

İstanbul Bilgi University
Credit Based Undergraduate Education and Examination Regulations for
Bachelor's and Associate Degrees

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CHAPTER ONE

Scope and General Principles

Scope

Article 1 – This Regulation lays down the undergraduate and associate degree education including the preparatory stage as conducted at the academic divisions of the Istanbul Bilgi University within the scope of the Higher Education Law Nr. 2547.

Without prejudice to the regulatory provisions of the relevant academic units and the exceptions provided in this Regulation, all students of the undergraduate and associate programs are subject to the terms and conditions of this Regulation.

Medium of Instruction

Article 2 – The medium of instruction of the University is English. Unless provided otherwise, English shall prevail in the examinations and assignments of all courses. This rule does not apply to courses which are required in Turkish and those for Non-English foreign language among the elective courses as required by the legislation.

A decision on the education and instruction in Turkish or non-English foreign languages or compulsory courses for foreign languages other than English may be adopted for certain education divisions or programs of the University on recommendation of the Academic Board by decision of the Board of Trustees and an approval by the Higher Education Board.

Medium of education and instruction of the programs are made public in the University's announcements.

Academic Calendar

Article 3 – The academic calendar is set out and made public in the Student's Manual by the Academic Board on annual basis. Students are liable to comply with the schedules and periods defined by the university's organs within the academic calendar's framework.

Education at the university is provided on the basis of the semester system. One academic year consists of two semesters. However, annual courses can be established. ¹

Commencing and ending dates of each semester that last 14 weeks at minimum as well as the duration of the semester based breaks are shown on the academic calendar.

All lectures in the undergraduate and associate programs of the University, including the English Preparatory Program, are given between Monday and Saturday. Sunday courses may also apply in cases of administrative requirement. Midterm and final exams during each semester may be also made on Sundays.

Tuition Fee

Article 4 – Education programs of the İstanbul Bilgi University are paid. Annual tuition fees, auxiliary service fees, exemptions, discounts and due dates are set out in accordance with the terms and conditions as proposed in the İstanbul Bilgi University Incorporation and Principal Organizational Regulation.

During the enrolment process, students make a signed and written acknowledgement of the financial terms and conditions as adopted by the Board of Trustees.

...²

During the ordinary course of education, students of undergraduate, associate, and honors programs shall pay the tuition fee for each academic year in full, provided however, such amount shall not exceed twenty per cent of the total credit of the relating program. Courses attended during the summer courses are excluded from the tuition fees payable in accordance with this clause. ³

Double Major, Minor and Honors Programs

Article 5 – Double major, minor, and honors programs are subject to the provisions of the relevant regulatory provisions.

Contract Students

Article 6 – Without prejudice to the special conditions proposed by the respective agreements and protocols, students who enroll at İstanbul Bilgi University pursuant to student exchange agreements and inter-university protocols are subject to the provisions of this regulation.

¹ Amended clause: O.J. November 18, 2007/26704.

² Repealed clause: O.J. June 13, 2013/28676.

³ Amended clause: O.J. June 13, 2013/28676.

CHAPTER TWO

Student Admission and Enrollment

Student Admission

Article 7 – The student admission procedure to the undergraduate and associate programs of İstanbul Bilgi University is as follows:

a) Student admission to the undergraduate and associate programs takes place in accordance with the selection and placement procedure employed by the Student Selection and Placement Center (ÖSYM) and the foreign student admission process.⁴

b) Students who are found to be highly skilled in certain fields of art based on the principal provisions adopted by the Higher Education Council are admitted through aptitude exams providing to study in the respective field.

.....⁵

For matters on admission not stipulated in this Regulation, the relevant provisions of the Higher Education Law Nr. 2547, the Regulation of Higher Education Institutions Trust, and the Regulation on the Terms and Conditions of Cross-Educational Transfer between Undergraduate and Associate Degrees as well as Double Major, Minor and Cross-Organizational Credit Transfer.⁶

Cases where the students provide inaccurate information and documents to the University shall result in student termination, cancellation of all certificates including their diploma, and legal action.

Special students and equivalency students⁷

Article 8 – İstanbul Bilgi University may also admit students by methods different than those laid down in this Regulation. Student admission takes place on the basis of the terms and conditions stipulated by the University's Executive board. Such students are referred to as "special students" and study in accordance with the conditions set out by the University Board.

Students enrolled in the undergraduate and associate programs of a different university or tech institute may be given permission to attend the courses of the undergraduate and associate programs of İstanbul Bilgi University as students of special status only within the terms and conditions laid down by the senate of the relevant higher educational institution and by decision of the Academic Board of the İstanbul Bilgi University.

Special students are not entitled to any relevant status of certification or diploma for undergraduate and associate at the İstanbul Bilgi University and without prejudice to the status of students who attend courses as students of a different educational institution, and who are subject to undergraduate transfer at a later stage, and the courses they attend are not transferred to any graduate program of the İstanbul Bilgi University as credit. Special students are given a document indicating the courses they attend and their final grades.

⁴Amended sub-paragraph: O.J. June 13, 2013/28676.

⁵Repealed sub-paragraph: O.J. June 13, 2013/28676.

⁶Amended paragraph: O.J. June 13, 2013/28676.

⁷Amended clause footnote: O.J. June 13, 2013/28676.

Among the courses attended at the İstanbul Bilgi University by students who attended the courses at the İstanbul Bilgi University as special students who were the students of a different institution and were admitted by undergraduate transfer, the courses that were admitted in the graduate program they were enrolled at their institution of origin and those listed in their transcript may be transferred .⁸

Tuition fees payable by special students and student of equivalency are defined by the Board of Trustees.⁹

In addition to the courses proposed for complementary studies, students admitted by the Higher Education Council for diploma equivalency are enrolled as equivalency students and attend their study program subject to the provisions of this Regulation.¹⁰

Student Enrollment

Article 9 – Initial enrolment proceedings of students entitled to or admitted for a program at the İstanbul Bilgi University are performed by the student affairs office in accordance with provisions of this Regulation on the dates announced by the ÖSYM or the student affairs office.

Students failing to enroll on the specified dates lose their rights for enrollment.

Conditions of Enrollment

Article 10 – Conditions and documents required for the enrolment of newly admitted students to the University are listed below:

- a) Certificates granting the right for enrolment in line with the Regulation,¹¹
- b) Certificate of high school graduation or an equivalent school accredited by the Ministry of National Education,
- c) Fulfillment of the financial liabilities laid down by the University, and
- d) Fulfillment of other conditions as defined by the University.

Course Records – Add / Drop of Courses

Article 11 – Throughout the period of their education, students are required to enroll to the courses they will attend throughout the respective semester at the beginning of that specific semester. Among the courses they are enrolled, students may change or drop certain courses, or substitute them with selective courses during the course add/drop period in the academic calendar on approval of their coaches and within the minimum and maximum credit limits as defined in this Regulation.¹²

⁸ Amended paragraph: O.J. June 13, 2013/28676.

⁹ Amended paragraph: O.J. June 13, 2013/28676.

¹⁰ Supplemental paragraph: O.J. June 13, 2013/28676.

¹¹ Amended sub-paragraph: O.J. June 13, 2013/28676.

The admission schedule is defined by the University's Executive board in accordance with the terms and conditions as proposed in the İstanbul Bilgi University Incorporation and Principal Organizational Regulation and announced by the Rector's Office. Students are required to commence and complete their enrolment process on the date(s) as provided in the admission schedule.

Enrolment to the courses requires the fulfillment of the financial liabilities assumed towards the University.

Providing to document their excuse, students who fail to enroll for the courses are permitted to file an application to the University's Executive board until the date indicated on Academic Calendar.¹³

Students whose excuses are approved by the University's Executive board may enroll for the courses on condition that their excuse has ended and that their financial liability towards the University is fulfilled. While the students, whose excuse is not approved, but who fulfilled their payment obligation to the University, are not enrolled for the courses, maintain their status as students. Students whose excuse is not accepted and who also did not perform their payment obligation to the University may not exercise their students' rights, are not given a student's certificate and their military service status is reported to the respective military office.¹⁴

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English Preparatory Program

Article 12 – Students who enroll for the associate or undergraduate programs are subject to an English language proficiency exam to be held by the University.

English proficiency and placement tests are performed by examination commissions appointed by the University's Executive board and which comprises of three members at minimum. The University's Executive board appoints an examination coordinator among the University lecturers for the management and coordination of the examination process.

Decisions on the conditions for exemption from the English proficiency exam, examination process and attributes, scores and levels required for success, terms and criteria applicable for placement tests and other aspects of the subject are made by the Academic Board upon proposal of the University's Executive board.

Students who succeed the English proficiency exam and exempt students shall begin their respective associate's or undergraduate studies. Students who fail the English proficiency exam are subject to a placement test and are assigned to appropriate language training courses based on their individual level of language skills.

¹² Amended paragraph: O.J. November 18, 2007/26704.

¹³ Amended paragraph: O.J. March 17, 2014/28944.

¹⁴ Amended paragraph: O.J. June 13, 2013/28676.

¹⁵ Repealed paragraph: O.J. June 13, 2013/28676.

Students attending the English language preparatory program are subject to the regulatory provisions on the Terms and Conditions Applicable for Foreign Language Studies at Institutions of Higher Education and Foreign Language Tuition as promulgated in the Official Journal dated April 12, 2008 and Nr. 27074.¹⁶

Students who attend the English preparatory program are subject to all rights, obligations and liabilities applicable for university students.

CHAPTER THREE

Terms and Conditions on Education and Instruction

Education Period

Article 13 – The ordinary period of education at the İstanbul Bilgi University is eight (8) semesters.

The ordinary period of associate's education at the İstanbul Bilgi University is four (4) semesters.

Study suspension periods are excluded from the education period.

The relevant provisions of the Higher Education Law Nr. 2547 are reserved in this regard.

The student's respective semester and class is calculated as follows on the basis of the semester based credit load as proposed in the curriculum of the relevant undergraduate or associate's program, and over the credit load as completed by the student:

<u>Fulfilled credit</u>	<u>Semester / Year</u>
0-23	1 st semester / 1 st Year
24 -47	2 nd semester / 1 st Year
48 -77	3 rd semester / 2 nd Year
78 - 107	4 th semester / 2 nd Year
108 -137	5 th semester / 3 rd Year
138 -161	6 th semester / 3 rd Year
162 -191	7 th semester / 4 th Year
192 and higher	8 th semester / 4 th Year ¹⁷

Academic Coaching

Article 14 – For each student, a coach is appointed by their respective Head of Department. The individual curriculum made up of the courses to be attended by the student during each semester as well as possible changes to the individual curriculum become final upon approval by the coach on the basis of the course ranking in the undergraduate and associate's program, also considering the performance, prerequisites and the provisions of this Regulation.

¹⁶ Amended paragraph: O.J. June 13, 2013/28676.

¹⁷ Amended clause: O.J. June 13, 2013/28676.

Cases where the individual curriculum is not conclusive despite the implementing of the said criteria are subject to a decision by the board of director of the respective faculty or school.¹⁸

Without prejudice to the provisions concerning repeating a course and on approval by the academic advisor, students may attend the elective courses in the higher years without being subject to ranking.¹⁹

Course Credits

Article 15 – Course credits are defined by the Academic Board upon proposal of individual departments.²⁰

Provision of one credit is defined by the Academic Board on the basis of the program as minimum twenty five and maximum thirty hours student workload per semester.²¹

Curricula

Article 16 – Curricula are defined by the Academic Board in accordance with the terms and conditions as proposed in the İstanbul Bilgi University Incorporation and Principal Organizational Regulation. The Academic Board shall also resolve upon the conditions required for attendance to certain courses.

Curricula are arranged as one hundred and twenty (120) credits for associate's and two hundred forty (240) credits for undergraduate programs to comprise minimum twenty eight and maximum thirty two per semester; and sixty (60) credits per year.²²

Courses in the schedules are divided in two categories as mandatory and elective. History of Turkish Revolution, and Turkish are among the compulsory courses.

Students are liable to attend the compulsory courses proposed for their respective program. Elective courses are selected by the students and approved by their advisor in consideration of their fields of interest. Faculty boards may allow the attendance of multiple elective courses with lower credit on the condition that respective credit load is met; if sufficient courses are accomplished in order to meet credit load, credit load of the elective courses in place of which lower credit courses were taken are exempted.

Students submit for approval their individual curricula made up of the mandatory and elective courses attended to their academic counselor at their department.

¹⁸ Amended paragraph: O.J. June 13, 2013/28676.

¹⁹ Supplemental paragraph: O.J. February 17, 2010/27496.

²⁰ Amended paragraph: O.J. July 22, 2006/26236.

²¹ Amended paragraph: O.J. June 13, 2013/28676.

²² Amended paragraph: O.J. June 13, 2013/28676.

²³ Amended paragraph: O.J. March 17, 2014/28944.

Credit Load

Article 17 – The students' ordinary semester based credit load is thirty (30) credits. The semester credit is taken as the ordinary credit load in cases where the student's credit for the current semester exceeds the ordinary credit load. Although, the maximum credit load during one academic year is eighty (80) credits except for the summer school, forty two (42) may not be exceeded during one semester. Undergraduate students in the first and second semesters may not exceed the ordinary credit load except the following:

- a) Attending courses within the scope of compulsory elective courses for the current semester,
- b) Attend the courses compulsory for double major, minor or internal undergraduate transfer as supplementary elective courses within the maximum credit load limit. Courses so attended and satisfied do not count for the compulsory elective course of the enrolled program in the absence of internal undergraduate transfer or where the application for double major or minor program is rejected while the courses not satisfactorily progressed are repeated within the scope of such courses where an elective course is proposed in the curriculum of the enrolled program.²⁴

The students' minimum semester based credit load is twenty (20) credits. Minimum credit rule does not apply for students who are potentially graduated within two semesters at maximum. Faculty boards may decrease the minimum credit load of a given student upon application as they see fit.

Students are not permitted to attend overlapping courses, and cases where overlapping courses are permitted are defined by the University's Executive board.²⁵

Although students subject to international student exchange programs may attend courses above the maximum permitted credit load where required for graduation at the end of the ordinary education term, the number of courses to be attended in such case shall not exceed two per semester.²⁶

Attendance and Exams

Article 18 – Students are liable to attend any enrolled courses, applications, lab studies and exams and all other academic studies as the cases or the respective lecturers require. Attendance status of the students is evaluated by the respective lecturer.

The number of mid-term exams, assignments, applications and further studies to be assumed by the student for each course as well as requirements for acceptance into the final exam and the contribution of any exams, assignments, and studies to the end-of-semester performance is identified and communicated to the students by the lecturer at the beginning of the semester.

End of semester final exams are held on the date displayed on the Academic Calendar; the announced examination dates may be changed by decision of the University's Executive board upon recommendation by the faculty board providing not to deviate from the examination term.²⁷

²⁴ Amended paragraph: O.J. March 17, 2014/28944.

²⁵ Amended clause: O.J. June 13, 2013/28676.

²⁶ Supplemental paragraph: O.J. March 17, 2014/28944.

²⁷ Amended clause: O.J. April 9, 2014/28967.

Cheating and Plagiarism

Article 19 – Cases where a student's act or attempt to cheat during exams, partial or complete plagiarism of their assignment without providing resources or where the student is found not to complete his/her assignment on his/her own shall be reported to the respective Deanery by the relevant lecturer with a report in writing with immediate effect.

In this case,

- (1) Students caught for cheating or plagiarism, are given a fail note for that specific exam or assignment.
- (2) The student is also subject to actions in accordance with the relevant provisions of the Student Disciplinary Regulation of the Higher Education Institutions.

Grades

Article 20 – For each course they attend, students are given a grade between 0 (zero) and 100 (one hundred) as a result of the required exams and similar evaluations, which grade is referred to as the "raw grade". Decisions as to which raw grade range shall correspond to which letter are made, and reported by the relevant lecturer together with the respective grades.

The overall average grades are calculated on the basis of the following numeric values assigned to each letter:

<u>Letter</u>	<u>Numeric Values</u>	<u>Description</u>
A	4.00	Excellent
A-	3.70	Excellent
B+	3.30	Good
B	3.00	Good
B-	2.70	Good
C+	2.30	Average
C	2.00	Average
C-	1.70	Pass on Probation
D+	1.30	Pass on Probation
D	1.00	Pass on Probation
F	0	Fail

Passed courses excluded from the average but which the credit is included in the accomplished credit are assigned a "P", and those failed an "F" letter equivalent.

"C-", "D+" and "D", denote that the course is passed "on probation".

"F" is assigned to students who fail and who are unable to achieve "D" or "P" level.

Student's Course Status²⁸

Article 21 – The students' status in the course are denoted by the following signs among which "I", "NP" and "NA" are used by the lecturer and others by the student affairs office:

a) DP (No grade thesis or project): Used in the no grade and no credit semester(s) of the graduation thesis or project.

b) E (Offset exam): Used in cases where the student is granted a right for an offset exam. The Academic Board may adopt a decision for an offset exam in cases where no right for a make-up exam is granted per the Higher Education Legislation. The final grade is defined by the relevant lecturer for students whose performance is ranging between "D" as the minimum conditional pass for success, and "F" as fail, which requires the re-taking of the course. Offset exams are held within 2 (two) weeks subsequent to the announcement of the grades at the end of the respective semester at latest. Students who pass the offset exam score a "D" and those who do not attend the exam or fail score an "F" grade.

c) EC (Exempt Course): Is used for courses which are given exemption among the courses known. Decisions for exemption also define whether or not elective courses equivalent to the credit of the exempt course will be attended.

ç) EE (Exempt Course by Exam): The term is used for courses which are given exemption as a result of the exam held in the courses defined by the Academic Board on the relevant Faculty or School Board's recommendation. Decisions as to whether or not an elective course with a credit equivalent to that of the exempt course will be attended are given by the relevant Faculty or School's Executive board.

d) I (Incomplete): The term refers to students who fail to complete the requirements of courses based on a project, thesis, grad assignment and similar studies, in a timely fashion for excuses acceptable by the lecturer. Such students are required to make-up for their missing studies within a maximum two weeks period starting from the end of the relevant examination term. Sign "I" is converted to "F" for students who fail to make-up the deficit. However, the relevant executive board may grant the student a period extension of maximum two weeks provided that the lecturer, who uses the sign, files an application before expiration.

e) L (Suspended or Leave): Used for students who left for suspension per article 31.

f) M (Must attend make-up exam): Used in cases where the student is entitled to attend a make-up exam in accordance with the Higher Education. Grades scored in the make-up exam substitute the points scored in the final and used in the calculation of the final grade.²⁹

g) NA (Not fulfilled the requirements for admission to the final exam): The term is used for students who failed to fulfill the requirements of the semester final exam. This sign is converted to "F" grade after announcement of the results for the make-up exam.

ğ) NC (No credit): Used for the no credit courses as per the program or upon the counselor's approval. Students are liable to fulfill the requirements of this course. Credits of these courses are not included in the credit account, nor are the grades used in the calculation of the average.

²⁸ Amended clause: O.J. June 13, 2013/28676.

²⁹ Amended sub-paragraph: O.J. March 17, 2014/28944.

h) NGR (No Grade Reported): Used for the courses which the semester final grades are not reported by the lecturer.

i) NP (Not Participated in the Semester Final Exam): Used for students who were absent in the semester final exams. Students given this status are subject of article 30. Students who fail to attend the excuse examination to be held prior to commencement of the enrolment period of the subsequent semester earn an "F" grade. However, long term excuse and suspension accepted in accordance with this Regulation are reserved.

i) R (Repeat): Denotes that the course is repeated for a given cause.

j) TO (Course attended and recognized at another institution of higher education): Except for the courses transferred during orientation of students admitted to the İstanbul Bilgi University's graduate or associate's program from a different institution by lateral transfer, and those included in the scope of student exchange program, the term is used for the courses attended and recognized at a different institution of higher education during the student status with the İstanbul Bilgi University. Recognized courses may be granted exemption from the courses to be accomplished by the student. While the credits and grades of the recognized courses are displayed separately on the transcript, such credits and grades are excluded from the calculation of average.³⁰

k) TI (Course attended and recognized at the İstanbul Bilgi University): The term is used for the recognized courses of students who, while enrolled at the İstanbul Bilgi University, were terminated as students including graduation and enrolled in a different program of the University at a later stage. The courses recognized may be given exemption from the courses to be accomplished by the student. While the credits and grades of the recognized courses are displayed separately on the transcript, such credits and grades are excluded from the calculation of average.

l) W (Withdrawn): Used for students who complete the required proceedings and withdraw from a course prior to expiration designated in the academic calendar. Students do not withdraw from mandatory courses of their program or courses repeated for an "F" grade. No withdrawal applications are filed four weeks before the end of the courses.

m) S (Course attended as special student): Used for the courses attended at the special student status and recognized in accordance with sub-paragraph four of article 8 of this Regulation, and taken into account in the calculation of the credits and average points of these courses.³¹

n) TA (Course attended and recognized within the collective or supplemental graduation programs): Used for the courses attended and recognized by the İstanbul Bilgi University students within the collective or supplemental graduate programs of other institutions of higher education. Exemptions can be granted for the recognized courses to be accomplished by the student. Credits and grades of the recognized courses are denoted in the transcripts and included in the calculation of average subject to the provisions of the protocol of the collective or supplementary graduation program.³²

o) TE (Courses attended and recognized within the student exchange program scope): Used for the courses attended and recognized by the İstanbul Bilgi University students within the student exchange programs of collective or supplemental graduate programs of other institutions of higher education. Exemptions can be granted for the recognized courses to be accomplished by the student.

³⁰ Amended sub-paragraph: O.J. March 17, 2014/28944.

³¹ Supplemental sub-paragraph: O.J. March 17, 2014/28944.

³² Supplemental sub-paragraph: O.J. March 17, 2014/28944.

While the credits and grades of the recognized courses are denoted in the transcripts, decisions on the matters as to whether such credits and grades will be included in the average calculations are given by the faculty's executive board.³³

ö) TT (Course attended and recognized in a different higher education institution of undergraduate transfer): This term is used for the courses recognized in the orientation of students admitted to İstanbul Bilgi University by undergraduate transfer from a different higher education institution, and for which exemptions are granted. Although credits and grades of the recognized courses are indicated separately in student transcripts, decisions as to whether such credits and grades will be taken as a basis for average calculations are made by the faculty's executive board.³⁴

Announcement of Grades and Factual Error Objection³⁵

Article 22 – Grades of evaluation for the exams, assignments and other studies during the semester are announced by the lecturer as raw grades. No objections can be raised against raw grades so announced.³⁶

Grades of course achievement referred to as the corresponding letter equivalent are reported to the student affairs office by the lecturers within 7 days from the end-of-semester examination term and the grades are announced by the Student Affairs Office.

Objections to the course announced performance grades are acceptable only to the extent of factual errors. Factual errors denote errors in the calculation of the grade average and those except the errors which require a re-evaluation of the examination sheet.

Students willing to object against a factual error must file a written application to the student affairs office within maximum three days from the date of announcement of the course's academic standing.

The Student Affairs Office forwards the applications to the relevant Deanery. The latter then submits the application to the respective lecturer for review. The lecturer informs the Deanery on the evaluation results of the applications. Evaluation results are attached a report which justifies the change along with the examination document in cases where the course performance grade requires modification. The required correction is made by decision of the relevant Faculty's Executive board and reported to the student affairs office by the Dean in writing.

The evaluation of factual error objections take into consideration of the factual errors in the mid-term exams, assignments and other studies along with those relating to the end-of-semester final examinations.

Repeating a Course

Article 23 – Students scoring (F) from a mandatory course must repeat the course in accordance with the rules of the credit load and course selection. Upon proposal of the relevant department's executive board, the Boards of Directors of the faculty and the school may define the terms and conditions on the relevant semester during which the liability of repeating certain courses will be fulfilled.

³³ Supplemental sub-paragraph: O.J. March 17, 2014/28944.

³⁴ Supplemental sub-paragraph: O.J. March 17, 2014/28944.

³⁵ Supplemental paragraph: O.J. June 13, 2013/28676.

³⁶ Amended clause: O.J. June 13, 2013/28676.

Course(s) which shall substitute the repeated course with the same number credit at minimum are defined by decision of the faculty's executive board in cases where the mandatory courses which require repeat are excluded from the curriculum.

Students who score an (F) from an elective course shall either repeat that course or attend a different elective course as a substitute.

Students may also repeat the courses for which they scored a conditional pass.

While the pass grades earned from a repeated course or from a new elective course in terms of elective courses shall substitute the former grade, the past grade shall be also listed in the academic records and transcripts.

Upon the student's application, the relevant faculty executive board may allow for the postponement of the course repeat obligation for legitimate reasons.³⁷

Grade Point Averages

Article 24 – Student performance is monitored through "Semester Grade Point Average" (SGPA) of the courses they took part during the past semester, and the "Overall Grade Point Average" (OGPA) calculated for all courses attended.

Except for the credits of the courses not included in the average, such averages are calculated using the following method:

(1) "Course's contribution to average" (equals to) "numeric value of the course grade point" (multiplied with) "course credit";

(2) "Average" (equals to) "total contribution to average of all courses" (divided to) "total credit".

In the results, the third place after comma is rounded up to zero if smaller than 5 and in such form to increase the second place by 1 if larger than 5, and the two places after the comma are considered.

Credits and grades of the annual courses are taken into account as of the semester in which the final grade should be earned.³⁸

Academic Standing

Article 25 – Students with a GPA below 1.75 at the end of any semester shall be considered probationary students throughout the subsequent semester. Probationary students are not assigned credits higher than the ordinary credit load. These students are not allowed to take part in club managements.

Unless they increase their GPA above 1.75 at the end of the semester, the progress of the students on probationary status will be considered unsatisfactory. Students with unsatisfactory progress may attend courses for maximum thirty credits, and must re-attend the courses they failed in the curriculum of that specific semester.

³⁷ Amended clause: O.J. June 13, 2013/28676.

³⁸ Supplemental paragraph: O.J. November 18, 2007/26704.

Course repeat obligation of failing students cannot be adjourned.

Students who raise their general point average up to 1.75 or above are taken off the probationary or fail status.

Students who do not enroll or are enrolled for any courses remain in the existing pass status.

The method of academic standing in cases where the curricula contains annual courses is identified by the Academic Board.

Means of academic standing for first grade students is also defined by the Academic Executive board.³

Graduation Thesis and Project

Article 26 – Graduation thesis or project for the last two semesters of the academic programs may be listed as an elective or mandatory course.⁴⁰

The students shall select their thesis or project advisors among and upon approval of the relevant instructors; and the advisory is subject to approval by the president of the student's relevant department, the school principal or the faculty's dean.

Further matters on the progression, accomplishment, and acknowledgment of the graduation thesis and project are defined by the board of the relevant department, school or faculty.

Graduation⁴¹

Article 27 – In order to graduate an undergraduate program they attend, students are required to accomplish the curriculum of a program with at least 2.00 average score and also score a minimum GPA of 2.00.

Of those who fail to satisfy these conditions;

a) Students who scored a minimum GPA of 2.00 and are unable to fulfill their graduation requirement for scoring an (F) in one course only are granted the right to attend a supplemental exam for that specific course. Providing to pass that specific course, students with a general PA below 2.00 and who scored an (F) grade from one course only are granted the right for a supplemental exam on condition to raise their average up to 2.00 or above. The examination is not subject to any restriction terms of the highest score and the grade scored as a result of the exam shall substitute the previous grade. Students who fail the supplemental examination and are unable to raise their overall GPA above 2.00 are subject to the rules governing course repeat.

b) Despite having passed all courses, students who fail to satisfy the graduation requirement just because of a general point average below 2.00 are granted the right for one examination in a course of their own choice, providing to raise their GPA up to 2.00 or above.

³⁹ Amended clause: O.J. June 13, 2013/28676.

⁴⁰ Amended paragraph: O.J. July 22, 2006/26236.

⁴¹ Amended clause: O.J. June 13, 2013/28676.

The examination is not subject to any restriction terms of the highest score and the grade scored as a result of the exam shall substitute the previous grade. Students who fail the supplemental examination and are unable to raise their overall GPA above 2.00 are subject to the rules governing course repeat.

c) Extenuating circumstances are not acceptable for supplemental examinations held in accordance with this paragraph, and no provisions for make-up and offset exams shall apply.

The number of minimum credits to be assigned by the University for graduation and the maximum number of credits available from other institutions of higher education is identified by the Academic Board.⁴²

Bachelor's Diploma

Article 28 – Students who complete an undergraduate program at the İstanbul Bilgi University in accordance with the provisions of this Regulation are awarded a diploma in their respective field of study. Such diploma shall specify the student's faculty and if applicable, the respective graduation program. The graduation average is calculated on the basis of all courses attended on both, credit and grade.

Students who complete their study within eight semesters at maximum with a GPA of 3.50 or higher are listed as high honors while those with a GPA between 3.00 and 3.49 as honors. Together with their diploma, the students obtain a special certificate designating this status. However, students who received disciplinary penalty are excluded from these lists.⁴³ Periods spent for studying abroad within the scope of international student exchange programs are not considered in the calculation of the eight semester period. Such term is applied as nine semesters for students who accomplish proficiency in English and commence their undergraduate study during the spring semester.⁴⁴

Associate Diploma

Article 29 – Students who accomplish all courses, or at least fifty percent of the total credit of their respective programs of the initial four or more semesters with (2.00) GPA at minimum, and who leave the University without completing their undergraduate program may be awarded an "Associate Diploma".

⁴² Supplemental paragraph: O.J. March 17, 2014/28944.

⁴³ Amended sub-paragraph: O.J. July 22, 2006/26236.

⁴⁴ Supplemental clauses: O.J. July 25, 2009/27299.

CHAPTER FOUR

Extenuating circumstances, official leave of absence and withdraw from a program

Extenuating Circumstances and Official Leave of Absence

Article 30 - a) Extenuation for health related reasons:

(1) Except for surgical procedures performed in clinics, operations requiring hospitalization and inpatient treatments are acceptable as extenuating circumstances.

(2) Extenuating circumstances must be documented in writing by a report and protocol number obtained from the relevant medical institution.

(3) The student may be referred to the health boards of the arbitration hospitals, official submission of reports may be asked for, and legal action may be taken where appropriate.⁴⁵

b) Extenuating circumstances for reasons other than health:

(1) Providing to document the death and burial dates and kinship, death of blood relatives up to 2nd grade and 1st grade close relatives is acceptable as an extenuating circumstance of absence in the exams. However, the time of the extenuating circumstance so accepted shall not exceed a total of five (5) working days as of the date of death.

(2) Hours of exams in conflict at the university, exams conducted by the ÖSYM, social events and natural disasters can be accepted as an extenuating circumstance.

(3) Other cases acceptable as excuse are considered by the University Executive board upon proposal of the Commission.⁴⁶

c) Evaluation of the extenuating circumstances

(1) Applications for official leave of absence and extenuating circumstances for mid-term exams are filed directly to the relevant instructors within 3 (three) days from the end of the health report date and the end of excuse; the relevant instructors shall assess the excuses, declare the results and inform the deanery. Applications for extenuating circumstances concerning the final exams are filed and evaluated in accordance with further sub-paragraphs of this clause.⁴⁷ In order to evaluate whether or not the extenuating circumstances meet the requirements listed in this clause and to decide on the acceptance or rejection of the excuse, a commission comprising 5 (five) members shall be appointed by the University Executive board to act on account of the entire University for 1 (one) year tenure. Decisions of the Commission enter in effect upon decision by the University Executive board.⁴⁸

(2) Applications for extenuating circumstances can be filed only for the make-up examination in cases where the right for a make-up exam is granted as per the final exam and the higher education regulation.

⁴⁵ Amended sub-paragraph: O.J. January 12, 2005/25698.

⁴⁶ Amended sub-paragraph (entire sub-paragraph (b)): O.J. January 12, 2005/25698.

⁴⁷ Amended clause: July 22, 2006/26236.

⁴⁸ Amended item (entire item Nr. (1)): O.J. January 12, 2005/25698.

However, no applications for extenuating circumstances shall be filed for both, final and make-up exam. Exams for the final and make-up exams are held after the make-up exam.

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(3) Application for extenuating circumstances is filed with the student affairs office on the date on which the extenuating circumstance expires, and within three days after expiration of the report date for health reasons, by the completion of a printed form for the extenuating circumstance. An additional period may be granted on the deanery's approval for the completion or submission of documents where applicable. Applications for extenuating circumstances filed after such periods are not accepted.

(4) The Student Affairs Office shall forward to the Commission the student information attached to a batch list which contains the reason for the extenuating circumstance and the period required, at the end of the period of extenuating circumstance and the supplemental extension, if applicable. The Commission shall notify the University's Executive Board of the decisions made as a result of the evaluation.

(5) Decisions approved by the University's Executive board shall be duly declared in the university premises.

(6) Decisions concerning applications for extenuating circumstances can be appealed through an application to the student affairs office to be filed within three days from the date of announcement. Objections are evaluated by the University's Executive board and accepted if they are found on legitimate grounds. Decisions made on appeal shall be final.

(7) Final decisions on the extenuating circumstances are notified to the deanery of the relevant faculties in order to ensure the required actions. Students admitted for their application for make-up are entitled to exercise their rights for a make-up examination within the respective semester. Details on the exams for extenuating circumstances are identified by the relevant course instructor.

Registration Suspension

Article 31 –Students may suspend their study for a total of four semesters during the entire study period including the English Preparatory Program, providing to document their legitimate reasons and not to exceed two consecutive semesters. Enrollments may be suspended for one semester at minimum. Periods applicable for suspension due to reasons such as severe and permanent diseases, military service, arrest or conviction are determined exclusively by the University's Executive Board. Suspended semesters do not count in the calculation of the periods relating to academic standing.⁵⁰

Terms and conditions on the tuition fee are defined by the Board of Trustees in the case of suspension. The Board of Trustees may decide on the full or partial payment of the tuition fees of the upcoming academic year of students who suspend their study in advance.

The following conditions and further conditions as may be deemed appropriate by the University Executive board are acceptable as legitimate reasons:

(1) Health related excuses of students documented by physicians of the relevant departments of the hospitals authorized to issue official reports of medical councils, and approved by the health board,

⁴⁹ Amended sub-paragraph: O.J. June 13, 2013/28676.

⁵⁰ Amended sub-paragraph: O.J. November 18, 2007/26704.

(2) Provided to be documented by a certificate issued by the highest competent authority of the location, natural disasters forcing a breakdown of the student's study,

(3) State of final conviction which, due to the disciplinary provisions applicable on the student, do not result in the student's termination or cessation as a student,

(4) Cases where the student loses his right to postpone his military service regardless of his status, or is enlisted due to termination of his postponement,

(5) Student's arrest.

Students willing to suspend their enrollment shall file an application in writing together with their documents of excuse. Decisions on the suspension of enrollment are made by the University's Executive board upon positive opinion of the relevant Faculty or School Board. Decisions on the applications for suspension by students of the English Preparatory Program are made by the University's Executive Board.

Suspension

Article 32 – Students who are willing to suspend their enrollment status may do so by filing an application to the student affairs office in writing. Except for the cases listed in the second paragraph, students who suspend their enrollment are not entitled to return.

Providing not to have enrolled with a different institution of higher education, students who suspend their enrollment may file an application for withdrawal of suspension within sixty days as of suspension application date. Decisions on the acceptance or rejection of withdrawal are taken by the University Executive board.

Terms and conditions on the tuition fee in cases of suspension are laid down by the Board of Trustees.

CHAPTER FIVE

Undergraduate and Vertical Transfers

Undergraduate Transfer

Article 33 – Terms and conditions regarding undergraduate transfer to İstanbul Bilgi University from other educational institutions are stipulated in the provisions of the Regulation on Transfer, Double Major, Minor and Cross-Institutional Credit Transfer and Transfer between Undergraduate and Associate Programs as promulgated in the Official Journal dated April 24, 2010 and Nr. 27561. ⁵¹

Internal Undergraduate Transfer

Article 34 – The terms and conditions governing undergraduate transfer between the faculties, schools and departments of the İstanbul Bilgi University are defined by the Academic Board in accordance with the provisions of the Regulation on Transfer, Double Major, Minor and Cross-Institutional Credit Transfer and Transfer between Undergraduate and Associate Programs. ⁵²

⁵¹ Amended clause: O.J. June 13, 2013/28676.

Vertical Transfer

Article 35 – Vertical transfer to İstanbul Bilgi University is subject to the regulations on the Higher Education Council on vertical transfer while however, articles 9 and 10 governing the terms and conditions of enrollment in this Regulation, article 12 on the English Preparatory Program, and further clauses governing the articles in question, shall apply to students who are entitled to vertical transfer. The period spent by the students in their previous educational institution counts for the total period at the İstanbul Bilgi University.

Students who are enrolled by vertical transfer are adapted with no grade transfer.⁵³

CHAPTER SIX

Special Conditions on Associate Programs

Special Conditions on Associate Programs

Article 36 – Graduation of students from an associate program they attend requires the accomplishment of the program's curriculum with a minimum GPA score of 2.00, and to score at least 2.00 as the General PA. Of the students who fail to satisfy these requirements;

a) Students who scored a minimum GPA of 2.00 and are unable to fulfill their graduation requirement for scoring an (F) in one course only are granted the right to attend a supplemental exam for that specific course. Providing to pass that specific course, students with a general PA below 2.00 and who scored an (F) grade from one course only are granted the right for a supplemental exam on condition to raise their average up to 2.00 or above. The examination is not subject to any restriction terms of the highest score and the grade scored as a result of the exam shall substitute the previous grade. Students who fail the supplemental examination and are unable to raise their overall GPA above 2.00 are subject to the rules governing course repeat.

b) Despite having passed all courses, students who fail to satisfy the graduation requirement just because of a general point average below 2.00 are granted the right for one examination in a course of their own choice, providing to raise their GPA up to 2.00 or above. Such examination is not subject to any restriction in terms of the highest score and the grade scored in the examination shall substitute the previous one. Students who fail the supplemental examination or who are unable to raise their GPA to 2.00 or above are subject to the rules concerning course repeat.

c) Excuses are not acceptable for supplemental examinations held in accordance with this paragraph, and no provisions for make-up and offset exams shall apply.

Students who complete an associate program at the İstanbul Bilgi University in accordance with the provisions of this Regulation are awarded an associate diploma in their respective field of study. Such diploma shall specify the student's faculty and if applicable, the respective graduation program.

⁵² Amended clause: O.J. June 13, 2013/28676.

⁵³ Supplemental paragraph: O.J. June 13, 2013/28676.

The graduation average is calculated on the basis of all courses attended on both, credit and grade.

Students who complete their study within four semesters at maximum with a GPA of 3.50 or higher are listed as high honors while those with a GPA between 3.00 and 3.49 as honors. Together with their diploma, the students obtain a special certificate designating this status. However, students who received disciplinary penalty are excluded from these lists.

Periods spent for studying abroad within the scope of international student exchange programs are not considered in the calculation of the four semester period. Such term is applied as five semesters for students who accomplish proficiency in English and commence their undergraduate study during the spring semester.

Articles 27, 28 and 29 of this Regulation shall not apply for the students of the associate program.

Duties and powers vested upon the faculties in this Regulation are performed and exercised by the relevant school for associate programs, respective board of the relevant school for the ones granted to the faculty board, executive board of the relevant school for the ones granted to the faculty's executive board, and the school principal for those granted to the faculty deans.⁵⁴

CHAPTER SEVEN

Miscellaneous Provisions

Governing and Transitory Clauses

Article 37 – Except for the students admitted before the 2002 – 2003 Academic Year and the currently existing students of this status as per the treaties and cross-university protocols executed on student exchange with the İstanbul Bilgi University, this Regulation is applicable on all students effective from (and including) the 2002-2003 Academic Year.

Students excluded from the exception laid down in paragraph 1 after enactment of this Regulation and students governed by the provisions of the Regulation after the 2002 – 2003 Academic Year are adapted to the following rules:

- (1) Each academic year which the students are enrolled count for two semesters.
- (2) Students who failed to obtain the right for a make-up exam in at the end of the first and second semester (finals) of the 2001-2002 Academic Year are granted a one-time right for make-up examination for all courses of unsatisfactory progression. Following the make-up exam, these students are adapted without being subject to unsatisfactory progression of the course.
- (3) The academic standing and probationary students referred in article 25, "Academic Standing" of this Regulation is applicable at the end of the first semester of 2002-2003 for students who enrolled for the first and subsequent courses before the 2002-2003 Academic Year.

⁵⁴ Amended clause: O.J. June 13, 2013/28676.

(4) Decisions on the terms and conditions regarding credit conversion are made by the Academic Board after consulting the relevant Faculty, department and programs.

(5) The students' pass grades scored until the end of the second semester of the 2001-2002 Academic Year are converted on the basis of the following chart:

<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) Conversion is done on the basis of the conversion chart used in the conversion of raw grades for each course to letter equivalents by the lecturer in other cases that require the conversion of the grades scored by a student during an undergraduate or associate's program of the University as of the first semester of the 2002-2003 Academic Year.

(7) In addition to the mandatory courses and credit loads, courses and credits attended by the students until the end of the second semester of the 2001-2002 Academic Year within their own choice count for their elective courses and credit loads in the subsequent semesters.

Supplemental Article 1 – Summer schools are launched upon approval by the Higher Education Council. Summer schools take place for seven weeks at minimum subsequent to the spring semester and while they are not handled as a semester, the students' academic status to be considered in the fall semester records is defined on the basis of the courses, credits and grades after summer education. Mandatory courses listed in the curricula must be established in their respective semester and such courses are not postponed to the summer program. Make-up and offset exams do not apply for courses established during the summer program. ⁵⁵

While foreign students and student of different universities may also attend the courses of the summer school, students of the English preparatory program are excluded. Students of the İstanbul Bilgi University may attend maximum three courses in cases where three or more courses are attended during the summer school. ...⁵⁶

Tuition fees payable per course during the summer school as well as the means of payment are established by the Board of Trustees.

General terms and conditions concerning the summer school and conditions applicable for admission to the courses are defined by the relevant faculty's executive board upon consulting the department boards. The dates of the summer education as well as the processing of summer school registration, and the terms and conditions on the termination of the existing courses are defined by the University's Executive board. ⁵⁷

⁵⁵ Amended clause: O.J. June 13, 2013/28676.

⁵⁶ Repealed clause: O.J. June 13, 2013/28676.

Transitory Article 1 ⁵⁸– The GPA's of students who graduate at the end of the 2012 – 2013 Academic Year including the summer term are calculated without taking into consideration of the modifications relating to the general point averages established subject to the Regulation.

General point averages of students who were registered for and including the 2012-2013 Academic Year, and who accomplished their curricula including the summer term, at the end of the 2012-2013 Academic year are recalculated on the basis of the course credits defined upon an amendment of this Regulation, however, in the academic standing relating to the participation in the courses during Fall semester of the 2013-2014 Academic Year, the general point average which allows for the students' attendance to a larger number of courses shall apply.

Students who will be potentially graduated by the end of the 2013 – 2014 Academic Year at latest, considering the opportunity to attend the University's summer terms of students who are the students of the sixth, seventh or eight semester of the 2012-2013 Academic year and whose GPA allows for supplemental courses and credit may be granted the right for supplemental course and credit upon application and decision of the relevant Executive Board of their respective faculty. However, number of supplemental courses can not exceed two courses in one semester. ⁵⁹

Effect

Article 38 - This Regulation enters in effect on the publishing date.

Execution

Article 39 – The provisions of this Regulation are executed by the Rector of İstanbul Bilgi University.

⁵⁷ Supplemental clause: O.J. November 18, 2007/26704.

⁵⁸ Supplemental transitory clause: O.J. June 13, 2013/28676.

⁵⁹ Supplemental clause: O.J. March 17, 2014/28944.