to the Directorate of Student Affairs no later than 15 days from the final exams, and these documents are kept for a year by the Directorate of Student Affairs. Lecturers who are in no position to provide a printed document in relation to the exam deliver the work done in digital environment.

Grades:

ARTICLE 30 – (1) Students' success status in courses are announced as letter grades by the relevant academic member staff in charge (lecturer) of each course in accordance with the results from the exams, homework and other works assigned that are all clearly specified in course syllabus. Letter grades have numerical coefficient equivalents between 0.00 and 4.00 so that they can be used at calculation of grade point averages. Letter grades and coefficients are provided below.

<u>Letter</u>	<u>Coefficient</u>
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
F	0.00

(2) Other letters and their meanings are as follows.

<u>Letter Grade</u>	<u>Meaning</u>
S	Satisfactory
U	Unsatisfactory
I	Incomplete
NA	Not Attended
W	Withdrawal
T	Transfer
P	Pass

a) The grade S is given to students who succeed in courses and is not included into grade point average.

b) The grade U is given to students who failed in courses and is not included into grade point average.

c) The grade I can be given to students who failed to complete the works required in time to receive a letter grade in courses without a final exam and/or in applied courses. The grade (I) is converted into a grade F or U if it is not converted into a letter grade within ten business days from the final delivery date of the grades.

ç) The grade NA is given to the students who fail to meet attendance obligations for a course. The grade NA is treated like a grade F or U.

d) The grade W is given to a student who has withdrawn from a course with a written application. The grade W isn't taken into consideration for calculation of academic averages, but will be listed in the transcript. A student can withdraw from a maximum of four courses in bachelor's degree programs and a maximum of two courses in associate degree programs. Course withdrawal applications may be made on the dates announced in the academic calendar. If a student withdraws from a course that he/she takes to increase his/her grade (having received C-, D+ or D in a previous semester), then his/her previous grade is taken into consideration for calculation of his/her academic average. If a student meets all graduation requirements, having a grade (W) in the registered semester isn't an impediment.

e) Grade T is not taken into consideration for calculation of academic average.

f) The grade P indicates that student successfully continues the courses with annual evaluation and is not included into the grade point average.

g) The pass grade is minimum D for courses included into the grade point average and S for courses that are not.

Announcement of grades and appeal for error of fact

ARTICLE 31 – (1) Assessment scores for exams, homework, and other studies are announced by lecturers.

(2) Students can ask for a material error of fact to be inspected upon application to an academic unit to which a course is related in writing within maximum 3 business days at the latest from the announcement of the evaluation result.

(3) The application is inspected by the relevant lecturer, and the result is recorded with a report, and then the report is submitted to the relevant dean's office/directorate for a board decision to be made.

(4) Course success grades expressed as letter grades are entered by the lecturers on the student information system within the dates stated on the academic calendar following final exams period, and announced by the Directorate of Students' Affairs.

(5) To correct an error of fact on the course grade announced, lecturer makes an application regarding the issue to get the decision of the administrative board. This application must be made within 7 business days from the grade announcement date.

Cheating and plagiarism

ARTICLE 32 - (1) If a student cheats or attempts to cheat in an exam, plagiarizes, submits an academic article that is not a result of his/her own efforts, submits a project or an internship report, this will be immediately notified to the dean's office or the directorate of vocational

school upon recording of an official file by the relevant lecturer. In case of cheating or plagiarism, the grade (F) is given for that exam or task. Also, legal action is taken on the student as per relevant provisions of the Disciplinary Regulation for Students at Higher Education Institutions as published in the Official Gazette dated 18/8/2012 and numbered 28388.

Excuse and permission

ARTICLE 33 – (1) Exam permission is a right given to a student not to take an exam because the student will not be able to sit for the exam that is going to be held on the date announced on the academic calendar by the university, as a result of the excuses provided in the Table 1. In this regard,

- a) A student can't take any exam and those he/she took are deemed void during the period of an excuse.
- b) An excuse provided after taking an exam isn't acceptable for the exam taken.

Table 1. Causes for permission not to take exam, application and permission periods

PERMISSION TYPES	REASONS FOR PERMISSION	APPLICATION PERIOD	PERMISSION PERIODS
Permission not to take exam	Sport, cultural events and artistic activities	Within 3 business days from end of the excuse.	For related exam.
	Official Health Report		
	Domestic reasons (in cases of death or serious illnesses of one's up to third degree relatives, where there is no one else to take care of)		
	Natural disasters and calamities		
	Custody and imprisonment		

(2) Course permission is the one given due to incapability of a student to attend a course within the period specified in the academic calendar announced by the University, as a result of the excuses provided in the Table 2.

Table 2. Causes for permission not to attend classes, application and permission periods

PERMISSION TYPES	REASONS FOR PERMISSION	APPLICATION PERIOD	PERMISSION PERIODS
Permission not to attend classes	Sport, cultural events and artistic activities	Following the assignment decision, within 5 business days.	During assignment period.
	Natural disasters and calamities	Within 5 business days from the date of document received from administrative chief.	Over the course of disaster and calamity.
	Official Health Report	From the date a report is collected, within 5 business days.	Over the course of the report.
	Custody and imprisonment (provided that they end with no legal grounds or persons be acquitted from the charges)	Following release, within 5 business days.	As long as remanded in custody.
	Domestic reasons (in cases of death or serious illnesses of one's parents, siblings, husband or wife or children, where there is no one else to take care of)	From emergence of the impediment, within 5 business days.	Until family related impediment is eliminated.
	Occurrence of scholarships, internships, research and similar opportunities outside the university	From emergence of the opportunity, within 5 business days.	Over the course of activity.

(3) Semester permission is the permission given in the case where a student cannot continue his/her studies for any semester as set out on the Academic Calendar announced by the university as a result of the excuses provided in the Table 3, and the relevant semester(s) is/are not included in the normal study period. The semesters when a student has permission not to continue his/her studies are not included in the normal education period. No tuition fee is charged for such semesters; and the fees that have already been paid are not returned.

Table 3. Causes for semester permission, application and permission periods

PERMISSION TYPES	REASONS FOR PERMISSION	APPLICATION PERIOD	PERMISSION PERIODS
Semester permission	Completing Preparatory Class in between semesters	Registration renewal week	1 semester
	General committee report	From the date a report is collected within 5 business days	1-4 semesters
	Natural disasters and calamities	Within 5 business days from the date of document received from administrative chief	
	Military service	Following subpoena, within 5 business days	
	Emergence of non-university scholarship, internship, research, course and similar opportunities	Registration renewal week	
	Custody, imprisonment and custodial sentence	Following release, within 5 business days	
	Domestic reasons (in cases of death or serious illnesses of one's parents, siblings, husband or wife or children, where there is no one else to take care of)	From emergence of the impediment, within 5 business days	

(4) The period in which a student will be considered excused upon a relevant board decision is maximum 4 semesters for a bachelor's degree and maximum 2 semesters for an associate degree.

(5) Petitions for permission must be delivered to the dean's office/directorate along with necessary documents, and the application will be concluded by a decision of the administrative board of the faculty or vocational school. Applications not made in due time will not be accepted.

(6) In cases where YÖK decides to pause education, the necessary permission is given to the student in a way that suits his/her conditions over the course of a semester.

(7) Health reports do not nullify students' obligation to attend classes.

Graduation

ARTICLE 34 - (1) It is required for a student to complete the credits required in the curriculum of the program and have a minimum general grade point average of 2.00/4.00 in order to successfully graduate from the program he/she is in. Among those who fail to meet these terms:

a) The students who cannot graduate due to F or U grades only in two courses, excluding project, workshop practices, studio, laboratory, seminar and internship courses are provided with the chance of taking exams for two courses to meet the graduation terms.

b) The students who meet graduation terms, excluding the general grade point average term, and don't have grade F or U, but have a general grade point average below 2.00 are provided with the chance of taking exams for two courses.

c) Exams for two courses will be made on the exam dates specified in the academic calendar, towards the end of academic semesters.

(2) Students who fail in the exams for two courses or who failed to make their general grade point average equal to or higher than 2.00 even though they pass their exams are subject to the provision regarding course repetition.

(3) The grades students receive from the exams specified in this article are taken into consideration for calculation of general grade point average.

(4) No excuses are allowed for these exams and make-up exam provisions don't apply.

(5) The fee specified by the Board of Trustees is applied to the exams for two courses in the second and further attempts.

Bachelor's degree

ARTICLE 35 - (1) Students who complete a bachelor's degree program at the university as

per provisions of Regulation will be provided with a bachelor's degree in the branch they received education. The diploma will display the faculty and program from which the student has graduated.

Associate degree

ARTICLE 36 - (1) Students who complete an associate degree program at the university as per provisions of Regulation will be provided with an associate degree in the branch they received education. Diploma show the vocational school and the program from which the student has graduated.

(2) A student who successfully completes the courses provided in the first four semesters of the bachelor's degree program can have an associate degree diploma. Students who choose to take an associate degree diploma cannot continue their bachelor's degree education.

Deleting registration

ARTICLE 37 - (1) Students can have their registration deleted if they apply personally to the Directorate of Student Affairs in written as they may request. No tuition fee return is made to those who have their registration deleted in any case.

SECTION SIX

Miscellaneous and Final Provisions

No provisions

ARTICLE 38 - (1) In cases where there are no provisions in this Regulation, other relevant legislation provisions as well as the decisions by the Board of Trustees, Senate and relevant units' administrative boards shall apply.

Repealed regulation

ARTICLE 39 - (1) Yaşar University's Regulation on Associate and Undergraduate Degree Education and Examination, published in the Official Gazette dated 11/9/2012 and numbered 28408 has been revoked.

Provisions of transition period

PROVISIONAL ARTICLE 1 - (1) Grades received in the period of repealed regulation are valid. Grades aren't converted according to the provisions of new regulation.

(2) The new grading system is applied as of 2016-2017 Academic Year Fall Semester.

(3) The maximum course load in both semesters for the students in 2016-2017 Academic Year is 40 ECTS. The students to be registered to the department for the first time (including those to come via lateral and vertical transfer) will take only the courses defined by the curriculum for the relevant semester in both semesters.

(4) Statutes defined in the articles 23 and 24 apply from 2019-2020 Academic Year Fall Semester.

Validity

ARTICLE 40 – (1) This Regulation shall be effective as of the issue date.

Execution

ARTICLE 41 – (1) The provisions of this Regulation are executed by the Rector of Yaşar University.

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