

BAŞKENT UNIVERSITY UNDERGRADUATE AND GRADUATE EDUCATION AND EXAM REGULATIONS

Published on Official Gazette on 17.08.2015 Issue:29448

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 dated 4/11/1981 and no.2547

Terms

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

- a) ECTS: European credit transfer system credit.
- b) Unit: vocational schools, state conservatory, school of higher education or faculties of Başkent University.
- c) Dean: Dean of Başkent University Faculty
- d) Postponed course: A course of the related program that was not or could not been chosen.
- e) Equivalent course: A course in the student's registered program with at least the same weekly hours and that can be considered (with academic board permission of that unit) as the choosable equivalent of that course.
- f) GGA: General Grade Average.
- g) Student with suspended registration: A student whose registration is not renewed due to unpaid tuition fee and who can not enjoy any student rights.
- h) Director: Director of Başkent University school or vocational school.
- i) Board of trustees: Başkent University Board of Trustees.

- j) Pre requisite courses: A course with the prerequisite that one or more other courses were to be taken and passed in the previous years.
- k) Rector: Başkent University Rector
- l) Elective course: Courses that are available other than the required courses.
- m) Senate: Başkent University Senate
- n) Repeat course: Course that the student had failed in previous years and that needs to be taken.
- o) 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.
- p) University: Başkent University
- q) ATGA: Academic Term Grade Average
- r) Board of Administration: Başkent University Board of Administration.

PART TWO

Admission and Registry

Quota

ARTICLE 5- (1) Every academic year, student quotas regarding related unit 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 academic year, the second payment at the beginning of 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 specified period shall not be enrolled; if already enrolled, their enrollment will be cancelled. 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 military duty and 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. Registrations of Students who did not renew their registration shall be suspended; on condition that they pay the tuition fee belonging to the academic year of their registry, after they are orientation the course program in effect by the board of administration of the related unit, they can register to continue their education and can enjoy their student rights.

Cancellation of Registration

ARTICLE 11-(1) Students who want to cancel their registration shall apply with a letter of application to Directorate of Student Affairs.

(2) For the students who cancelled their registration, 90 % of tuition fee within the first week, 75 % within the second week and 50 % within the third week shall be returned. After the third week no fee return is possible.

PART 3

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 Council of Higher Education 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 to departments and programs of full Turkish education language but who want to have a foreign language preparatory class, shall take a Foreign Language Proficiency Level Determination 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 Level Determination 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 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) If deemed necessary, summer education can be optioned with the approval of the Council of Higher Education, in accordance with the principles and procedures determined by the Senate.

(3) Education periods for Higherschools Faculties and State Conservatories is four years (eight terms), vocational schools' is 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; 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 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 is finalised by the Senate approval. Same procedure applies for 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 related program or department chair and shall be announced in the summer education academic calendar, before each summer education period.

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

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

Course Load

ARTICLE 15 (1) (Changed with Official Gazette dated 17.12.2017 issue: 30273)

Normal course load of a student at the beginning of a term is 30 ECTS. The student can have a maximum of 40 ECTS credits of courses per term 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 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 with compulsory attendancy 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 that they had failed and postponed. However for students with repeat courses and due to course overlaps whose education period shall extend, this rule may not come in to effect for courses without unfulfilled prerequisite and found appropriate by advisor and approved by program chair.

(4) For a prerequisite course to be taken, the related course or courses are needed to have been taken and these are needed to have been completed without F1 or F2.

(5) The students can drop or add one or more of 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 University, on condition that it should not take 10 % of the ECTS total of all the elective courses in the student's own program.

(7) Students can take other courses available in other units of the University with the approval of their advisors as extracurricular courses. Grades of such courses are displayed on the transcript but not added no general grade average or term grade average.

Attendance

ARTICLE 17-(1) Attendance to courses, labs, applied works and other studies deemed appropriate by 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 for such a course. However within the normal education period these students must fulfill all the educational requirements except attendance.

Exams

ARTICLE 18- (1) In a term, for each course, one midterm and one final exam at the end of midyear is made. If the Senate deems necessary, within the dates specified in the academic calendar, resit exams can be made, with the grade replacing midterm grade and added to success grade. Students who got an F1 from the related course that term or who want to increase their grades in that term can take the resit exam. The instructor can give announced or unannounced quizzes, can consider homeworks, projects, lab or similar works as midterm. Exams can be written, oral, both written and oral or either written or oral.

(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 course starts to department or program chairs and to students.

(3) Midterm results are announced following ten workdays to students at the latest. The instructor is 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. Makeup exams can only be demanded for midterms and midyear final exams. Administrative boards shall determine the implementation principles of makeup 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 work day 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 finalised within two work days 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 finalised.

(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.

Grades

ARTICLE 19 – (1) For each course one of the letters below is given to the student as a success grade. The letters and their related coefficients are as follows.

GRADE GIVEN	COEFFICIENT
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F1	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 his/her missing projects, if any, within ten days following the announcement of the grades, and then take the make up exam. 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 automatically change into 'F1'.

(3) The students who at the end of the first term continue their lessons which continue for two terms are given a 'P' grade.

(4) For the applied courses or internship conducted beyond the academic term 'S' grade is given. This grade is changed into one of success grade following the add/drop dates of the next academic term at the latest, with the unit administrative board decision.

Course and Credit transfer

ARTICLE 20- (1) (Former Clause: RG-12/2/2017) (...)Of the courses taken by a student before enrolling a related department, and passed with at least a 'C' grade, those which have been deemed equivalent by the student advisor shall be transferred to the program that the student has enrolled, with the advice of related program and department chair and decision of related administrative board. In this case the student will be exempt from the equivalent course of the transferred course. The ECTS equivalent of the taken course and the equivalent letter grade shall be determined with the administrative board decision.

Calculations of Grade Averages

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

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

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

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

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

Student Success

ARTICLE 22- (1) A student whose term grade average and general grade average is at least 2,00 and who has no repeat courses is a successful student.

(2) A student who has a general grade average less than 1.80 at the end of each term except the first term, has to raise his general grade average to at least 1.80 to take a course that he/she did not take before, except internship and postponed lessons.

Students in this position repeat their formerly taken courses until they raise their general grade averages to specified levels. The terms that the students repeat courses are considered within the education period.

(3) Students with yearly grade average and general grade average of 3,00-3,49 are considered as honorary student and those between 3,50-4,00 are considered 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 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 Dismissal

Maximum Period of Study

ARTICLE 24- (1) Students have to complete undergraduate programs with two years of study within maximum four years, graduate programs with four years of study within maximum seven years, graduate programs with five years of study within maximum 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 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 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 programs with full or partial foreign language education, 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 he/she 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 any course they want and attend the course as special students, the success grade in such a lesson is considered as 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 special student, and the grade he/she 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 exists resit exam or 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 grade.

(5) Students who will take additional exams or in the following years take exams as 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 Directory of Student Affairs 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.

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 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) Student 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 related unit administrative board and after informing the Rectorate. Leaves are given for one term at a time with a maximum of four terms. 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 who have been taken under custody, arrested imprisoned with the exception of negligent crimes or who are wanted by the authorities are not granted leaves. However students with verdict of non-prosecution or who have been cleared of charges are considered as having been given leave for these periods.

(3) 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 his/her report which has been approved by Başkent University Health, Culture, Sport Office Health Center to related program or department chairs within three days of end date of the report. The student is considered as excused within this period and can not take exams, however once report expires, he/she 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.

Fee payment on periods of leave or health report leave

ARTICLE 29-(1) (Changed with Official Gazette dated 23.1.2019 and issue: 30664)

Students' obligations continue during their periods of leave and such students pay 50 % of their tuition fee at the beginning of each term. 50 % of registry fee of students who have been given leave after they had paid the total of their term fee, is accounted in the payment of following term. A full fee is paid in the leave procedures after the third week from the start of the courses. Registrations of students who have not paid their tuition fee 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 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' grade from all courses with the exception of extra curricular elective courses.
- c) Having completed a total of minimum 120 ECTS for undergraduate programs, 240 for graduate programs and 3000 for programs with five years study period.
- d) Having a general grade average of minimum 2,00

Undergraduate Diploöa

ARTICLE 31- (1) A Student who has completed 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' 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 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's 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 in the transcript.

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

(3) 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 Directory of Student Affairs.

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

PART SEVEN

Miscellaneous and Final Provisions

Abolished Regulation

ARTICLE 35-(1) Bařkent University For Undergraduate and Graduate Education and Exam Regulations that has been published in Official Gazette dated 16/8/2012 and issue 28386 has been abolished.

Non-provisional cases

ARTICLE 36-(1) In cases with no provisions in this Regulation, other provisinal decrees and Senate decisions apply.

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

TEMPORARY ARTICLE 2- (1) 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)

Coming In Effect

ARTICLE 37-(1) This Regulation comes in effect as of it publication

Execution

ARTICLE 38 (1) The Rector of Bařkent Unřversity executes the provisions of this Regulation