

BAŞKENT UNIVERSITY
FACULTY OF DENTISTRY EDUCATION AND EXAMINATION
REGULATION

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CHAPTER ONE

Aim, Scope, Legal Basis and Definitions

Aim

ARTICLE 1 - (1) The aim of this Regulation is to regulate the principles regarding education, enrolment and examinations at Başkent University Faculty of Dentistry.

Scope

ARTICLE 2 - (1) This Regulation covers the provisions regarding registration, education and examinations of the students in the Faculty of Dentistry.

Legal Basis

ARTICLE 3 - (1) This Regulation has been prepared on the basis of Article 14 of the Higher Education Law no. 2547 dated 4/11/1981.

Definitions

ARTICLE 4 - (1) In this Regulation;

- a) ECTS: European Credit Transfer System,
- b) Dean: Dean of Başkent University Faculty of Dentistry,
- c) Course committee: A training module consisting of courses structured in a way that completes each other of the related fields of science under a certain topic in terms of Term I, II and III,
- d) Semester: One academic year,
- d) Term Coordinator: The instructor in charge of planning the part of the dental curriculum related to his / her term and conducting it in coordination with the other periods and conducting the assessment and evaluation process of the relevant period in accordance with the rules,
- e) Term grade: The number obtained by dividing the sum of the grades obtained from 100 out of 100 courses taken from each non-committee course, course committee and clinical practice by the total ECTS of that period,
- f) Additional examination: The right to the examination granted to students who have not been dismissed at the end of the maximum period but have not been entitled to receive a diploma,

- g) Equivalent course: The course which has at least the same weekly course hours as any course in the program in which the student is registered and which can be counted as a replacement for that course by the decision of the Faculty Administrative Board,
- ğ) Faculty: Faculty of Dentistry, Baskent University,
- h) Faculty Board: Baskent University Faculty of Dentistry Faculty Board,
- ı) Faculty Administrative Board: Baskent University Faculty of Dentistry Administrative Board,
- i) General Coordinator: The instructor in charge of planning, conducting and performing the assessment and evaluation process in accordance with the rules of the dental curriculum,
- j) Student whose registration is suspended: A student whose registration is not renewed because he / she does not pay the tuition fee within the period and who cannot benefit from any student rights,
- k) Clinical practice: Training modules in the form of rotation in different departments, in which the training and skills are given in addition to theoretical training for the purposes of clinical training in Term IV and V,
- l) Non-committee courses: In all semesters, courses other than board courses,
- m) Board of Trustees: Baskent University Board of Trustees,
- n) Pre-conditional course: The course required to pass one or more of the courses in the lower half semester or semesters,
- o) Practical course: Practical courses made in Term I, II, III, ö) Rector: Rector of Başkent University,
- p) Senate: Baskent University Senate,
- r) Student with extension: A student who has not been dismissed in accordance with the provisions of Article 44 of the Law no.
- s) University: It refers to Baskent University.

CHAPTER TWO

Student Admission and Registration Requirements

Registrations

ARTICLE 5 - (1) New registrations to the Faculty shall be made between the dates announced in accordance with the provisions of the relevant legislation. Those who have **tampered** with their documents and those who cannot **remedy** their deficiencies within the time limit shall not be registered, and if so, shall be cancelled. The original of the required documents or a copy approved by the University shall be accepted. Regarding military service status and judicial record, the procedure is performed based on the declaration of the candidate.

(2) In addition to the conditions mentioned in the first paragraph, foreign applicants are required to meet other conditions determined by the Senate. However, students who do not have sufficient Turkish or English level in accordance with the program they are accepted cannot start their education in the Faculty.

(3) Registrations are renewed at the beginning of each semester between the dates specified in the academic calendar. Enrolment of students who do not renew their registration are suspended until the end of the maximum period of study and they can be adjusted to the current curriculum by the Faculty Administrative Board, provided that they pay the tuition fee valid for the academic year in which they are enrolled, and they may register to continue their education.

Tuition Fee

ARTICLE 6 - (1) Tuition is paid at the university. The fees are determined by the Board of Trustees before the beginning of each academic year. Tuition fees are paid on the dates specified in the academic calendar. The registration of students who do not pay their tuition fees within the period is suspended until the end of the maximum education period.

(2) The tuition fee does not include the fees for summer education and additional examinations. Such fees are determined by the Board of Trustees.

(3) Students who register after the specified registration dates are charged with the default interest determined by the Board of Trustees.

(4) Students wishing to cancel their registration shall apply to the Department of Student Affairs of the University with a petition. 90% of the tuition fee of the deregistered student until the end of the first week of the courses, in the second week

75% will be returned in the third week. No refunds will be made for registration deletions after the third week.

(5) Students who are in clinical repetition;

a) 25% of the annual tuition fee for those whose clinical practice period up to three months, including three months,

b) 50% of the annual tuition fee for those whose clinical practice period is up to six months, including six months,

c) 75% of the annual tuition fee for those whose clinical practice period is up to nine months and nine months.

Transfer

ARTICLE 7 - (1) Transfer from other dental faculties to the Faculty, Transfer Between Associate and Undergraduate Programs in Higher Education Institutions published in the Official Gazette dated 24/4/2010 and issued 27561, Double Major, Minor and Inter-Institution Credit Transfer Principles shall be executed in accordance with the provisions of the relevant Regulation.

CHAPTER THREE

Principles of Education and Training

Duration of education

ARTICLE 8 - (1) Course boards, courses, clinical applications and their duration and ECTS will be determined by the recommendation of the Faculty Board and approval of the Senate. In order to graduate, students are required to successfully complete at least 300 ECTS in a five-year period.

(2) The period of education in the faculty consists of five semesters, each of which covers one academic year, excluding the preparatory class. Each semester has a minimum of thirty-two weeks except for exams. Students must complete their education in a maximum of eight years. Students who fail to complete their education within the specified maximum period shall be extended students.

Language of Instruction

ARTICLE 9 - (1) The language of instruction in the faculty is 100% Turkish; English for the 100% English Program.

(2) Foreign language resources can be used in courses. Homework, projects and reports may be requested in English.

Foreign Language Proficiency Exam and Preparatory Education

ARTICLE 10 - (1) All students admitted to the 100% English program first take the foreign language level examination and proficiency exam to be held by the School of Foreign Languages. Students who are successful in this exam and students who will be exempted from foreign language preparatory education continue to the Faculty. Students who fail this exam are subject to compulsory foreign language preparatory education.

(2) Students who fail to successfully complete the foreign language preparatory program within two years shall be dismissed from the program in accordance with the provisions of Law No. 2547.

Form of education

ARTICLE 11 - (1) In the faculty education and training is generally done on the basis of course boards, theoretical, practical courses and clinical practice. In the education of the faculty, theoretical and practical courses are integrated. For this reason, apart from ERASMUS and similar student exchange programs, practicing courses, clinical applications and application for external students are not accepted in any institution outside the University.

(2) Since the theoretical and practical courses coded as DHF / DENT and ENG are prerequisite courses applied in every semester in the teaching of dentistry, the term passing system is applied in the Faculty. Students who do not pass a semester cannot continue to the next semester. In order for the student to be successful, each grade must be at least 60 out of 100. Students who fail according to the make-up exam results only repeat the courses that they failed in the following academic year.

Compulsory Attendance

ARTICLE 12 - (1) Attendance to the courses consists of theoretical and / or practical courses, clinical applications and other studies that are deemed appropriate by the faculty members. Practical courses include laboratory and clinical work, discussion, seminars and field work. To theoretical and practical courses, classes and studies that are deemed appropriate by the instructors attendance is mandatory and attendance is taken.

(2) Students whose absence exceeds the limits specified in Article 16 shall be deemed to have failed in non-committee courses, course boards or clinical practice, and those students shall be dealt with in accordance with Articles 16 and 19. The principles and rules regarding the attendance limits of the students and the attendance of the students are determined by the proposal of the Faculty Administrative Board and the approval of the Senate.

Exams and Final Grades

ARTICLE 13 - (1) All exams in the faculty are evaluated over 100 full marks and final grades are determined as a number between 0-100. In order to be successful in the faculty, the final grade must be at least 60.

(2) Examinations are held under the name of course board exam, final exam, retake exam approved by the Senate, clinical practice final exam, midterm exam and make-up exam. Exam dates are determined by the relevant departments and coordinators. Of them;

a) The course board exam is the exams held at the end of course boards.

b) The final exam is the only examination for the course boards and non-board courses at the end of each semester, after the end of the final course board exam or the non-board course and covering the whole semester.

c) Clinical practice final exam, theoretical and / or practical examinations are conducted at the end of each clinical application in the faculty in accordance with the criteria determined by the related department. The theoretical examination may be oral and / or written. Students with a grade of 60 or above are considered successful.

ç) The retake exam is done theoretically and / or practically in accordance with the criteria determined by the departments after the completion of all courses and clinical applications for the students who have not passed the final or final clinical exams. The theoretical examination may be oral and / or written. The student who fails the clinical applications of the semester IV and V, takes the make-up exams of these clinical applications at the place and date determined by the relevant unit. Students who fail the retake exam repeat the clinical practice for the same period of time and are taken to the exam at the end of the practice. The student cannot perform more than one clinical application at the same time.

d) For the theoretical and practical courses other than the course boards, at least one midterm exam is held in each semester.

e) Request for students who have failed to take the exam due to a disease that has been reported in the first three semesters from a course committee, a non-committee course, or a post-clinical exam for the F2 student, or for any other compulsory reason validated by the instructor and the head of the department. Make- up exams are done.

(3) Examinations are conducted theoretically and / or practically. The theoretical examination may be oral and / or written. All exams are held between the dates specified in the academic calendar at the place, day and hour determined by the related unit.

(4) Final grade is calculated as follows:

a) Course boards grade is obtained by summing 60 % of the course boards weighted grade point average and 40 % of the final exam grade at that period, and it must be at least 60. A grade of at least 50 from the final exam or make-up exam is a prerequisite for the achievement of course boards.

Weighted grade point average of course boards; It is the number to be obtained by dividing the sum of the numbers obtained from the multiplication of each course board and the course board hours by the sum of the hours of the course boards in that academic year.

b) In order to be successful in courses other than course boards in the first three semesters, the grade must be at least 50 from the final exam, and 60 % of the midterm exams and 40 % of the final exam grade must be at least 60.

Practical Application and Compensation

ARTICLE 14 - (1) In the practice of Dentistry, each student is obliged to complete and deliver a certain number of practical studies in a given period or within the compensation period. Each department announces to the students at the beginning of the semester what kind of **remedies** will be applied. Students who fail to complete these studies during the compensation period are deemed to have failed that course. In the clinical studies of dental education, the quality and number of applied studies are determined by the department and announced to the students.

Calculation of GPAs

ARTICLE 15 - (1) ECTS credits obtained from a non-committee course, course committee or clinical practice is the number obtained by multiplying the ECTS credit of that course, course committee or clinical practice with the grade received by the student.

(2) The overall grade point average is the number of ECTS credits obtained from all non-committee courses, course boards and clinical applications that have been registered since the entrance to the Faculty, divided by the sum of ECTS credits of these non-committee courses, course boards and clinical applications.

(3) Regardless of the previous grade, the final grade obtained from repetitive courses or clinical practice, including integration and summer instruction, is essential.

(4) In the calculation of the average, two digits are executed after the result comma.

Failure Situations

ARTICLE 16 - (1) Temporary letter grades indicating the failure and attendance status of the students are defined below:

a) F1 is given to absent students without excuses.

1) A student who does not attend the course board exam without being excused for more than 10% of all practical hours or 20% of all theoretical hours in a course committee cannot take

the course board exam where s / he is absent and is considered to have taken zero from the course board exam where s / he is absent. However, these students can take other board exams, final exam and make-up exam.

2) Students who do not participate in the non-committee courses without excuse for more than 10% of all practical hours or 20% of all theoretical hours during the semester take F1 and repeat the non-committee course.

3) Attendance to the clinical practice is mandatory and the student who does not continue without excuse for more than 10% of the total clinical application period receives F1 and repeats the clinical application.

b) F2 is given to absentee students with excuses.

1) Students who cannot attend 10% of all practical hours or 20% of all theoretical hours in a course committee due to the excuse accepted by the Faculty Board, cannot take that course board exam, take F2 and take the course board exam grade with excuse. Zero is considered to have taken. However, these students can take the make-up exam and make-up exam. The grade obtained in the make-up exam replaces the grade F2.

2) Students who cannot attend 10% of all practical hours or 20% of all theoretical hours in non-committee courses due to the excuse accepted by the Faculty Executive Board, cannot take midterm and final exams, and take F2. Zero is considered to have taken. However, these students can take the make-up exam and make-up exam of the exams they cannot take. The grade obtained from the make-up exam replaces F2.

3) Attendance to the clinical practice is mandatory. Students who cannot continue their clinical practice for more than 10% of the total duration of the application due to an excuse accepted by the Faculty Executive Board receive F2 and repeat the clinical practice.

c) F3 is given to the student who has the right to take the final exam of the course board exam, the final exam of the clinical practice or the final exam of the non-committee courses and does not take the exam. It can take the final exam or make-up exam in the first three semesters and make-up exam in the following semesters. The grade obtained in these exams replaces F3.

d) F4, final exam and make-up exam grade between 0-49 and the semester grade, clinical practice grade or end of clinical practice make-up exam grade is given to students between 0-59.

d) F5 is given to students whose absence exceeds 30% of the duration of their education during an academic year. These students cannot take the final exam and make-up exam, they are deemed to have taken zero. Takes F5 as the term grade and repeats the term.

(2) Students who fail one or more clinical applications according to the results of the retake exam in Term IV may repeat the clinical practice between the two semesters to the extent permitted by the academic calendar and without prejudice to the provisions of Article 6.

(3) Clinical practice or practices that fail in Term V may be repeated without prejudice to the provisions of Articles 6 and 8. The commencement dates of these clinical applications are determined by the Faculty Administrative Board.

(4) Regardless of the grade point average of the course board exams, the student who takes F3 and does not take the make-up exam repeats the semester.

(5) Students who take F5 or F4 in the make-up exam repeat the semester.

(6) Students who copy, attempt to copy or make copies are given zero in that exam. A disciplinary investigation is also initiated against this student.

Graduation Success Degrees

ARTICLE 17 - (1) The grades used in the evaluation of the examinations in the faculty and their graduation degrees are shown below:

<u>Grade Point Average</u>	<u>Graduation Degree</u>
90-100	Outstanding Achievement
80-89	Well
70-79	Good
60-69	Moderate

Objection to Exam Results

ARTICLE 18 - (1) All exam results are announced at the latest within ten working days following the exam. In non-committee courses, instructors, term coordinators in the boards, students are obliged to show the exam documents in case of oral or written request.

(2) Students who object to the exam results first try to solve these objections by examining the relevant instructor and exam papers. Students who keep their objections to the exam results, or who wish to object to the success grade they received, submit this objection to the Dean's Office in writing within three working days following the announcement of the exam results or success grades. These applications are reviewed and finalized within two working days by the commission of three persons, one of which is the instructor of the related unit, who is assigned by the Dean's Office, and the Dean is notified with a note change form to be filled. If it is determined that there is a mistake in the grade, the relevant instructor makes the necessary correction with the grade change form to be completed. This result is notified to the student in writing by the Dean. The completed forms are approved by the Faculty Administrative Board and finalized.

Prerequisite and Term Repetition

ARTICLE 19 - (1) In dentistry education, each semester is a prerequisite for the next semester; a student who does not pass a semester cannot continue to the next semester. Students repeat the course or clinical practice they have failed. Students cannot continue to the next semester without the completion of the clinical applications of one semester.

(2) Students who fail the exams despite attending compulsory and elective courses other than vocational courses may take the courses they have failed without the obligation to attend the next semester with the decision of the Faculty Administrative Board.

(3) Students who are required to attend these courses due to absenteeism or who have been admitted to the Faculty by compulsory and elective courses other than vocational courses and have to take these courses should take these courses in summer school.

CHAPTER FOUR

Principles of Excuse, Leave and Diplomas

Excuse

ARTICLE 20 - (1) In order to be considered as an excuse, the student must document his/ her excuse with a valid document and this must be accepted by the Faculty Administrative Board.

(2) The student who receives a report in accordance with the principles and procedures determined by the Senate shall submit the report approved by Başkent Health, Culture and Sports Department Health Centre within three working days after the end of the report period to the Dean's Office. The student is accepted as an excuse by the decision of the Faculty Administrative Board and cannot take the exams. However, after the end of the report can take the make-up exams. Reported periods are counted during the period in which the student is absent.

(3) Students whose excuses are accepted by the Faculty Administrative Board are entitled to make an excuse exam for those who cannot take the final exam. Those who fail this exam can take the make-up exam. Students who fail to take the make-up exam for the reason accepted by the Faculty Administrative Board are granted the right to take the make-up exam.

Taking Leave

ARTICLE 21 - (1) Students with rightful and valid reasons may apply to the Dean's Office for a semester for permission. Permissions for the students can be given by the Faculty Board of Directors by taking the opinion of the School of Foreign Languages for the students in foreign language preparatory education. This permission is requested before the start of the semester. The annual tuition fee must be paid in order to get permission.

(2) Permits are granted for a maximum of one semester at a time and a total of two semesters for the entire teaching period. Except for ERASMUS and similar student exchange programs, the permissible time periods are outside teaching periods.

(3) Students who are detained, arrested, convicted or charged with official offenses are not allowed. However, students whose detention results in a decision of non-prosecution or acquittal are considered to be on leave for these periods.

(4) Students who are on leave will continue their education at the end of the leave period by registering.

(5) Students who have a report of ten weeks or more in a semester are considered to be on leave.

Tuition Fee for the Period of Leave or Report

ARTICLE 22 - (1) Students' obligations remain within the period of their leave and these students pay 50% of their tuition fees at the beginning of each semester. After paying the full

semester fee, 50% of the registration fees of the students who are deemed to be on leave are deducted from the following semester debt. Students who do not pay the tuition fee are suspended.

Diploma and Diploma Supplement

ARTICLE 23 - (1) The dental diploma and diploma supplement shall be awarded to those who have successfully completed the five-year dental education program. Title is not written on the diploma.

CHAPTER FIVE

Maximum Duration, Additional Exams and Exmatriculation

Maximum Duration

ARTICLE 24 - (1) Students must complete their dental education for a maximum of eight years, regardless of whether they have registered for each semester, starting from the beginning of the academic year they are enrolled, except for the duration of foreign language preparatory education. The penalty period of the students who are suspended from the university is counted from the period of education. At the end of the maximum period, students who have never received clinical practice are dismissed from the University.

(2) Students will not be dismissed due to non-payment of tuition fee within the maximum period of time and registration not renewed. Students who do not renew their registrations for four consecutive years are dismissed from the University upon the decision of the University Administrative Board and the approval of the Higher Education Council.

(3) Students who have not been dismissed in accordance with the first paragraph after the maximum period of time, but who have not been entitled to receive a diploma according to the provisions of this Regulation, take the additional exams 1 and the additional exams 2, which are opened at intervals of one week each in August. Students who have six or more unsuccessful clinical applications will be dismissed from the University.

(4) Duration of foreign language preparatory education is maximum two years. Students who fail to successfully complete the preparatory class within two years are dismissed from the program. These students who have been dismissed from the university, upon request, as of the year of registration the student can be placed centrally by the centre for evaluation, selection and placement in one of the faculties of dentistry with the language of instruction in Turkish, provided that the student's entrance score is not lower than the base score sought for enrolment in the program.

Additional Exams

ARTICLE 25 - (1) Extension students who reduce the number of unsuccessful clinical practices to five or less as a result of additional exams take three academic years for the unsuccessful clinical applications; those who fail a clinical practice take the examinations of the clinical practice for which they have failed for an unlimited period of time.

(2) Students who will take additional exams are required to pay the exam fee determined by the Board of Trustees for each clinical practice.

(3) The extended students who will take the exams must submit their written applications to the Registrar's Office on the dates specified in the academic calendar, paying the exam fee and specifying the clinical applications for which they will take the exam.

Exmatriculation

ARTICLE 26 - (1) Extended students who do not qualify for a diploma within the additional periods specified in Article 25 shall be dismissed from the University in accordance with the provisions of Law No. 2547.

(2) Students who do not take the exams to be held for three consecutive academic years shall be deemed to have waived the unlimited exam right and be dismissed from the University.

CHAPTER SIX

Examination Procedures and Applications

What to do before the exam

ARTICLE 27 - (1) The term coordinator and / or the head of the department is responsible for conducting the exams in accordance with the schedule and schedule announced at least two weeks in advance, preparing the test rooms and assigning supervisors if necessary.

(2) The instructor and the supervisor (s) are responsible for the examination and are responsible for ensuring that the examination is conducted in accordance with the rules.

(3) In order to express the official validity of the question and answer sheets to be used in the exams, it must be stamped with the academic unit stamp before the exam and initialled by the instructor.

(4) The instructor and / or supervisor should be present in the hall 15 minutes before the exam starts. The supervisor, who cannot attend the examination, must inform the relevant coordinator and / or the head of the department in advance.

(5) Students are required to be present in the hall 10 minutes before the exam start time. It is the discretion of the instructor and / or supervisor to determine whether students will be admitted to the examination hall within the first 15 minutes of the exam. You cannot go out of the examination room in the first 15 minutes of the exams.

(6) Before the start of the examination in the examination room, the instructor and / or the supervisor shall make the necessary announcements regarding the rules to be followed in the examination, the duration of the examination and the disciplinary provisions regarding the non-compliance with the examination rules.

(7) In the examination room, the place of the student can be changed by the instructor and / or supervisor without giving any reason either before the start of the exam or during the exam. In order for the exam to be conducted in accordance with the rules, the students are obliged to comply with the warnings and relocation issues. In case of any contrary behaviour, disciplinary provisions shall apply to them.

(8) The list of students who have the right to take the exam is prepared by the lecturer as the attendance list.

(9) Polling must be completed before the exam starts. Exam examination is provided by the students participating in the exam list with ink or ballpoint pen. When the attendance is taken, the students' identity card or identity documents that will be used to diagnose their identity are checked.

(10) The number of students who have signed the class and their class size are compared and the determination of those who do not take the exam is made by the instructor and / or the supervisor.

(11) In the event that any item (mobile phone and electronic devices such as tablets, watches, etc., lecture notes, books, etc.) is brought in the examination room, the electronic devices are turned off and the other devices are supervised by the instructor and / or the supervisor.

What to do during the exam

ARTICLE 28 - (1) The students are obliged to act in accordance with the rules, instructions and warnings regarding the examination order during the examination. In case of any contrary behaviour, disciplinary provisions shall apply to them.

(2) Students who are in the exam room at the time of the distribution of the questions are considered to have taken the exam. For this reason, the students should have made their decisions about whether or not to take the exam before. After seeing the questions, they cannot leave the exam room without signing the exam report and handing the exam paper. In case of any contrary behaviour, disciplinary provisions shall apply to them. In addition, the student must submit the exam question and answer sheet in full. Otherwise, the exam will be considered invalid.

(3) In cases where it is permitted to use books or notes explicitly in exams, each material may be used only by one student and not shared by several students.

(4) Students cannot exchange pencils, erasers, calculators and similar materials during the exam.

(5) During the examination, the use of an unauthorized source, looking another student's examination paper, showing the student an exam paper, or any written or verbal information exchange between students and similar actions are considered as copies. In such cases, the student must hand over the paper, a report summarizing the contents of the event should be kept by the instructor and / or supervisor who gives the course and the evidence should be attached to the report. In cases where the evidence cannot be collected, the situation is indicated with the minutes.

(6) Supervisors should not engage in activities (such as mobile phones, tablets, computers, or engage in printed documents such as books, journals, etc.) to reduce the effectiveness of supervision during the exam.

(7) It is not possible for a single student to stay in the hall at the end of the exam. Therefore, in the event of such a situation, the instructor and / or supervisor ensures that a second student stays in the examination room. Even if the second student has submitted the exam paper, the other student has to stay in the hall until he / she delivers the exam.

(8) The instructor and / or supervisor ensures the control by comparing the number of exam papers and the number of students in the attendance list.

What to do after the exam

ARTICLE 29 - (1) At the end of the examination, the instructor and / or supervisor who gives the course will sign the attendance list and the copy of the exam in two copies. A copy of the exam report is submitted to the relevant semester coordinator and / or the head of the department, and a copy and all documents related to the exam are delivered to the responsible person of the course within the examination envelope.

(2) In the event that conditions that require the application of disciplinary provisions occur during the examination, documents and evidence, if any, are submitted to the term coordinator and / or the head of the department for the dean's office.

Storing and Archiving of Exam Documents

ARTICLE 30 - (1) The instructor and / or term coordinator who gives the course for each exam; exam examination list, if there is an exam report, disciplinary report, exam question and answer sheets, exam answer key contains the Exam Documents Envelope. Exam Documents Envelope Checklist is filled in and pasted onto the envelope.

(2) At the end of the academic year, all the exam envelopes for that period are created by the relevant instructor and / or the semester coordinator in the Course Enrolment Archive Envelope. The envelope is pasted by filling out the Archive Envelope Checklist on it. Preserved for 5 years.

(3) Apart from written exams, quizzes, homework, projects, laboratory, presentation, performance and similar studies, all kinds of digital documents or content files received and evaluated by the student (text documents, pictures, audio, video, etc. digital files) and evaluation criteria (Rubrics, checklists, etc.) are stored in digital storage media (CD, DVD, USB memory, etc.) by the instructor in the Course Envelopes Archive Envelope.

(4) Any student product used in evaluation such as models, models, handcrafts, which are difficult or impossible to maintain, transport, and protect, are converted to any digital format that will allow the evaluation of the product with the approval of the academic unit manager and stored in accordance with the above clauses.

CHAPTER SEVEN

Various and Final Provisions

Discipline

ARTICLE 31 - (1) During the education of the students, disciplinary works and procedures shall be subject to the provisions of the Disciplinary Regulations of Higher Education Institutions published in the Official Gazette dated 18/8/2012 and numbered 28388.

Cases without Provisions

ARTICLE 32 - (1) In the absence of provisions in this Regulation, the provisions of the relevant legislation and the decisions of the Senate are applied.

Repealed Regulation

ARTICLE 33 - (1) Başkent University Faculty of Dentistry Regulation published in the Official Gazette dated 23/12/2015 and issued 29571 has been repealed.

Force

ARTICLE 34 - (1) This Regulation shall enter into force on the date of its publication.

Executive

ARTICLE 35 - (1) The provisions of this Regulation are executed by the Rector of Başkent University.