

Istanbul Bilgi University

Credit System Undergraduate and Two-Year Program Education and Examination Regulation

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SECTION ONE

Scope and General Principles

Scope

Article 1

[1] This Regulation regulates graduate degree and two-year degree education including preparatory class conducted at İstanbul Bilgi University and its academic units within the framework of Higher Education Law No 2547. All graduate and two-year degree program students are subject to the provisions of this Regulation without prejudice to the provisions of the regulations of the relevant academic units and the exceptions set forth herein.

Medium of Instruction

Article 2

[1] Medium of instruction at the university is English. English language is used for the examinations and assignments of all courses unless agreed otherwise. This rule shall not apply to

courses that should be instructed in Turkish pursuant to the legislation and foreign language courses other than English that are included in elective courses.

[2] Upon the suggestion of the Academic Committee, decision of the Board of Trustees and the approval of the Higher Education Board, it may be decided that the education be provided in foreign languages other than Turkish or English in some education units and programs of the university in part or in full or that foreign language courses other than English be offered as compulsory classes.

[3] Medium of instruction of the programs shall be shown in the University's announcements.

Academic Calendar

Article 3

[1] Academic calendar is determined by the Academic Committee for each academic year and is published in the student's handbook. The students are obliged to comply with the dates and terms determined by the academic calendar and the dates and terms determined by the bodies of the university within the scope of the academic calendar.

[2] Education is carried out on a semester-basis at the university. An academic year consists of two semesters. However, courses can be initiated which expand to one year or more than one semester for which the final pass grade received in the last semester will apply also to the previous courses.¹

[3] The starting and ending dates of semesters which last for at least 14 weeks and the terms of semesters are shown in the academic calendar.

[4] Courses are conducted between Monday and Saturday in all undergraduate and two-year programs of the University including English Language Preparatory Program. In case of administrative requirements, courses can be conducted also on Sundays upon decision of the Rector. Mid-term exams and final exams can also be carried out on Sundays.

Tuition Fee

Article 4

[1] Education is paid at İstanbul Bilgi University. Annual tuition fees, additional service fees, exemptions, discounts and payment dates are determined in line with the principles and procedures set forth in the Regulation on the Foundation and Main Organization of İstanbul Bilgi University.

[2] At the time of enrollment, students declare with a signed document that they acknowledge the principles and procedures determined by the Board of Trustees in relation to financial obligations.

...²

[3] Provided that the total credit of the relevant program is not exceeded by more than twenty percent, undergraduate, two-year and honorary degree program students pay the entire tuition fee for each academic year during the ordinary education periods. The tuition fee to be paid pursuant to this paragraph does not include the courses taken during the summer school.³

Double Major, Minor and Honorary Degree Programs

Article 5 – Education at double major, minor and honorary degree programs is carried out in accordance with the provisions of the applicable regulations.

Students Receiving Education under an Agreement

Article 6 – Students enrolling in İstanbul Bilgi University within the scope of agreements and inter-university protocols concluded about student exchanges are subject to the provisions hereof without prejudice to the special provisions of said agreements and protocols.

¹ Amended paragraph: Official Gazette dated 3 September 2015 and numbered 29464.

² Abolished paragraph: Official Gazette dated 13 June 2013 and numbered 28676.

³ Amended paragraph: Official Gazette dated 13 June 2013 and numbered 28676.

SECTION TWO

Admission to the University and Registrations

Admission of Students

Article 7

[1] The students are admitted to undergraduate degree and two-year degree programs of İstanbul Bilgi University as follows.

a) The students are admitted to undergraduate and two-year programs in accordance with the selection and placement procedures carried out by the Student Selection and Placement Center (ÖYSM) and the regulations issued in relation to admission of students of foreign nationality.⁴

b) Students found to be talented in certain braches of art according to the principles determined by the Higher Education Board shall be admitted for education in the relevant field according to the results of the special talent exam.

...⁵

[2] For issues not covered by this Regulation in relation to admission to the University, the relevant provisions of the Higher Education Law No. 2547, Regulation on Foundation Higher Education Institutions and Regulation on the Principles Governing Transfers Between Two-Year Degree and Undergraduate Programs, Double Major, Minor Programs and Transfer of Credits Among Institutions at Higher Education Institutions shall apply.⁶

[3] If the documents and information provided by the students to the University are found to be false, the relevant students are discharged from the University. If they have already graduated from the University, all their certificates including diploma shall be cancelled and legal action shall be taken.

Special students and equivalency students⁷

Article 8

[1] Students may be admitted to İstanbul Bilgi University through methods other than those set forth herein. Student admission is performed in accordance with the principles determined by the Board of Directors of the University. These students are deemed “special students”, and continue their education in accordance with the principles to be determined by the University Board of Directors.

[2] Students who are registered with two-year and undergraduate degree programs of another university or a high technology institute may be admitted as special students to the courses offered by the two-year and undergraduate degree programs of İstanbul Bilgi University only upon the decision of the relevant higher education institution’s senate and the Academic Committee of İstanbul Bilgi University and in accordance with the principles determined by the University Board of Directors.

[3] Special students do not become entitled to any two-year, undergraduate degree or an affiliated diploma or status at İstanbul Bilgi University, and the courses they have taken may not be transferred to a program of any degree of İstanbul Bilgi University as credits without prejudice to the rights of those who have taken courses as special student while they were students of another higher education institution and who have then been subject to lateral transfer. Special students are granted a certificate showing the courses they have attended and their course pass grades.

[4] Out of the courses taken at İstanbul Bilgi University, as special student, by students who were admitted through lateral transfer and who took courses at İstanbul Bilgi University as special student while they were a student of another higher education institution, the courses that were accepted in

⁴ Amended subparagraph: Official Gazette dated 13 June 2013 and numbered 28676.

⁵ Abolished subparagraph: Official Gazette dated 13 June 2013 and numbered 28676.

⁶ Amended paragraph: Official Gazette dated 13 June 2013 and numbered 28676.

⁷ Amended subheading: Official Gazette dated 13 June 2013 and numbered 28676.

the degree program they were registered with at the higher education institution they came from and that are included in the transcripts may be transferred.⁸

[5] The tuition fee to be paid by special students and equivalency students shall be determined by the Board of Trustees.⁹

[6] Students who have been placed by the Higher Education Board for receiving education for diploma equivalency completion are registered as equivalency students and continue their education in accordance with the provisions hereof other than the courses required for completion education.¹⁰

Registration of Students

Article 9

[1] The first registration procedures of those who have become entitled to register with or been admitted to a program of İstanbul Bilgi University shall be performed by the Registrar Office on the dates announced by ÖSYM or the University in accordance with the provisions hereof.

[2] The students who fail to register on the dates determined shall lose their right of registration.

Conditions for Registration

Article 10 – The conditions and documents sought for the registration of students newly admitted to the University are as follows:

- a) Documents granting the right of registration pursuant to the legislation;¹¹
- b) The certificate showing that the student graduated from a high school or a school accepted by the Ministry of National Education as equivalent of high school;
- c) Having fulfilled the financial obligations determined by the university;
- d) Having fulfilled the other conditions to be sought by the University.

Course Registrations – Add and Drop

Article 11

[1] At the beginning of each semester during their term of education, students have to register for the courses they will attend in that particular semester. Students may change or drop the elective courses out of the courses they registered for or add new elective courses within the add & drop period in the academic calendar, provided that their advisors' approval is obtained and that they stay within the minimum and maximum credit limits set forth herein. Without prejudice to the provisions related to the obligation of repeating failed courses, the boards of directors of the relevant faculty and high school may allow the students to drop their compulsory or elective courses within the minimum credit limits set forth herein and add new courses instead of such courses within the maximum credit limits, provided that they file an application one week before the starting date determined in the academic calendar for mid-term examinations and specify justified grounds.¹²

[2] The students may not leave the compulsory courses of their programs. However they can leave elective courses and compulsory courses they repeat with the aim of increasing their grade point average until four weeks before the end of the courses. In the event that students leave the compulsory courses they repeat with the aim of increasing their GPA or elective courses, their status about the course is shown together with their previous grades and the previous grades are taken as the basis while calculating the grade point average.¹³

[3] The registration calendar is determined by the University Board of Directors in accordance with the principles set forth in the Regulation on the Foundation and Main Organization of İstanbul

⁸ Amended paragraph: Official Gazette dated 13 June 2013 and numbered 28676.

⁹ Amended paragraph: Official Gazette dated 13 June 2013 and numbered 28676.

¹⁰ Supplementary paragraph: Official Gazette dated 13 June 2013 and numbered 28676.

¹¹ Amended subparagraph: Official Gazette dated 13 June 2013 and numbered 28676.

¹² Amended paragraph: Official Gazette dated 19 September 2019 and numbered 30893.

¹³ Supplementary paragraph: Official Gazette dated 28 September 2017 and numbered 30194.

Bilgi University, and is announced by the Rector's Office. Students are obliged to start and complete their registration on the date(s) specified in the registration calendar.

[4] The financial obligations towards the University should have been fulfilled in order for the course registrations to be made.

[5] The students who have not been able to register their courses may apply to the University Board of Directors until one week before the starting date determined in the academic calendar for mid-term examinations, provided that they can document their excuses.¹⁴

[6] Those whose excuses are accepted by the University Board of Directors may perform their course registrations provided that their excuses do not persist and that their financial obligations towards the University have been fulfilled. Those whose excuses are not accepted but who have fulfilled their financial obligations towards the University cannot perform course registration, but their student status continues. Those whose excuses are not accepted and who also have not fulfilled their financial obligations towards the University may not exercise student rights, are not granted student certificate and their status is notified to the relevant recruiting office in case of their procedures related to military service.¹⁵

...¹⁶

English Language Preparatory Program

Article 12

[1] Students who registered with two-year or undergraduate programs are subjected to an English proficiency exam to be carried out by the University.

[2] English proficiency exam and placement exams are performed by exam commissions appointed by the University Board of Directors, who consist of at least three people. University Board of Directors appoints one of the faculty members of the University as examination coordinator to ensure the management and coordination of the examinations.

[3] Conditions for exemption from English proficiency exam, the method and quality of the exam, the grades and levels required for passing the exam and criteria related to placement exams, as well as other relevant issues shall be decided by the Academic Committee upon suggestion made by the University Board of Directors.

[4] Those who pass English Proficiency Exam and who are exempted from the examination shall start their two-year or graduate education programs where they have been placed into. Those who cannot pass the English Proficiency Examination shall be subject to a placement exam, and shall be placed into the appropriate language education classes according to their language knowledge level.

[5] Students who attend English language preparatory program shall be subject to the provisions of the Regulation on the Principles to be Followed for Foreign Language Education and Education in Foreign Language in Higher Education Institutions published in the Official Gazette dated 4 December 2008 and numbered 27074.¹⁷

[6] Students who continue their studies at English language preparatory program shall be subject to all rights, obligations and liabilities that apply to the university students.

SECTION THREE

Principles Governing Education and Training Activities

Term of Study

Article 13

[1] Normal term of undergraduate studies at İstanbul Bilgi University is eight (8) semesters.

[2] Normal term of two-year degree programs at İstanbul Bilgi University is four (4) semesters.

[3] Periods of registration freezing are not taken into account while calculating the study period.

¹⁴ Amended paragraph: Official Gazette dated 19 September 2019 and numbered 30893.

¹⁵ Amended paragraph: Official Gazette dated 13 June 2013 and numbered 28676.

¹⁶ Abolished paragraph: Official Gazette dated 13 June 2013 and numbered 28676.

¹⁷ Amended paragraph: Official Gazette dated 13 June 2013 and numbered 28676.

[4] The application of the relevant provisions of the Higher Education Law No. 2547 are reserved on the issue.

[5] The semester and grade of the student shall be calculated as follows on the basis of the semester's credit load provided in the academic program of the relevant undergraduate or two-year degree program and the credit load the student has completed:

<u>Credit completed</u>	<u>Semester /Grade</u>
0 – 23	1 st semester/ 1 st grade
24 – 47	2 nd semester/ 1 st grade
48 – 77	3 rd semester/ 2 nd grade
78 – 107	4 th semester/ 2 nd grade
108 – 137	5 th semester/ 3 rd grade
138 – 161	6 th semester/ 3 rd grade
162 – 191	7 th semester/ 4 th grade
192 and beyond	8 th semester / 4 th grade ¹⁸

Academic Consultancy

Article 14

[1] For each student, an advisor is appointed by the head of the department to which the student is registered. The individual course schedule consisting of the courses to be attended by the student in each semester and changes that may be made to the individual course schedule shall be finalized upon approval of the advisor on the basis of the course sequence in the undergraduate and two-year degree programs, academic standing, preconditions and the provisions of this Regulation. Cases where the individual course schedule may not be finalized despite the application of the relevant criteria shall be resolved by the board of directors of the relevant faculty or high school.¹⁹

[2] Without prejudice to the provisions related to repeating courses, the student shall be entitled to take the elective courses of upper grades upon approval of the academic advisor, regardless of the sequence of courses in the curriculum.²⁰

Credit Values of Courses

Article 15

[1] Credit values of the courses are determined by the Academic Committee upon suggestion by the departments.²¹

[2] The value of credit is determined by the Academic Committee during the program with minimum twenty and maximum thirty hours of student work load in a semester.²²

Course Schedules

Article 16

[1] Course schedules are determined by the Academic Committee in accordance with the principles and procedures set forth in the Regulation on the Foundation and Main Organization of İstanbul Bilgi University. The Academic Committee also issues decisions for the conditions to be sought for receiving certain courses.

[2] Course schedules are arranged as minimum twenty eight and maximum thirty two credits in a semester and sixty (60) credits in a year, while they are arranged as one hundred twenty (120) for undergraduate programs and two hundred forty (240) credits for undergraduate programs.²³

¹⁸ Amended article: Official Gazette dated 13 June 2013 and numbered 28676.

¹⁹ Amended paragraph: Official Gazette dated 13 June 2013 and numbered 28676.

²⁰ Supplementary paragraph: Official Gazette dated 17 February 2010/27496.

²¹ Amended paragraph: Official Gazette dated 22 July 2006 and numbered 2626.

²² Amended paragraph: Official Gazette dated 13 June 2013 and numbered 28676.

[3] The courses offered within the scope of the programs are divided into two categories: compulsory and elective courses. Atatürk's Principles and Revolution History and Turkish language course are among the compulsive courses.

[4] Students are obliged to take the compulsive courses stipulated for the programs they are registered with. Elective courses are selected by the student and approved by the student's advisor in consideration of the student's area of interest. Boards of directors of faculties may allow students to take more than one elective courses with lower credits provided that they fulfill the relevant credit liability. If they pass the number of courses that can fulfill their credit liability, they shall be exempted from elective course liability instead of which a course with lower credits is taken.²⁴

[5] Students have their individual course schedules consisting of the compulsory and elective courses they took approved by their academic advisors in the department they are registered with.

Credit Load²⁵

Article 17

[1] Normal credit load of students for a semester is thirty (30) credits. If the credit of the student's existing semester exceeds the normal credit load, the semester's credit shall be accepted as normal credit load.

[2] Undergraduate students in the first and second semester may not exceed the normal credit road other than the following cases:

a) If the credit of the course taken to fulfill the elective course liability required by the curriculum exceeds the credit load defined for course liability, normal credit load may be exceeded; provided, however, that the credit determined for elective course liability shall be taken as the basis for all calculations made other than grade point average. Course exemption may not be requested for excess credits taken by exceeding normal credit load.

b) Courses that are compulsory for double major, minor or applications for lateral transfer within the university may be taken as free elective courses in addition to the curriculum of the registered program, provided that the maximum credit load limit is not exceeded. Courses taken as free electives in such manner, which the student successfully passed, may not be counted for the elective course liability of the program of registration in the event that the student is not admitted to the double major or minor program or lateral transfer within the University could not be achieved. The courses which the student failed are repeated if they are included in the curriculum of the program of registration as free elective courses.

[3] Maximum credit load of students in the third and subsequent semesters shall be eighty (80) credits in an academic year and forty two (42) credits in a semester excluding summer school. If the credit of the course taken to fulfill the elective course liability required by the curriculum exceeds the credit load defined for course liability, maximum credit load may be exceeded; provided, however, that the credit determined for elective course liability shall be taken as the basis for all calculations made other than grade point average. Course exemption may not be requested for excess credits taken by exceeding maximum credit load.

[4] The students who have participated in international exchange programs can be given courses beyond the maximum credit load when necessary for their graduation at the end of their normal study period, provided, however, that the number of additional courses to be given in this manner may not exceed two in a semester.

[5] Minimum credit load of students in a semester is twenty (20) credits. Minimum credit load rule does not apply to students who can graduate within maximum two semesters. Upon applicable by the student, the boards of directors of the faculties may decrease a student's minimum credit load if they deem necessary.²⁶

²³ Amended paragraph: Official Gazette dated 13 June 2013 and numbered 28676

²⁴ Amended paragraph: Official Gazette dated 17 March 2014 and numbered 28944.

²⁵ Amended article: Official Gazette dated 28 September 2017 and numbered 30194.

²⁶ Supplementary paragraph: Official Gazette dated 10 March 2018 and numbered 30356.

Attendance and Examinations

Article 18

[1] Students are obliged to attend all kinds of courses, practices, laboratory studies of their programs and the examinations and other academic studies required for the same or by the relevant faculty member. Attendance of students shall be evaluated by the faculty member in charge of the relevant course.

[2] The number of mid-term exams, assignments, practices and other studies for which the students are responsible for every course, conditions for acceptance to the end-of-semester exams and contribution of all kinds of examinations, assignments and works to the end-of-semester pass grade shall be determined by the relevant faculty member and be announced to students.

[3] End-of-semester examinations are carried out during the examination period specified in the Academic Calendar. The announced examination dates may be changed upon decision of the University Board of Directors and suggestion made by the board of directors of the relevant faculty, provided that they stay within the examination period.²⁷

Cheating and Plagiarism

Article 19

[1] If a student cheats or attempts to cheat in an exam, plagiarizes in his/her assignment partially or completely without citing references or if it is found that the student has not done his/her assignment himself/herself, the situation shall be immediately notified to the relevant Dean's Office with a report to be issued by the relevant faculty member.

[2] In such case,

(1) in the event of cheating or plagiarism, the student shall fail the relevant examination or assignment.

(2) In addition, action shall be taken about the student in accordance with the relevant provisions of the Discipline Regulations of Higher Education Institutions.

Grade

Article 20

[1] For each course they take, students are given a grade between 0 (zero) and 100 (one hundred) by the faculty member in charge of the particular course at the end of the necessary examinations and similar assessments, and this is referred to as "raw grade". Which raw grade interval corresponds to which letter shall be determined by the relevant faculty member and be announced together with the grades.

[2] While calculating grade point average, the following numerical values of the letters shall be taken as the basis:

<u>Letter</u>	<u>Numerical value</u>	<u>Description</u>
A	4.00	Very good
A-	3.70	Very good
B+	3.30	Good
B	3.00	Good
B-	2.7	Good
C+	2.30	Average
C	2.00	Average
C-	1.70	Conditional pass
D+	1.30	Conditional pass
D	1.00	Conditional pass
F	0	Fail

²⁷ Amended article: Official Gazette dated 9 April 2014 and numbered 28967.

[3] If the student passes the courses that are not included in averages but whose credits are added to the completed credit, letter “P” is used, and if these courses are failed, letter “F” is used.

[4] “C-”, “D+” and “D” shows that the course was completed “conditionally”.

[5] “F” is given to students whose success cannot reach “D” or “PL” level.

Status of Students in Courses²⁸

Article 21 – Status of students is shown with one of the following expressions: “I”, “NP” and “NA” are used by the faculty members, while the others are used by the Registrar’s Office:

a) DP (Thesis without grade or project course): It is used for the semester or semesters of thesis or project without grade or credit.

b) E (To take make-up exam): It is used when the student is given the right to take make-up exam. Which students will be accepted for make-up exam shall be determined by the academic committee at the beginning of each academic year from among the students whose final pass grade is “D”, which is conditional pass, and “F”, which requires the course to be repeated, as a minimum. Make-up exams are carried out within 2 (two) weeks following the announcement of the grades at the end of the particular semester at the latest. Grade “D” is given to students who pass the make-up exam, and those who do not take the make-up exam or fail this exam are given grade “F”.²⁹

c) EC (Exempted course): It is used for courses exempted in return for recognized courses. While giving exemption decisions, it shall also be decided whether elective courses will be taken as equivalent to the credit of the course exempted.

ç) EE (Course exempted with exam): It is used for the courses exempted as a result of the exam performed for the courses determined by the Academic Committee upon suggestion by the board of directors of the relevant faculty or high school. The committee of the relevant faculty or high school decides about whether elective courses equivalent to the credit of the exempted course will be taken or not.

d) I (Incomplete): It is used for students who have failed to complete their studies necessary for the course within due time in projects, thesis, capstone assignments and similar studies due to excuses that are acceptable for the relevant faculty member. These students have to complete their deficiencies within maximum two weeks after the expiry of the relevant exam period. Grade “I” is turned to “F” for students who fail to complete their deficiencies. However, the relevant board of directors may grant the student an extended term of two weeks at most, provided that an application is filed by the faculty member who used the expression before the end of the period.

e) L (Frozen registration or on leave): It is used for students who have frozen registration pursuant to Article 31.

f) M (To take resit exam): It is used for cases where the student is given the right to take resit exam for the course he/she has failed pursuant to the higher education legislation. The grade taken in the resit exam shall replace the final exam grade while the final grade is calculated.³⁰

g) NA (Not fulfilled the conditions for acceptance to end-of-semester exam): It is used for students who have failed to fulfill the conditions for acceptance to end-of-semester exam. This grade is turned to grade “F” upon announcement of the results of the resit exam.

ğ) NC (Non-credit): It is given for courses taken without credit either pursuant to the program or upon approval of the advisor. Students are obliged to fulfill all requirements of this course. The credit of these courses is not included in the credit calculation, and the grades of these courses are not included in average calculations.

h) NGR (No Grade Reported): It is used for the courses for which end-of-semester grades were not reported by the instructor.

²⁸ Amended article: Official Gazette dated 13 June 2013 and numbered 28676.

²⁹ Amended subparagraph: Official Gazette dated 28 September 2017 and numbered 30194.

³⁰ Amended subparagraph: Official Gazette dated 17 March 2014 and numbered 28944.

i) NP (Not taken end-of-semester exam): It is used for students who have not taken end-of-semester exams. Article 30 shall apply to students in this position. Student is given "F" grade if he/she does not take the rescheduled exam before the start of the following semester's period of registration. Cases of long-term excuses and registration freezing which are in compliance with this Regulation shall be reserved.

i) R (Repetition): shows that the course is repeated due to any reason.

j) TO (Course taken in another higher education institution and recognized): Excluding the courses transferred in adjustments of the students having been admitted to any undergraduate or two-year program of İstanbul Bilgi University from any other higher education institution through lateral transfer and the courses taken within the scope of exchange programs, it is used for courses taken from other higher education institutions while being a student of İstanbul Bilgi University and recognized upon decision of the board of directors of the faculty of registration. Exemption can be granted for the courses required to be completed by the student in return for recognized courses. Credits and grades of recognized courses are shown separately in transcripts; however, these credits and grades are not included in average calculations.³¹

k) TI (Course taken and recognized in İstanbul Bilgi University): It is used for the recognized courses taken while being a student at İstanbul Bilgi University by students whose student status has terminated later due to any reason whatsoever including graduation and who later enrolled in another program of the University. Exemption can be granted for the courses required to be completed by the student in return for recognized courses. Credits and grades of recognized courses are shown separately in transcripts; however, these credits and grades are not included in average calculations.

l) W (Withdrawn from course): It is used for students who have completed the necessary procedures and withdrawn from a registered course before the end of the period for withdrawal specified in the academic calendar.³²

m) S (Course taken as special student): It is used for the courses taken while being a special student and recognized pursuant to the fourth paragraph of Article 8 of the Regulation, and the credits and grades of these courses are taken into consideration while calculating average.³³

n) TA (Course taken and recognized within the scope of common or additional diploma programs): It is used for the courses that have been taken from other higher education institutions while being a student at İstanbul Bilgi University within the scope of common or additional diploma programs and that have been recognized. Exemption can be granted for the courses required to be completed by the student in return for recognized courses. Credits and grades of recognized courses are shown in transcripts and are included in average calculations in line with the provisions governing common or additional diploma program.³⁴

o) TE (Course taken and recognized within the scope of exchange programs): It is used for the courses that have been taken from other higher education institutions while being a student at İstanbul Bilgi University within the scope of exchange programs and that have been recognized. Exemption can be granted for the courses required to be completed by the student in return for recognized courses. Credits and grades of recognized courses are shown separately in transcripts; however the board of directors of the faculty shall decide whether these credits and grades will be included in average calculations. In cases where it is decided that credits and grades will be included in average calculations, the credit of the exempted course shall be taken as the basis.³⁵

³¹ Amended subparagraph: Official Gazette dated 17 March 2014 and numbered 28944.

³² Amended subparagraph: Official Gazette dated 28 September 2017 and numbered 30194.

³³ Supplementary subparagraph: Official Gazette dated 17 March 2014 and numbered 28944.

³⁴ Supplementary subparagraph: Official Gazette dated 17 March 2014 and numbered 28944.

³⁵ Supplement (Official Gazette dated 17 March 2014 and numbered 28944) and amended subparagraph (Official Gazette dated 3 September 2015 and numbered 29464).

ö) TT (Course taken in another higher education institution from which lateral transfer was performed and recognized): It is used for courses recognized during the adjustment of students admitted to İstanbul Bilgi University via lateral transfer from another higher education institution and for which exemption is given. Credits and grades of recognized courses are shown separately in transcripts; however the board of directors of the faculty shall decide whether these credits and grades will be included in average calculations. In cases where it is decided that credits and grades will be included in average calculations, the credit of the exempted course shall be taken as the basis.³⁶

p) NNL (Associated course for which final pass grade has not been given): It is used for the semester(s) other than the semester in which final pass grade will be given for the courses opened as associated course and whose grade is dependent on the final pass grade. In semester(s) for which this expression is used, the credit of the course shall not be considered while calculating the semester and overall grade point average. When the final pass grade is given, this expression is removed and final pass grade is recorded instead which shall be valid for all of the associated courses; however, semester average and overall grade point average is kept in the term for which this expression is used.³⁷

r) FF (Course for which final exam right has not been gained): It is used for courses where the student has not become entitled to take the end-of-semester exams (final, resit, make-up and rescheduled exams) because of failure to fulfill the conditions set forth in the first and second paragraphs of Article 18 hereof and considered as grade "F" while calculating grade averages.³⁸

Announcement of Grades and Objections Against Material Errors³⁹

Article 22

[1] The relevant instructor shall announce the exam grades that have an impact on the semester grade within three weeks at the latest after the date of exam, and the assessment grades related to assignments and studies are announced within three weeks at the latest after the date of delivery, provided that they shall be announced one week before the final exam in all cases. Assessment grades related to the assignments and studies made within two weeks before the final exam or during the final exam shall be announced by the relevant faculty member together with the final exam results at the latest in the form of raw grades. Material objections against the announced raw grades shall be raised together with the material objection against course pass grade pursuant to the fourth paragraph.⁴⁰

[2] Course pass grades expressed in the form of letters shall be notified by the faculty members to the Registrar's Office within the 7 days following the end of the end-of-semester exam period, and the grades shall be announced by the Registrar's Office.

[3] Objection may be filed against the declared course pass grades only with respect to material errors. Material error refers solely to the calculation errors made during the calculation of point average and the errors that do not require the reassessment of the exam paper.

[4] Student wishing to raise objection against material errors shall file an application with Registrar's Office in writing within three days starting from the announcement of course pass grades at the latest.

[5] Registrar's Office sends the applications to the relevant Dean's Office. The Dean's Office communicates the application to the relevant faculty member for evaluation. The relevant faculty member declares the evaluation results related to the applications to the Dean's Office. If it is

³⁶ Supplement (Official Gazette dated 17 March 2014 and numbered 28944) and amended subparagraph (Official Gazette dated 3 September 2015 and numbered 29464).

³⁷ Supplementary subparagraph: Official Gazette dated 3 September 2015 and numbered 29464.

³⁸ Supplementary subparagraph: Official Gazette dated 3 September 2015 and numbered 29464.

³⁹ Amended article: Official Gazette dated 13 June 2013 and numbered 28676.

⁴⁰ Amended paragraph: Official Gazette dated 28 September 2017 and numbered 30194.

necessary to change the course pass grades, a report showing the cause of the error and the grounds of the changes to be made in the course grade and exam documents shall be attached to the evaluation results. Necessary correction shall be made upon decision of the Board of Directors of the relevant Faculty and be notified by the Dean to the Registrar's Office.

[6] While evaluating the objection made against material errors, material errors related to exams, assignments and other studies made within the semester and to the end-of-semester exam shall be taken into consideration.

Repetition of Courses

Article 23

[1] A student who has received (F) from a compulsory course shall be obliged to repeat this course in line with the rules related to credit load and course selection. In case of justified grounds, the board of directors of the relevant faculty and high school may allow postponement of the course repetition liability upon application by the student. However the course repetition liability of the students whose grade is insufficient pursuant to the second paragraph of Article 25 may not be postponed. If compulsory courses that need to be repeated are removed from the course schedules, the board of directors of the faculty shall decide on which course(s) will be taken instead with at least the same number of credits.⁴¹

[2] A student who has received grade (F) from an elective course either repeats this course or takes another elective course instead.

[3] Students may also repeat the courses for which they got conditional pass grade.

[4] The course pass grade received for the repeated course or the new elective course replaces the former grade, but the former grade is shown in academic records and transcript.

...⁴²

Grade Point Averages

Article 24

[1] Academic standing of students is followed with "Semester Grade Point Average" ("SGPA") for the courses they took in the completed semester and "Overall Grade Point Average" ("OGPA") calculated for all courses they took.

[2] These averages are calculated with the following method excluding the credits of the courses not included in the average:

(1) "contribution of course to average" (equals to) "numerical value of course pass grade" (multiplied by) "course credit";

(2) "average" (equals to) "total contribution of all courses to average" (divided by) "total of all credits".

[3] In the results, if the third digit after the comma is smaller than 5, the result is rounded to zero, and if it is equal to or bigger than 5, it is rounded in a manner to increase the second digit by 1 and the two digits after the comma are taken as the basis.

[4] Credits and grades of annual courses are taken into consideration starting from the semester in which the final grade should be given.⁴³

Academic Standing

Article 25

[1] Students whose grade point average at the end of any semester is 1.75 shall be deemed as probational student for the following semester. Probational students are not assigned credit load that exceeds ordinary credit load. These students may not take part in management of clubs.

⁴¹ Amended paragraph: Official Gazette dated 28 September 2017 and numbered 30194.

⁴² Abolished paragraph: Official Gazette dated 28 September 2017 and numbered 30194.

⁴³ Supplementary paragraph: Official Gazette dated 18 November 2007 and numbered 26704.

[2] A student in the status of probational student shall be deemed student with unsatisfactory results if she/he fails to increase his/her grade point average to above 1.75 at the end of the semester during which she/he is a probational student. Student with unsatisfactory results may take courses with at least thirty credits.⁴⁴

[3] Student who increases his/her grade point average to 1.75 or above shall be removed from the position of probational student or student with unsatisfactory results.

[4] The existing success status of students who fail to perform course registration or for whom course registration was not made shall continue.

[5] The manner of determining academic standing in the event that the course schedule includes annual courses shall be determined by the Academic Committee.

[6] The manner of determining academic standing for the first grade students shall be determined by the Academic Committee.⁴⁵

Capstone Thesis and Project

Article 26

[1] A capstone thesis or project may be included in the last two semesters of the academic programs as an elective or compulsory course.⁴⁶

[2] Students select their thesis or project advisors from among the relevant instructors upon consent of the particular instructor. The advisor is approved by the head of the department the student is registered with, director of the high school or dean of the faculty.

[3] Conditions of acceptance for the capstone thesis or project, conduct, completion and acceptance of the thesis and project and other relevant issues are determined by the committee of the relevant board, high school or faculty. The boards of directors of the faculties may allow 6th semester students with a grade point average of (2.70) and above to take capstone thesis or project course.⁴⁷

[4] Thesis and project courses may be opened in the form of a single or two associated courses.⁴⁸

[5] In case of thesis and project courses opened as two associated courses, it may be allowed to take two courses within the same semester upon decision of the board of directors of the relevant faculty. Unless provided otherwise by the board of the relevant faculty, no grade shall be given for the first of the thesis and project courses opened in the form of two associated courses without giving a final thesis or project grade, and this course shall not be taken into consideration while calculating the semester and overall grade point average. The final thesis and project grade given shall apply for both courses.⁴⁹

Graduation⁵⁰

Article 27

[1] In order for a student to graduate from his/her undergraduate program, the student shall be obliged to complete the program curriculum with a grade point average of at least 2.00 and have an overall grade point average of at least 2.00.

[2] Out of those who fail to meet these conditions:

a) students who fail to meet graduation conditions because of having received (F) from only one course but whose overall grade point average is 2.00 at least shall be granted the right to take an additional exam for this course. Those who have received (F) from only one course but whose overall grade point average is below 2.00 shall be granted an additional exam right, provided that they can

⁴⁴ Amended paragraph: Official Gazette dated 28 September 2017 and numbered 30194.

⁴⁵ Amended paragraph: Official Gazette dated 13 June 2013 and numbered 28676.

⁴⁶ Amended paragraph: Official Gazette dated 22 July 2006 and numbered 26236.

⁴⁷ Amended paragraph: Official Gazette dated 3 September 2015 and numbered 29464.

⁴⁸ Supplementary paragraph: Official Gazette dated 3 September 2015 and numbered 29464.

⁴⁹ Supplementary paragraph: Official Gazette dated 3 September 2015 and numbered 29464.

⁵⁰ Amended article: Official Gazette dated 13 June 2013 and numbered 28676.

increase their overall grade point average to 2.00 or above with the grade they will receive with an exam to be taken for such course. In this examination, no restriction shall be imposed in terms of the highest grade, and the grade received as a result of the exam shall replace the former grade. Students who fail the additional exam or who fail to increase their overall grade point average to 2.00 or above shall be subject to the rules governing course repetition.⁵¹

b) Students who failed to meet graduation conditions only because of their overall grade point average staying below 2.00 despite having successfully passed all their courses shall be granted an examination right from a course they can choose, provided that they are able to increase their overall grade point average to 2.00 or above. In this examination, no restriction shall be imposed in terms of the highest grade, and the grade received as a result of the exam shall replace the former grade. Students who fail the additional exam and who fail to increase their overall grade point average to 2.00 or above shall be subject to the rules governing course repetition.⁵²

c) Excuses shall not be accepted in case of additional examinations to be made pursuant to this paragraph, and the provisions of resit examination and make-up examination shall not apply.

[3] The minimum number of credits required for graduation from the University and the maximum number of credits that may be received from the other higher education institutions shall be determined by the Academic Committee.⁵³

Undergraduate Diploma

Article 28

[1] Students who complete an undergraduate program at İstanbul Bilgi University in accordance with the relevant provisions of this Regulation shall be granted an undergraduate diploma in the field of their education. The diploma shall state which faculty and which program (if any) the student graduated from. While calculating the graduation grade point average, all courses with credits and grades shall be taken into consideration.

[2] Those who complete their studies within eight semesters at most with an Overall GPA of 3.50 or above shall be included in the list of high honor list while those who complete their studies within eight semesters at most with an Overall GPA between 3.00 and 3.49 shall be included in the honor list. A special certificate showing their such situation shall be granted to them together with their diplomas. However students who were subjected to disciplinary action shall not be included in these lists.⁵⁴ Periods of study abroad within the scope of international student exchange program shall not be taken into consideration while calculating the term of eight semesters. This period shall be applied as nine semesters to students who start their undergraduate studies in spring semester upon fulfilling English proficiency requirement.⁵⁵

[3] While determining the graduation ranking of double major students and whether they will be included in high honor or honor list, the graduation averages of both main major and secondary major shall be taken as the basis separately.⁵⁶

Two Year Degree Diploma

Article 29 – Students who have completed all courses of the first four or more semesters or at least fifty percent of the total credits of their program with a Grade Point Average of at least (2.00) and who left the University before they complete their undergraduate studies may be granted “Two Year Degree Diploma”.

⁵¹ Amended subparagraph: Official Gazette dated 28 September 2017 and numbered 30194.

⁵² Amended subparagraph: Official Gazette dated 28 September 2017 and numbered 30194.

⁵³ Supplementary paragraph: Official Gazette dated 17 March 2014 and numbered 28944.

⁵⁴ Amended subparagraph: Official Gazette dated 22 July 2006 and numbered 26236.

⁵⁵ Supplementary sentences: Official Gazette dated 25 July 2009 and numbered 27299.

⁵⁶ Supplementary paragraph: Official Gazette dated 19 September 2019 and numbered 30893.

SECTION FOUR
Excuses, Registration Freezing and Disenrollment

Absence and Failure to Take Exams Due to Excuses

Article 30 - a) Excuses related to health:

(1) Excluding surgical operations to be carried out in clinics, operations that require inpatient treatment only and conditions requiring inpatient treatment at hospitals shall be accepted as an excuse.

(2) Excuses should be officially documented by the relevant health institution in writing and by showing a protocol number.

(3) In cases deemed necessary, the relevant student may be referred to the health committees of arbitrator hospitals, and the hospital issuing the report may be requested to officially certify the report and legal action may be taken.⁵⁷

(4) Medical reports issued by means of assigning a protocol number and supported with medical technical assessment such as blood test, body fluid test and culture test may be accepted as health-related excuse by the Excuse Commission, provided that the diagnosis is proven by the relevant medical technical evaluation.⁵⁸

b) Excuses other than health-related causes:

(1) Provided that the death and burial dates and relationship are documented, death of a relative by blood up to 2nd degree and by marriage up to 1st degree may be accepted as an excuse for failure to take an exam. However the term of accepted excuse may not last longer than 5 (five) business days in total starting from the date of death.

(2) Overlap of the hours of examinations at the university, the examinations performed by ÖSYM, social events and natural disasters may be accepted as an excuse.

(3) Other cases that may be accepted as an excuse shall be assessed by the University Board of Directors upon suggestion by the Excuse Commission.⁵⁹

c) Assessment of excuses:

(1) Applications for excuse related to absence and mid-term exams shall be filed with directly the relevant faculty members within 3 (three) days following the date of elimination of the excuse and in case of health-related causes, the ending date of the report term. The relevant faculty members shall assess the excuses, announce the results and inform the Dean's Office. Applications for excuses related to final exams shall be filed and assessed in accordance with the provisions of the other sub-items of this subparagraph.⁶⁰ A commission of 5 (five) people shall be appointed by the University Board of Directors to serve for 1 (one) year for the entire University and to assess whether the excuses meet the conditions sought in this article and whether the specified excuses will be accepted or not. Decisions of the Excuse Commission shall take effect upon approval of the University Board of Directors.⁶¹

(2) Applications for excuse may be filed only for final exam and for resit exam in cases where the right to take resit exam is given pursuant to the higher education legislation. However, application for excuse may not be filed for both final and resit exams. Rescheduled exam for final and resit exams shall be made following the resit exam.⁶²

(3) Applications for excuse shall be filed with the Registrar's Office within three days following the end of the excuse and in case of health-related causes, the end of the medical report by means of completing a printed excuse form and with the necessary documents and report attached. If necessary, additional time extension may be given for the completion or submission of the

⁵⁷ Amended subparagraph: Official Gazette dated 12 January 2005 and numbered 25698.

⁵⁸ Supplementary sub-item: Official Gazette dated 28 September 2017 and numbered 30194.

⁵⁹ Amended subparagraph (entire (b) subparagraph): Official Gazette dated 12 January 2005 and numbered 25698.

⁶⁰ Amended sentence: Official Gazette dated 22 July 2006 and numbered 26236.

⁶¹ Amended sub-item (entire (1) item): Official Gazette dated 12 January 2005 and numbered 25698.

⁶² Amended paragraph: Official Gazette dated 13 June 2013 and numbered 28676.

documents upon approval by the relevant dean's office. Applications for excuse to be filed after the end of these periods shall not be taken into consideration.

(4) Registrar's Office shall communicate the excuse documents at the end of the application term and extended time (if any) to the Excuse Commission attached to a collective list that includes the excuse reason and the requested excuse period. The Excuse Commission shall submit its decisions to be made following the evaluation to the University Board of Directors.

(5) Decisions approved by the University Board of Directors shall be duly announced at University Buildings.

(6) Objection may be filed against decisions related to excuse applications within three days following the announcement date by means of filing an application with the Registrar's Office. Objections shall be assessed by the University Board of Directors and shall be accepted if they are found to be justified. Decisions to be made upon objections shall be final.

(7) Final decisions related to excuses shall be declared to the relevant faculty dean's offices in order for the necessary actions to be taken. The students whose applications for excuse are accepted shall be entitled to exercise their right to take rescheduled exam within the relevant semester. Details related to the rescheduled exam shall be determined by the relevant instructor.

Registration Freezing

Article 31

[1] Students shall be entitled to freeze registration for total four semesters within the entire period of study including English Language Preparatory Program, provided that justified grounds are documented and the term of freezing does not exceed two consecutive semesters. Registration is frozen for at least one semester. Periods to be applied in case of registration freezing due to grave and permanent diseases, military service, imprisonment or conviction shall be individually determined by the University Board of Directors. Semesters during which registration is frozen shall not be taken into consideration while calculating the periods related to academic standing.⁶³

[2] In case of registration freezing, principles and procedures governing tuition fee shall be determined by the Board of Trustees. The Board of Trustees may decide that the students who freeze their registration pay the tuition fee related to the next academic year in advance in part or in full.

[3] The following situations and the other cases deemed appropriate by the University Board of Directors may be accepted as justified grounds:

(1) Student's health-related excuses documented by a report obtained from physicians of relevant areas of specialization working at hospitals authorized to issue official health committee reports and approved by the health committee;

(2) If a student is forced to suspend his/her studies because of natural disasters provided that it is supported by a document to be issued by the local authority;

(3) Finalized conviction which does not cause the student to lose his/her student status pursuant to the disciplinary rules that apply to the student and which does not require cancellation of student status;

(4) Cases where the student loses his right to postpone his military service under any capacity whatsoever or recruitment of the student because of cancellation of his military service postponement;

(5) Imprisonment of the student.

[4] Student wishing to freeze registration shall file a written application together with documents related to his/her excuse. Registration freezing shall be decided by the University Board of Directors upon approval of the board of directors of the relevant faculty or high school. Applications to be filed by English Language Preparatory Program students for freezing their registration shall be decided directly by the University Board of Directors.

⁶³ Amended paragraph: Official Gazette dated 18 November 2007 and numbered 26704.

**Disenrollment
Article 32**

[1] Students may disenroll at their own request by filing a written application with the Registrar's Office. Except for the exception set forth in the second paragraph, student who has disenrolled shall not be entitled to return to his/her program.

[2] Student who has disenrolled may file an application for withdrawing his/her disenrollment application within sixty days following the date of disenrollment application, provided that he/she has not enrolled in another higher education institution. The University Board of Directors shall decide on whether return application will be accepted or not.

[3] In case of disenrollment, principles and procedures governing tuition fee shall be determined by the Board of Trustees.

**SECTION FIVE
Lateral and Vertical Transfers**

Lateral Transfer

Article 33 – Principles and procedures governing lateral transfers from the other higher education institutions to Istanbul Bilgi University shall be determined in line with the provisions of the Regulation on the Principles Governing Transfers Between Two-Year Degree and Undergraduate Programs, Double Major, Minor Programs and Transfer of Credits Among Institutions at Higher Education Institutions published in the Official Gazette dated 24 April 2010 and numbered 27561.⁶⁴

Vertical Transfer within the University

Article 34 - Principles and procedures governing vertical transfers among the faculties, high schools and departments of Istanbul Bilgi University shall be determined by the Academic Committee in line with the provisions of the Regulation on the Principles Governing Transfers Between Two-Year Degree and Undergraduate Programs, Double Major, Minor Programs and Transfer of Credits Among Institutions at Higher Education Institutions.⁶⁵

Vertical Transfer

Article 35

[1] In case of vertical transfer to Istanbul Bilgi University, the provisions of the regulation governing vertical transfers of the Higher Education Board shall apply, however the students who become entitled to vertical transfer shall be subject to Articles 9 and 10 related to registration conditions, Article 12 related to English language preparatory program and other provisions related to the aforementioned articles of this Regulation. The time spent by the student at his/her previous higher education institution shall be included in the total study term at Istanbul Bilgi University.

...⁶⁶

**SECTION SIX
Special Provisions Governing Two-Year Programs**

Special Provisions Governing Two-Year Programs

Article 36

[1] In order for a student to graduate from his/her two-year degree program, the student shall be obliged to complete the program curriculum with a grade point average of at least 2.00 and have an overall grade point average of at least 2.00. [2] Out of those who fail to meet these conditions:

⁶⁴ Amended article: Official Gazette dated 13 June 2013 and numbered 28676.

⁶⁵ Amended article: Official Gazette dated 13 June 2013 and numbered 28676.

⁶⁶ Abolished paragraph: Official Gazette dated 28 September 2017 and numbered 30194.

a) students who fail to meet graduation conditions because of having received (F) from only one course but whose overall grade point average is 2.00 at least shall be granted the right to take an additional exam for this course. Those who have received (F) from only one course but whose overall grade point average is below 2.00 shall be granted an additional exam right, provided that they can increase their overall grade point average to 2.00 or above with the grade they will receive with an exam to be taken for such course. In this examination, no restriction shall be imposed in terms of the highest grade, and the grade received as a result of the exam shall replace the former grade. Students who fail the additional exam or who fail to increase their overall grade point average to 2.00 or above shall be subject to the rules governing course repetition.⁶⁷

b) Students who failed to meet graduation conditions only because of their overall grade point average staying below 2.00 despite having successfully passed all their courses shall be granted an examination right from a course they can choose, provided that they are able to increase their overall grade point average to 2.00 or above. In this examination, no restriction shall be imposed in terms of the highest grade, and the grade received as a result of the exam shall replace the former grade. Students who fail the additional exam and who fail to increase their overall grade point average to 2.00 or above shall be subject to the rules governing course repetition.⁶⁸

c) Excuses shall not be accepted in case of additional examinations to be made pursuant to this paragraph, and the provisions of resit examination and make-up examination shall not apply

[2] Students who complete a two-year program at İstanbul Bilgi University in accordance with the provisions of this Regulation shall be granted a two-year degree diploma in the field of their education. The diploma shall state which high school and which program (if any) the student graduated from. While calculating the graduation grade point average, all courses with credits and grades shall be taken into consideration.

[3] Those who complete their studies within four semesters at most with an Overall GPA of 3.50 or above shall be included in the list of high honor list while those who complete their studies within four semesters at most with an Overall GPA between 3.00 and 3.49 shall be included in the honor list. A special certificate showing their such situation shall be granted to them together with their diplomas. However students who were subjected to disciplinary action shall not be included in these lists.

[4] Periods of study abroad within the scope of international student exchange program shall not be taken into consideration while calculating the term of four semesters and this period shall be applied as five semesters to students who start their two-year program studies in spring semester upon fulfilling English proficiency requirement.

[5] Two-year program students shall not be subject to Articles 27, 28 and 29 of this Regulation.

[6] The duties and powers granted by this Regulation to the faculties shall be performed by the relevant high school in terms of two-year programs, those granted to the faculty committees by the relevant high school committee, those granted to the faculty board of directors by the relevant high school board of directors and those granted to the faculty deans by the director of the relevant high school.⁶⁹

SECTION SEVEN

Miscellaneous Provisions

Implementation and Transition Provisions

Article 37

[1] This Regulation shall apply to all students starting from 2002-2003 Academic Year (included) except for students who enrolled in İstanbul Bilgi University before the 2002-2003

⁶⁷ Amended subparagraph: Official Gazette dated 28 September 2017 and numbered 30194.

⁶⁸ Amended subparagraph: Official Gazette dated 28 September 2017 and numbered 30194.

⁶⁹ Amended article: Official Gazette dated 13 June 2013 and numbered 28676.

Academic Year pursuant to the student exchange agreements and inter-university protocols and who continue their education in this status.

[2] Following the effective date hereof, students who are no longer covered by the exception set forth in the first paragraph and students who are subject to the provisions hereof starting from 2002-2003 Academic Year shall be included in the scope hereof under the following terms and conditions:

(1) Each academic year during which students are registered shall be deemed to consist of two semesters.

(2) Students who are not entitled to take resit exam as a result of the final exams of the first and second semester of 2001-2002 Academic Year shall be granted the right to take a resit exam from all the courses they failed, provided that such right will be given for one time only and will be exercised for resit exams. After the resit exam, these students shall be adapted without implementing the rule of fail.

(3) Academic standing and probational student status set forth in Article 25 "Academic Standing" hereof shall start to be applied to the students who registered with the first and subsequent grades before 2002-2003 Academic Year at the end of the first semester of 2002-2003 Academic Year.

(4) Principles and procedures related to credit conversion shall be decided by the Academic Committee upon obtaining the opinion of the relevant Faculty, department and programs.

(5) Pass grades received by the students until the end of the second semester of 2001-2002 Academic Year shall be converted on the basis of the following table:

<u>Pass grade</u>	<u>Letter Equivalent</u>
90 – 100	A
80 – 89	A-
75 – 79	B+
70 – 74	B
65 – 69	B-
60 – 64	C+
50 – 59	C
0 – 49	F

(6) If the grades of a student received from an undergraduate or two-year degree program of the University need to be converted starting from the first semester of 2002-2003 Academic Year, the conversion shall be performed for each course by the relevant faculty member on the basis of the conversion table used for converting raw grades to the letter equivalent.

(7) The courses and credits taken by the students at their own discretion in addition to the compulsory courses and credit load until the end of the second semester of 2001-2002 Academic Year shall be counted for their elective courses and credit load in the subsequent semesters.

Supplementary Article 1

[1] Summer school is opened upon approval of the Higher Education Board. Summer school education is carried out for at least seven weeks following the spring semester and does not have the nature of a semester; however, the student's academic standing to be taken as the basis for fall semester registration shall be determined in consideration of the courses, credits and grades following the summer school. The compulsory courses included in the academic programs should be opened during semesters they should be given, and these courses may not be postponed to summer school. No resit or make-up examination may be performed for the courses opened during summer school.⁷⁰

⁷⁰ Amended sentence: Official Gazette dated 13 June 2013 and numbered 28676.

[2] Foreign students and the students of other universities may also take courses from the summer school, however English language preparatory program students may not take courses from the summer school. If three or more courses are opened during the summer school, students of İstanbul Bilgi University may take three courses at most. ...⁷¹

[3] The tuition fee to be paid for each course in summer school and the mode of payment shall be determined by the Board of Trustees.

[4] General principles related to summer school and conditions for acceptance to the opened courses shall be determined by the board of directors of the relevant faculty. The dates of the summer school and the principles related to the conduct of summer school registrations and closing of the courses opened shall be determined by the University Board of Directors.⁷²

Provisional Article 1⁷³

[1] The overall grade point averages of students who graduate at the end of 2012-2013 Academic Year including summer school shall be calculated without considering the amendments made hereto in relation to grade point averages.

[2] The overall grade point averages at the end of 2012-2012 Academic Year of students who have been registered as of 2012-Academic Year and who failed to complete their course schedule including summer school shall be recalculated on the basis of the course credits determined with the amendment hereto; however, overall grade point average allowing the student to take more courses shall be applied when determining the academic standing of the student for the Fall Semester of 2013-2014 Academic Year.

[3] Out of the students who have been students in the sixth, seventh or eighth semester as of the end of 2012-2013 Academic Year and whose overall grade point average allows taking additional courses and credits, those who can graduate by the end of 2013-2014 Academic Year at the latest considering the possibility to take courses from the University's summer schools may be granted additional courses and credits upon application and the assessment of their status with the decision of the board of directors of their respective faculty. However, the number of additional courses to be given in this manner may not exceed two in a semester.⁷⁴

Effective Date

Article 38 – This Regulation shall take effect upon publication.

Enforcement

Article 39 - The provisions of this Regulation shall be implemented by the Rector of İstanbul Bilgi University.

⁷¹ Abolished sentence: Official Gazette dated 13 June 2013 and numbered 28676.

⁷² Supplementary article: Official Gazette dated 18 November 2007 and numbered 26704.

⁷³ Supplementary provisional article: Official Gazette dated 13 June 2013 and numbered 28676.

⁷⁴ Supplementary sentence: Official Gazette dated 17 March 2014 and numbered 28944.