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**REGULATION**

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**Form Baskent University:****BAŞKENT UNIVERSITY UNDERGRADUATE AND GRADUATE EDUCATION  
AND EXAM REGULATIONS****PART I****Aim, Scope, Basis and Terms****Aim**

**ARTICLE 1 –** (1)The aim of this document is to regulate the procedures of undergraduate and graduate programs at Başkent University.

**Scope**

**ARTICLE 2 -** (1) This Regulation includes provisions on the procedures of formal and non-formal undergraduate and graduate education in Başkent University's faculties, state conservatory, schools of higher education or vocational schools with the exception of the Faculties of Dentistry and Medicine.

**Basis**

**ARTICLE 3 -** (1) This Regulation has been prepared on the basis of The Higher Education Act Article 14 and 44 dated 4/11/1981 and no.2547

**Terms**

**ARTICLE 4 -**(1)Terms referred to in this Regulation and their meanings are as follows:

- a) ECTS: European credit transfer system.
- b) ECTS Credit: The value of each course according to the European Credit Transfer System.
- c) Başkent Credit: The weighted value shown in the course catalog of each course.
- d) Unit: Vocational schools, state conservatory, school of higher education, or faculties of Başkent University.
- e) Dean: Dean of Başkent University Faculty
- f) Postponed course: A course that was not or could not have been chosen prior to the student's current term.
- g) Equivalent course: A course in the student's registered program with at least the same Başkent and ECTS credit and that can be considered (with academic board permission of that unit) as the choosable equivalent of that course.
- h) GGA: General Grade Average.
- i) Student with suspended registration: A student whose registration is not renewed due to unpaid tuition fee and who can not enjoy any student rights.
- j) Director: Director of Başkent University school, vocational school, or State Conservatory.
- k) Board of Trustees: Başkent University Board of Trustees.
- l) Pre requisite courses: A course with the prerequisite that one or more other courses were to be taken and passed in the previous years.

- m) President: The President of Başkent University
- n) Elective course: Courses that are available other than the required courses.
- o) Senate: Başkent University Senate
- p) Repeat course: Course that the student had failed in previous years and that needs to be taken.
- q) Belated Student: Student who has reached the end of maximum education but nevertheless continues his/her education in accordance with the provisions of article no.44 of Act no.2547.
- r) University: Başkent University
- s) ATGA: Academic Term Grade Average
- t) Board of Administration: Başkent University Board of Administration.

## **PART TWO**

### **Admission and Registry**

#### **Quota**

**ARTICLE 5-** (1) Every academic year, student quotas regarding related units will be determined by the Senate following the Board of Administration proposal.

#### **Student Admission**

**ARTICLE 6-** (1) Student admission in programs is made on the basis of principles defined by the Council of Higher Education.

#### **Admission through internal transfer**

**ARTICLE 7-** (1) Principles and procedures regarding student admission through internal transfer to University units will be determined by the Senate within the framework of related regulations.

#### **Tuition Fee**

**ARTICLE 8 –** (1) Tuition fees are determined by the Board of Trustees before the beginning of every academic year. The first payment of tuition fee is paid at the beginning of the Fall term of the academic year, the second payment at the beginning of the spring semester before the course registry or renewal.

(2) Those students who completed their registration after the specified date will pay a late fee determined by the Board of Trustees.

(3) Registrations of the students who did not pay their fees and completed their course registrations shall be suspended.

(4) Tuition fee does not include summer education, additional exams, and fees for special students. Such fees shall be determined by the Board of Trustees.

#### **Enrollment**

**ARTICLE 9 -** (1) New enrollment to University shall be made within the specified dates in accordance with the provisions of related Regulation. Those with forgeries in documents or those who cannot provide missing documents within a specified period shall not be enrolled; if already registered, their enrollment will be canceled. Required documents shall only be accepted as originals or as samples approved by the University. Procedures will be carried on the basis of the candidate's statement regarding the police record.

#### **Registration Renewal**

**ARTICLE 10-** (1) Registrations are renewed at the beginning of every term on dates specified in the academic calendar. The courses that the students will choose are also determined during registration renewal. Students can add or drop the lessons they have chosen in that term within the period specified in the academic calendar. Only those students whose excuses have been accepted by the Rectorship can be re-enrolled till the end of add/drop period at the latest. Those who did not renew their registration shall be suspended. If and only if the demand of registration renewal of the suspended students arise, the tuition fee of the belonging academic year will be collected and the adaptation for the program catalogue will be done by the decision of the related faculty administrative board. After the renewal of the registration the subject student will have all of her/his rights.

### **Cancellation of Registration**

**ARTICLE 11-**(1) Students who want to cancel their registration shall apply with a letter of application to Registrar's Office.

(2) For the students who canceled their registration until the end of the course registration days specified in the academic calendar, 90 % of tuition fee, 75 % until the end of the first week of the beginning of the course, and 50 % until the end of the second week shall be returned. After the second week, no fee return is possible.

## **PART THREE**

### **LANGUAGE OF EDUCATION AND ENGLISH PREPARATORY CLASS**

#### **Language of Education**

**ARTICLE 12-** (1) Education in the University is carried out in Turkish with the exception of partial and total foreign language educational programs. In programs with the full educational language of Turkish, certain elective courses can be conducted in a foreign language with the approval of the board of the related unit and a Senate decision. In addition, in lessons in Turkish, foreign language sources can be watched, homeworks, projects and reports may be demanded to be prepared in English.

(2) Students who have enrolled in departments and programs of full Turkish education language but who want to have a foreign language preparatory class shall take a Foreign Language Proficiency exam, in accordance with School of Foreign Language, Foreign Language Preparatory Program Education and Teaching and Examination Regulation. The students who pass this exam and those who will be exempt from foreign language preparatory class shall move on to their enrolled program. The students who failed in the exam shall engage in the foreign language preparatory program if they wish so.

(3) Students of a department or program with partial or full foreign language education shall take Foreign Language Proficiency exam, in accordance with the School of Foreign Language Preparatory Program Education and Teaching and Examination Regulation. The students who pass this exam and those who will be exempt from foreign language preparatory class shall move on to their enrolled program. The students who failed in the exam shall engage in the compulsory foreign language preparatory program.

#### **Education Periods**

**ARTICLE 13-** (1) Education is conducted on the basis of terms. Each academic year is comprised of two terms as fall and spring, and each term is comprised of at least fourteen weeks, excluding the end term exams for each term.

(2) Summer education of at least seven weeks can be optioned with the approval of the Council of Higher Education, in accordance with the principles and procedures determined by the Senate. Tuition fee for the summer education is determined by the Board of Trustees.

(3) Education periods for Higher schools, Faculties, and State Conservatories are four years (eight terms), vocational schools' are two years (four terms). Foreign language preparatory program duration is not included in this period.

### **Education Programs and Courses**

**ARTICLE 14-(1)** The courses to be included in the undergraduate and graduate programs (including internship, clinical study, field practice, completion project, etc.); at which terms these will be available and with how many hours each week; as well as the amount of these hours for academic induction and the amount for applied work; the Başkent and ECTS credits of these courses; whether they are elective or compulsory; if exists their prerequisites, shall be proposed to the unit that this program or department is under, by the chair of related program or department. The proposals deemed appropriate by the related unit council are finalized by the Senate approval. The same procedure applies to modifications in the education program.

(2) If necessary, with the advice of the chairs of related departments and programs and related unit administrative board, certain lessons can be available in both terms.

(3) Which of the courses included in the education program will be available in summer education shall be determined with the advice of the related program or department chair and shall be announced in the summer education academic calendar before each summer education period.

(4) In case the internship or external professional practice is included in the education program, matters regarding the number and date of student internship and external Professional practice, duration, quality, and assessments shall be reviewed and declared in internship regulations which come into effect following Senate approval.

(5) Availability of double major or minor programs, their student admission, and conduct of programs are carried in accordance with Başkent University Double Major Graduate Program Regulation and Başkent University Minor Program Regulation.

### **Course Load**

**ARTICLE 15 - (1)** Normal course load of a student at the beginning of a term is 30 ECTS credits. The student can have a maximum of 40 ECTS credits of courses per term with the approval of their advisors excepting the first year of enrollment. For students whose grade average is 2.50 or more, the course load can be increased up to 45 ECTS credits maximum. A student can choose courses below 30 ECTS with the approval of his/her advisor.

### **Taking courses and add/drop**

**ARTICLE 16 - (1)** Students take courses at the beginning of each term, with the approval of their advisors, within the dates specified in the academic calendar. Students who failed to register within the specified dates can register until the end of add/drop period only if their excuses are accepted by the Rectorship. If this deadline is exceeded, the student can not take that lesson that term, and his/her registration is suspended.

(2) No course that partially or fully overlaps with another course in the weekly program can be registered.

(3) While choosing the lessons to register, students should initially take the courses they had failed and postponed.

(4) For a prerequisite course to be taken, the related course (s) have to be taken, and completed without F1 or F2 grades.

(5) Students can drop or add one or more courses within the add/drop periods specified in the academic calendar. However, these procedures have to be in accordance with provisions of Article 15 and this article.

(6) With the suggestion of the advisor and approval of the program chair, the students can take elective courses from other units of the University, on condition that it should not take 10 % of the ECTS and Başkent credits total of all the elective courses in the student's own program.

### **Attendance**

**ARTICLE 17-(1)** Attendance to courses, labs, applied works, and other studies deemed appropriate by the instructor is compulsory. Students whose unattendance exceeds a certain limit shall be considered to have failed that course and be given an F2 grade. Rules and principles governing unattendance limit and the monitoring of student attendance shall be determined with the advice of related unit administrative boards and University Senate decision.

(2) In case of any course repeat with a previous F1 grade, attendance is not compulsory with the exception of courses having clinical study and field practice. However, within the regular education period, these students must fulfill all the educational requirements (homework, projects, quizzes, applications, workplace applications, workshops, design studio, laboratory and etc.) except attendance. Units may designate the courses to be attended despite receiving an F1 grade with the decision of the related unit board and the approval of the Senate.

### **Exams**

**ARTICLE 18- (1)** For each course, students are given at least one midterm and one final exam at the end of the term. The instructor can give announced/unannounced quizzes, consider homeworks, projects, lab, or similar works as a midterm. Exams can be written, oral, both written and oral and/or applied.

(2) While assessing term success grade, all the exam results, half-year studies, attendance, and participation is considered. Their percentages are determined by the instructor and declared within two weeks of the course starts to the department or program chairs and students.

(3) Midterm results are announced following ten days of the exams at the latest. However, final exam results are announced one day prior to the date specified on the academic calendar at the latest. The instructors are bound to show the exam papers to students, should they wish it.

(4) Students who could not take the exam due to an illness which has been proven with a report as defined in this Regulation or due to another compelling reason deemed appropriate by the related instructor and department or program chair, can, if they demand, take a make-up exam. Make-up exams can only be demanded for midterms and midyear final exams. Administrative boards shall determine the implementation principles of make-up exams.

(5) Students who appeal against their exam results should initially try to solve it with the instructor by examining the exam sheet. Students who still appeal or want to appeal against their success grades must convey their appeal in written form to the related department or program chairs in the first workday following the announcement of the exam results or the success grades. The appeals are reviewed by a commission of three, one of which shall be the instructor, appointed by the related program or department chair, and shall be finalized within two workdays following the appeal. In the case of a mistake in the success grade that he/she gave, the instructor shall fill the grade change form and make the necessary change. The filled forms are approved by the related administrative board and finalized.

(6) The students who cheat or attempt to cheat in the exams are given zero (0). In addition, a disciplinary inquiry shall be conducted regarding this student.

(7) If deemed necessary by the related departments, all educational activities, including exams, may be carried out on weekends and outside work hours.

### **Grades**

**ARTICLE 19** – (1) At the end of a semester, one of the following letter grades for each course is given to the students with the appreciation of the lecturer. When the instructor exercises his discretion, he/she does not have to be based on the specified intervals of 100 points. The letter grades, their related coefficients, and ranges from 100 points are as follows:

GRADE	COEFFICIENT	POINTS
A	4,0	95-100
A-	3,7	90-94
B+	3,3	85-89
B	3,0	80-84
B-	2,7	75-79
C+	2,3	70-74
C	2,0	65-69
C-	1,7	60-64
D+	1,3	55-59
D	1,0	50-54
Y	0,0	-
Z	0,0	-
S	0,0	-
F1	0,0	0-49
F2	0,0	-

(2) In a course, a student who has no applied work or a student who could not be assessed within the grading period because he/she would take the make-up exam is given an 'E'. The student who gets an 'E' shall complete her/his missing projects, if any, within ten days following the announcement of the grades and then take the make-up exam. The decision to extend this period shall be given by the administrative board. The 'E' grades that have not been extended by the unit administrative board or not been replaced by another grade will automatically change into 'F1' and 'Z'.

(3) For the applied courses or internship conducted beyond the academic term 'S' grade is given. This grade is changed into one of the success grades following the registration dates of the next academic term at the latest, with the unit administrative board's decision. The "S" grade, if not extended or replaced by a unit board decision before the course registration, are automatically converted to "Z" or "F1".

(4) The 'Y' grade is given to students who succeeded in courses without Baskent credits.

(5) The 'Z' grade is given to students who failed in courses without Baskent credits.

(6) "Y", "Z" and "S" grades are not included in the semester and general grade average calculations.

### **Course exemptions**

**ARTICLE 20-** (1) The exemption procedures for the courses a student took from any higher education institution before enrolling in the relevant department are carried out according to the Başkent University Exemption and Induction Procedures Directive.

## **Calculations of Grade Averages**

**ARTICLE 21-** (1) An ECTS credit from a course is the number found by the multiplication of that course's ECTS credit and the success grade coefficient that is assessed for that student.

(2) Term Grade Average is the number found by dividing the total ECTS credits from the enrolled courses that year by the registered ECTS credits total of courses enrolled.

(3) General grade average is the total of ECTS credits of the courses since the student had first enrolled in the program by the ECTS credits total of all the enrolled courses.

(4) In repeat courses or courses taken to raise one's grade (including summer education) the final grade is considered no matter what the previous grade maybe.

(5) In the calculation of averages, the end result is moved two digits after the comma.

## **Student Success**

**ARTICLE 22-** (1) A student whose ATGA and GGA is at least 2,00 and has no repeat courses is considered as a successful student. A student with an ATGA and GGA of 2,00 or higher and has a recurring class, with an ATGA of 2,00 or higher and GGA of 1,99 or below, with a GGA of 2,00 or higher and ATGA of 1,99 below, and with an ATGA and GGA of 1,99 and below is considered to be unsuccessful.

(2) The student whose GGA is lower than 1.80 at the end of each semester, except for the first term; provided that the prerequisites of the courses are met, he/she must raise the GGA to at least 1.80 to take a course which has not previously taken, except Atatürk's Principles and History of the Turkish Revolution, Selective Fine Arts, Computer Literacy, University Enrollment, Internship courses and postponed courses. Students in this position repeat their formerly taken courses until they raise their GGA to specified levels. The terms that the students repeat courses are considered within the education period.

(3) Students with ATGA and GGA of 3,00-3,49 are regarded as honorary student and those between 3,50-4,00 are regarded as high honorary student.

## **Course Repetition**

**ARTICLE 23-** (1) 'F1' and 'F2' grades Show that the student has failed the course. 'F1' is given to students who have attended but failed, whereas 'F2' is given to students who have failed the course due to unattendance. The students who have failed due to unattendance can not take the end-term exam or if it's given resit exam. Students who got an 'F1' or 'F2' repeat the course in the following terms. If the courses to be repeated are elective or have been deleted from the curriculum, an equivalent course deemed fitting is given to the student by the administrative board. Students who want to raise their general grade average can repeat the courses that they had taken before in addition to the courses they must take in the current term within the framework defined in Article 15.

## **PART FOUR**

### **Maximum Period, Additional Exams, and DismissalMaximum Period of Study**

**ARTICLE 24-** (1) Students have to complete the undergraduate programs with two years of study within a maximum of four years; graduate programs with four years of study within a maximum of seven years; graduate programs with five years of study within a maximum of eight years, regardless of whether they have enrolled for each term or not, starting from the term the courses of their enrolled program begins, excluding foreign language preparatory year. For students with a temporary dismissal penalty, the penalty duration is included in the study period. Students with any untaken lessons at the end of their study period are exmatriculated from the University.

(2) Foreign language preparatory class study period is two years maximum. Students are not exmatriculated due to unpaid tuition fee or contributory fee. Students who have not renewed registration for four consecutive years are exmatriculated with the University Administrative Board decision and the Council of Higher Education approval.

(3) At the end of maximum period, according to item one, those who have not been exmatriculated but still in the light of the provisions of this Regulation who nevertheless are not deemed deserving the right to take diploma, shall take the exams called 'Additional Exams 1' and 'Additional Exams 2' which will be given within two consecutive weeks in September, for courses they have failed. Students with six or more failed courses at the end of these exams are exmatriculated from the University.

(4) For full or partial foreign language education programs, students who could not complete the preparatory class within two years are dismissed from the program. Such students may enroll in an equivalent program with Turkish education language. If such students demand, by the Directory of Testing Selecting And Placement, for only once, they can be centrally placed in another University's programs with Turkish education language, on condition that their university entry score for that year must be no less than the base score for the program that s/he will be placed.

### **Additional Exams**

**ARTICLE 25-** (1) At the end of Additional exams, students who have reduced their failed courses to five or less courses shall take exams for courses they failed for three terms; belated students who have reduced their failed courses down to five without additional exams for four terms; those with one failed course shall take exam for the course they failed without any specific time limit.

(2) Although they have passed all the courses needed to graduate, students who can't graduate due to a general grade average of less than 2,0 are given unlimited additional time to take additional exams to raise their grade averages for lessons they want with the exception of compulsory face to face instruction courses. Students in this position can register for any course they want and attend the course as special students; the success grade in such a lesson is considered as an additional exam grade.

(3) If the course that such a student will take is an applied or lab course or internship, Project, graduation Project, or similar compulsory face to face instruction course within the term, the student shall register in these courses as a special student, and the grade s/he gets will be considered as end term success grade. The courses available for such a student as a special student shall be determined by related administrative board after program or department chair advice.

(4) These students may take the end term exam or, if it exists, a resit exam, if these courses are provided on summer education at the end of summer education. The grades to be taken from such exams shall be considered as end-term success grades.

(5) Students who will take additional exams or in the following years take exams as a belated student or attend courses as a special student shall pay the 'exam fee' or 'special student fee' determined by the board of trustees.

(6) Belated students who will take the exams have to make their application in written form to the Registrar's Office within the dates specified in the academic calendar, after paying their exam fee and stating the courses that they they will take exam for or attend as a special student.

(7) Students who have not completed their maximum period may take a single course exam if the graduation requirements stated in Article 30 are provided only by one course. However, courses that have never been taken or graded with an F2, design, studio, laboratory, internship, hands-on courses, project-based courses, and completion projects are not eligible



for a single course. Single course exams are held three times a year, at the end of the fall and spring semester and after summer education, and the dates are stated in the academic calendar. The Board of Trustees determines the single course exam fee.

### **Exmatriculation**

**ARTICLE 26-** (1) Belated students who have failed to deserve the right to be given a diploma are exmatriculated from the University.

(2) A student who does not take the given exams for consecutive or a total of three years shall be considered to have given up his/her right of unlimited exam and is exmatriculated from the University.

## **PART FIVE**

### **Leaves and Permits Leaves and Permits**

**ARTICLE 27-** (1) Students with justified and valid excuses can ask for a term of leave by applying to department or program chairs. Leaves for students of Foreign Language Preparatory class, the leave is given after a review of opinion with the Directory of School of Foreign Languages, with the decision of the related unit administrative board, and after informing the Rectorate. Permission requests shall be completed by the relevant unit within a week at the latest from the student's application. Permissions can be issued up to one at a time, with a total of two semesters for undergraduate students and a total of four semesters for graduate students at the entire time of teaching. These periods of leaves are not included in the total study periods. Leaves are asked for until the end of Add/Drop period each year, excluding obligatory causes.

(2) Students on leave can make registrations at the end of their leaves and continue their education.

### **Illness**

**ARTICLE 28-** (1) A student who is issued a health assessment report in accordance with the procedures and points referred in Başkent University Medicosocial Center Health Services and Care Application Rules And Principles shall submit her/his report, which has been approved by Başkent University Health, Culture, Sports Office Health Center to the related program or department chairs within three days of the end date of the report. The student is considered as excused within this period and can not take exams, however, once the report expires, s/he can take make-up exams. Periods within the report are considered as student unattendance. Students having reports for a total of five or more weeks in a term can be considered on leave for that term by the decision of the related unit administrative council.

### **Fee payment on periods of leave or health report leave**

**ARTICLE 29-** (1) Students continue to have their student obligations while they're on leave and such students pay 50 % of their tuition fee at the beginning of each term. Excluding the requests for leave due to illnesses stated in Article 28 of the Regulation, for the application for the leave after the last day of the add/drop period, the total tuition fee for that term shall be paid. Registrations of students who have not paid their tuition fees are suspended.

## **PART SIX**

### **Diplomas**

#### **Requisites for Diplomas**

**ARTICLE 30-** (1) A student who has fulfilled the following criteria is considered as having completed education and deserving the right to take a graduation diploma or diploma supplement.

- a) Having passed all the courses of enrolled programs and fulfilled all its obligations.
- b) Having a minimum of 'D' gr or 'Y' grade from all courses.
- c) Having completed a total of a minimum of 120 ECTS credits for undergraduate programs, 240 for graduate programs, and 300 for programs with five years study period.
- d) Having a GGA of a minimum of 2,00

#### **Undergraduate Diploma**

**ARTICLE 31-** (1) A student who has completed a four-year undergraduate program is given an undergraduate diploma. In addition, of the students who enrolled in any graduate program, those who demand are given an undergraduate diploma and diploma supplement on condition that they complete their first four term courses with a minimum of 2,00 general grade average and get a minimum of 'D' or 'Y' from the courses of first four terms. Procedures for orientation to vocational schools or giving undergraduate diplomas regarding graduate program enrolled students are carried out in accordance with Council of Higher Education provisions.

#### **Graduate Diploma**

**ARTICLE 32-** (1) Students who complete a program with a minimum of eight terms successfully are given a graduate diploma.

#### **Kinds of Education-Learning**

**ARTICLE 33-** (1) In units under the University, mainly formal education is conducted. However, with justified proposals of related boards, Senate decision and Higher Education Council approval, distance learning, non-formal education, external instruction are possible.

#### **Exchange Programs**

**ARTICLE 34-** (1) In accordance with the agreement between the University and higher learning institution in a foreign country, Exchange programs can be carried out. Within the framework of these programs, students can be sent to foreign universities for one or two terms.

(2) Within the framework of European Union Higher Education Programs (ERASMUS) the courses that the students who will be sent for education to foreign universities will take will be advised by the department or programs' ERASMUS coordinator and determined by the related department or program chair. Of these determined courses, if there is any equivalent course in the program that the student studies, this course will be noted in the transcript with the referred equivalent course; if there is no equivalent course the taken lesson will be noted as elective with its own code, name, and ECTS credits in the transcript.

(3) Within the framework of Bilateral Agreements, the courses that students of a common program for the double diploma is noted on the transcript as it is.

(4) To students who came to Başkent University from other Universities in agreement programs, a certificate displaying the courses they took and their success degrees is given by the Registrar's Office.

(5) Within the Exchange programs, the method of paying tuition fees is determined with bilateral agreements.

## **PART SEVEN**

### **Miscellaneous and Final Provisions**

#### **Non-provisional cases**

**ARTICLE 35-** (1) In cases with no provisions in this Regulation, other related legislation provisions and Senate resolutions shall be applied.

#### **Abolished Regulation**

**ARTICLE 36-** (1) Başkent University For Undergraduate and Graduate Education and Exam Regulations that has been published in Official Gazette dated 17/8/2015 and issue 29448 has been abolished.

#### **Status of Enrolled Students**

**TEMPORARY ARTICLE 1-** (1) As of the beginning of the 2014-2015 Education Year, the maximum study periods of University enrolled students start from Fall Term of 2014-2015 Education Year.

(2) The study period of students who enrolled in-branch teaching programs of the University is in years before and including 2012-2013 is five years (ten terms).

(3) The calculation of the semester and general grade average of the students who enrolled before the fall term of the 2020-2021 academic year is made according to Article 21 of the abolished Regulation and by Article 35 of this Regulation.

#### **Credit Definitions**

**TEMPORARY ARTICLE 2 –** (1) Following the enforcement of this Regulation, credits in the course catalogs of units will be defined as Başkent credit, and the ECTS will be defined as ECTS credits.

#### **Validity**

**ARTICLE 37-**(1) This Regulation enters into force as of its publication, effective from the fall term of the 2020-2021 school year.

#### **Implementation**

**ARTICLE 38 –** (1) This Regulation is implemented by the President of Başkent University.