

**ONDOKUZ MAYIS UNIVERSITY**  
**ASSOCIATE AND UNDERGRADUATE EDUCATION AND TRAINING**  
**REGULATION**

**PART ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**Article 1 – (1)** The purpose of this Regulation is to set forth the principles regarding associate and undergraduate education, training, and examinations conducted in the faculties, schools, and vocational schools affiliated with Ondokuz Mayıs University.

**Scope**

**Article 2 – (1)** This Regulation covers the provisions concerning associate and undergraduate education, training, and examinations carried out in the faculties, schools, and vocational schools affiliated with Ondokuz Mayıs University.

**Basis**

**Article 3 – (1)** This Regulation has been prepared based on Articles 14, 44 and 46 of the Higher Education Law No. 2547 dated 4/11/1981.

**Definitions**

**Article 4 – (1)** The following terms used in this Regulation refer to:

- a) **Academic committee:** All academic staff employed in the relevant department/division/program,
- b) **European Credit Transfer System (ECTS):** A workload-based system enabling the transfer of course credits and grades earned by students at higher education institutions domestically and abroad,
- c) **Relative evaluation system:** A system determining students' final grades based on the weighted average of laboratory, assignments, and similar in-term studies, together with midterm, final, and make-up examination grades, according to the overall success level of the students taking that course,
- ç) **Unit:** The relevant faculty/school/conservatory/vocational school of Ondokuz Mayıs University,
- d) **Unit board:** The board of the relevant faculty/school/conservatory/vocational school,
- e) **Unit administrative board:** The administrative board of the relevant faculty/school/conservatory/vocational school,
- f) **Semester:** Each half of the academic year,
- g) **Cumulative Grade Point Average (CGPA):** The value obtained by dividing the sum of the products of each course's grade coefficient and credit by the total credits of the taken courses,
- ğ) **Law:** Higher Education Law No. 2547,
- h) **ÖSYM:** Measurement, Selection and Placement Center,
- ı) **Rector:** The Rector of Ondokuz Mayıs University,
- i) **Senate:** The Senate of Ondokuz Mayıs University,
- j) **University:** Ondokuz Mayıs University,
- k) **University Administrative Board:** The Administrative Board of Ondokuz Mayıs University,
- l) **Summer term:** The education and training program applied during the summer months

outside the fall and spring semesters of associate, undergraduate, and postgraduate programs at Ondokuz Mayıs University,  
m)

**YÖK:** Council of Higher Education.

## **PART TWO**

### **Principles and Duration of Education and Training**

#### **Principles and duration of education and training**

**Article 5 – (1)** Formal and/or distance education is conducted within university units. Education and training are organized on a semester and/or yearly basis. When the semester system is adopted, certain courses may be scheduled on a yearly basis, and when the yearly system is adopted, certain courses may also be scheduled on a semester basis.

(2) Courses such as Turkish Language, Foreign Language, Atatürk’s Principles and History of the Revolution, Occupational Health and Safety, Vocational Foreign Language, Elective Foreign Language, pedagogical formation courses, and other courses when necessary may be held outside working hours or on Saturdays and Sundays except on national and religious holidays, upon the decision of the relevant unit boards. These courses may be delivered through formal or distance education.

#### **Academic calendar**

**Article 6 – (1)** Academic calendars are determined by the Senate no later than June of the preceding academic year.

#### **Academic student advising**

**Article 7 – (1)** An academic advisor, who may be a faculty member or instructor, is assigned to monitor the academic development of each student. In cases where an adequate number of faculty members or instructors are not available, research assistants may also be assigned as advisors.

(2) Advisors are recommended by the head of the department/division/program and appointed by the unit administrative board. Advisors who, for valid reasons, cannot fulfill their duties during the registration period must notify the unit administration in writing. In such cases, a temporary advisor is appointed, and this assignment is announced to the affected students.

(3) The advisor monitors the student throughout their education and provides recommendations regarding the courses to be taken each semester/year within the program. The advisor also offers guidance on career planning. (Amended expression: OG-14/7/2019-30831)

#### **Duration of education and training and single-course exam**

**Article 8 – (1)** The maximum duration allowed for students enrolled in associate and undergraduate programs to complete their studies—excluding the one-year foreign language preparatory class and regardless of whether they register for a given semester—is four years for two-year associate programs, seven years for four-year undergraduate programs, eight

years for programs with a five-year education period, and nine years for programs with a six-year education period. Students who exceed the maximum duration retain their student status but are not entitled to rights other than attending courses, applications, internships, and examinations.

(2) At the end of the maximum duration, students in their final year are granted two additional examination rights for all courses they have taken but not passed in order to graduate from the program in which they are enrolled. A minimum grade of CC obtained in these examinations, without requiring a midterm condition, is considered successful.

(3) Students who, after the additional examinations, reduce the number of failed courses to five or fewer are granted three semesters of examination rights for these five courses. Those who reduce the number of failed courses to one are granted unlimited examination rights for that course, without benefiting from student privileges. (Additional sentence: OG-7/10/2019-30911) Students who do not take the examinations to be held for three academic years in total, whether consecutively or intermittently, are deemed to have waived their unlimited examination right and cannot benefit from this right.

(4) Students who fail five or fewer courses at the end of the maximum period of study and do not make use of the additional examination rights are granted four semesters of examination rights; in institutions operating on a class-based system, this period is two academic years.

(5) Students who have only one remaining course for graduation take the single-course examination to be held within the period defined in the academic calendar, regardless of whether the course is semester-based or annual. Upon the student's request, the single-course exam may be taken at the end of each semester without course registration. A minimum grade of CC obtained in these exams—without requiring a midterm condition—is considered successful. Students who have never taken the course or who have not fulfilled attendance requirements cannot take the single-course exam. Students with one remaining course for graduation are eligible for the single-course graduation examination even if they have not completed their internship; however, they may obtain the right to graduate only after completing and passing their internship.

(6) The duration of study for the engineering completion program is two semesters. Students who fail to complete their studies within this period are granted an additional two semesters; those who cannot complete the program at the end of the additional period are dismissed from the program.

## **PART THREE**

### **Definitive Registration, Course Registration, Renewal of Registration, Horizontal and Vertical Transfers, Student Contribution Fee and Tuition Fee**

#### **Definitive Registration**

**Article 9 – (1)** The definitive registration of students placed in higher education programs affiliated with the University by ÖSYM, as well as those admitted through special

examinations, is carried out in accordance with the principles determined by the Council of Higher Education (YÖK) and the University.

(2) Students who do not apply on time or fail to submit the required documents lose their right to register.

(3) A student who has his/her registration cancelled upon written request cannot re-enroll at the University unless he/she is re-placed by ÖSYM.

### **Course Registration and Renewal of Registration**

**Article 10 – (1)** At the beginning of each semester/year and within the period specified in the academic calendar, students select their courses via the student information system, and course registration becomes final upon advisor approval. The student is responsible for following the process regarding the finalization of course registration.

(2) Students who do not register for courses within the period specified in the academic calendar lose the right to continue their education in that semester. The missed semester is counted toward the duration of study. Course registrations of students who fail to register on time may be completed within the period specified in the academic calendar, provided that their excuse is considered valid and acceptable by the administrative board of the relevant unit.

(3) The total ECTS credits of the courses students will register for in a semester/year cannot exceed the sum of the ECTS credits designated for that semester/year and half of that amount. If the total ECTS credits of the compulsory courses in the current semester are lower than the maximum allowable ECTS credit load, students may take courses from the upper grade, provided that they do not exceed the ECTS limit. The maximum ECTS limit for minor and double-major students is determined by the relevant unit's administrative board.

(4) If the number of students enrolled in elective courses is fewer than fifteen or if the course is not offered for other reasons, the registrations of these students are cancelled during the course add/drop period indicated in the academic calendar. These students are re-enrolled in available elective courses through the student information system together with their advisor.

(5) Students must register for the courses defined in the learning plan for the fall and spring semesters. Students who need to retake or take courses from previous semesters must register for these courses first. If there are courses to be taken or repeated from different previous semesters, students register for the earliest semester's courses first. **(Additional sentence: OG-14/7/2019-30831)** *(Fourth and fifth sentences repealed: OG-1/12/2020-31321)*

(6) Grades arising from exemption courses are not included in the CGPA calculation intended to increase the semester ECTS credit load. This provision does not apply to students who participate in national and/or international exchange programs.

(7) Students whose CGPA is between 1.80 and 2.49 first take the lower-level courses they have failed or not taken. Including failed courses taken with attendance, these students may increase their ECTS credit load by a maximum of 6 ECTS credits.

(8) Students whose CGPA is between 2.50 and 2.99 first take the lower-level courses they have failed or not taken. Including failed courses taken with attendance, these students may increase their ECTS credit load by a maximum of 10 ECTS credits.

(9) Students whose CGPA is between 3.00 and 3.49 may increase their ECTS credit load by a maximum of 12 ECTS credits, provided that they first take lower-level courses they have failed or not taken.

(10) Students whose CGPA is 3.50 or above may increase their ECTS credit load by a maximum of 15 ECTS credits and thus complete their studies in a shorter time, provided that they first take lower-level courses they have failed or not taken.

(11) The ECTS credit limits stated in paragraphs seven, eight, nine, and ten are applied as double in units that implement annual programs.

### **Horizontal Transfers, Double Major, Minor**

**Article 11 – (1)** Horizontal transfers to the University from other higher education institutions are conducted in accordance with the Regulation on Transitions Between Associate and Undergraduate Programs in Higher Education Institutions, Double Major, Minor, and Inter-Institutional Credit Transfer published in the Official Gazette No. 27561 dated 24/4/2010, as well as the decisions of YÖK and the Senate. The adaptation of these students to the academic programs is finalized by the administrative boards of the relevant units.

### **Vertical Transfers**

**Article 12 – (1)** Adaptation programs for associate degree graduates are prepared by the adaptation committee in accordance with the principles determined by the Senate and are finalized by the administrative board of the relevant unit.

### **Student Contribution Fee – Tuition Fee**

**Article 13 – (1)** Students must pay the student contribution fee or tuition fee determined in the relevant legislation for each semester/year within the periods specified in the academic calendar. Students who do not pay the contribution fee/tuition fee cannot register for courses and cannot benefit from student rights. The semesters/years in which the student fails to pay the contribution fee/tuition fee are counted toward the duration of study.

(2) Students who cannot graduate from their registered programs within the normal period, including minor/double-major students, may continue their education by paying the contribution fee/tuition fee determined by the University and announced by the decision of the Council of Ministers for the relevant semester. The calculation of the contribution fee/tuition fee is made in accordance with Article 46 of the Law.

(3) The tuition fees of students who take the minimum required courses for each semester in their department and rank within the top ten percent based on their academic performance (excluding preparatory class) are calculated according to Article 46 of the Law.

(4) Fees related to courses delivered through distance education are determined in accordance with Article 46 of the Law.

## **SECTION FOUR**

### **Curricula, Courses, and Requirements for Course Attendance**

#### **Curricula**

**Article 14 – (1)** Curricula are finalized by the relevant unit boards upon the recommendation of the respective academic board and submitted to the Senate. Elective courses are opened and/or removed upon the recommendation of the academic board and the approval of the relevant unit boards. The curriculum specifies the course codes, course titles, weekly theoretical and practical hours, and their credits/ECTS credits.

**(2)** The curriculum becomes valid upon the decision of the relevant academic board, the recommendation of the unit boards, and the approval of the Senate.

**(3)** Except for the courses required under Article 5(1)(i) of the Law, undergraduate curricula must include a minimum of 120 and a maximum of 150 credits, up to 200 credits in five-year faculties, up to 190 credits in the Faculty of Law, and a minimum of 60 and a maximum of 80 credits in associate degree-level vocational schools. Vocational school programs consist of 120 ECTS credits; four-year programs consist of 240 ECTS credits; five-year programs consist of 300 ECTS credits; and six-year programs consist of 360 ECTS credits. ECTS credits of internship courses are added to the total ECTS credits. Principles regarding the calculation of ECTS credits for a course are determined by the Senate.

**(4)** When more than one class section is created for a course by decision of the unit administrative board, the minimum number of students per section must be 40 for theoretical courses and 15 for elective courses. Opening a section with fewer students due to the nature of the course requires Senate approval. Relevant unit administrative boards may set upper limits.

**(5)** Curricula consist of theoretical courses and/or seminars, workshops, laboratories, clinical training, field practices, and similar applications. The courses requiring practice or those delivered solely in practice format are determined by the relevant boards. In programs where internships are compulsory, internships are carried out according to the internship program and principles determined by the unit boards. Internships may also be conducted in relevant units of the University, other public institutions and organizations, and domestic or foreign institutions whose equivalence is accepted by the relevant administrative boards.

**(6)** In curricula, the proportion of elective courses is targeted to be 20% of the total credits required for graduation. In addition to the compulsory and elective courses required in their programs, students may take courses outside their field. Academic success in out-of-field courses is indicated in the transcript but is not included in credit load or GPA calculation.

---

## Course Plan

**Article 15 – (1)** The course plan includes the courses to be offered according to the semester/year principles of the Senate-approved curricula, the assigned instructors, the minimum and total credits to be taken in a semester/year, prerequisite and co-requisite conditions, and course quotas.

**(2)** Each unit finalizes course plans and instructor assignments for all diploma programs through department/program boards and unit administrative boards, and submits them to the Rector for approval before the relevant semester/year begins.

**(3)** Weekly course schedules prepared according to the course plans are finalized at least fifteen days before the semester/year begins, in line with the academic calendar, and recorded in the student information system.

---

## Courses

**Article 16 – (1)** Courses are classified as compulsory courses, common compulsory courses, elective courses, prerequisite courses, out-of-field courses, and co-requisite courses. Among these:

- a) *Compulsory courses* are courses required in the student's registered program.
- b) *Common compulsory courses* include Atatürk's Principles and History of Turkish Reforms, Turkish Language, and Foreign Language, as required under Article 5(1)(1) of the Law. Additionally, in faculties training graduates who may become occupational safety specialists under Law No. 6331, Occupational Health and Safety is a compulsory course.
- c) *Elective courses* are courses included in the program that students may choose based on their preference. These may include courses related to professional formation, general culture, or other interest areas.
- ç) *Prerequisite courses* are courses that must be successfully completed and/or taken before enrolling in a certain course.
- d) *Prerequisite-defining course* refers to the course that determines the eligibility to enroll in a prerequisite course.
- e) *Out-of-field courses* are courses taken voluntarily from programs outside the student's department, provided they do not conflict with the student's own program schedule.

**(2)** A course may have multiple prerequisites. In such cases, the relevant unit determines each prerequisite relationship separately. Regulations for units where these conditions cannot be applied are determined by the Senate.

---

## Attendance Requirements

**Article 17 – (1)** Attendance is recorded by the course instructor. Students must attend at least 70% of theoretical courses and 80% of practical courses, workshops, and laboratories for eligibility for semester/year-end assessments. (Amended clause: RG-7/10/2019-30911)  
Attendance percentages for laboratory and practical courses may be modified by unit

administrative board decision. The total weekly hours of the course determine the basis of attendance calculation. Students assigned by the University for sports, cultural, or scientific activities are considered excused during their assigned duties. However, total absence, including excused absence, may not exceed 50% of the course hours in that semester/year. All other excuses and medical reports count as absence.

(2) Students who previously failed a course due to attendance must repeat it. Participation in in-term assessments is compulsory even in courses without attendance requirements. The instructor must submit the list of students who fail to meet attendance requirements to the relevant department/unit within two working days following the end of classes. When required by program characteristics, units may require students who passed the attendance requirement but failed the course to attend again. This practice requires unit board decision and Senate approval.

---

### **Course Credit Value**

**Article 18 – (1)** The credit value of a course is the sum of its weekly theoretical hours and half of its weekly practical, laboratory, workshop, clinical, and other activity hours. Each course's credit is indicated in the curriculum. Credits are determined by the Senate upon recommendation of the relevant unit board. Both national and ECTS credits are used at the University.

---

### **Course Repetition**

**Article 19 – (1)** For students unable to graduate within the maximum study period, the Senate determines, upon recommendation of the relevant unit/department board, which previously passed courses must be retaken due to curriculum changes, unchanged course names but altered content, or the passage of significant time.

(2) If an elective course in which the student failed is no longer offered, or upon the student's request and advisor's recommendation, the student may take another elective course.

---

### **In-term Assessment**

**Article 20 – (1)** In-term assessments may involve exams, practicals, laboratories, projects, assignments, fieldwork, student portfolios, or combinations thereof, depending on the nature of the course.

(2) Exam dates and locations must be announced by the relevant department/unit within thirty days from the start of the semester or at least fifteen days before the date determined in the academic calendar.

(3) The proportion of exams, assignments, laboratory work, projects, fieldwork, portfolios, and similar methods in in-term assessments must be announced to students one week before



the semester begins. Depending on the nature of the course and with the approval of the departmental academic board, department boards, and relevant unit boards, it may be decided that no exam will be administered.

---

### **Semester/Year-End and Make-up Exams**

**Article 21 – (1)** Students must have registered for the course on time and fulfilled attendance requirements to be eligible for semester/year-end and make-up exams.

**(2)** Students who are eligible for the semester/year-end exam but fail to take it—whether excused or not—or those who take it and fail, may take the make-up exam.

**(3)** In units where the course-based system is implemented, make-up exams are held after semester-end exams.

**(4)** Exams are administered on dates specified in the academic calendar.

**(5)** With unit administrative board approval, exams may be held on weekends. Scores from exams taken without eligibility are invalid.

**(6)** Units may decide not to administer make-up exams when necessary. This requires unit board decision and Senate approval.

---

### **Make-up Exams for Excused Students**

**Article 22 – (1)** Students who are excused or whose justified and valid excuse is accepted by the administrative board are granted make-up exams for in-term assessments, provided they apply within the specified period.

**(2)** In faculties using a class-passing system, students whose justified and valid excuses are accepted by the administrative board are granted make-up exams for missed year-end exams within the same academic year.

**(3)** All applications related to excuses must be submitted within one week from the end of the excuse period. A student whose excuse is accepted cannot attend classes or exams during the excused period. Exams taken during the excused period, effective from the onset hour of the excuse, are invalid.

---

### **Exemption Exam**

**Article 23 – (1)** Newly registered students who wish to be exempt from foreign language and computer literacy/basic information technologies or equivalent courses may sit for a centrally administered exemption exam on dates specified in the academic calendar. Exams are graded according to Article 29. Students who achieve the required score are considered to have

completed the course credits and are exempt; their scores are recorded as achievement grades. Exemptions for students transferred laterally or vertically are determined by Senate regulations.

(2) Students who have completed the preparatory class successfully may be exempted from compulsory foreign language courses upon application.

---

## **Course Proficiency Exam**

**Article 24 – (1)** Students may take proficiency exams for up to three courses within their curriculum for which they consider themselves competent. Students who score at least CC are considered successful without needing to meet midterm requirements. This practice requires unit board recommendation and Senate approval.

## **Form of Examinations**

### **Article 25 –**

(1) (*Amended: OG-14/7/2019-30831*) Examinations are administered in written form.

However, based on the nature of the course, examinations may be conducted orally, both orally and in writing, or practically, upon the recommendation of the course instructor and the approval of the relevant academic board of the unit. Oral examinations are conducted by at least two instructors authorized to teach the course. In cases where there are not enough instructors, the examination may be conducted by a single instructor with video recording, upon the decision of the unit's administrative board. A student may take examinations for at most two courses belonging to that semester/year in one day; this requirement does not apply to distance education programs and examinations for Atatürk's Principles and History of Turkish Revolution, Turkish Language, Occupational Health and Safety, Foreign Language courses, and make-up examinations.

(2) In faculties where the class-passing system is applied, the number of examinations, announcement procedures, implementation principles, and evaluation methods are determined separately by the Senate.

(3) Students are required to take examinations on the announced day, time, and place, and must carry their student identification cards and any other required documents. Exam papers are stored in the archive of the relevant unit for at least (*Amended phrase: OG-7/10/2019-30911*) two years.

(4) Midterm examinations for distance education associate and undergraduate students are conducted online.

---

## **Announcement of Examination Results**

### **Article 26 –**

(1) Examination results are announced by the relevant instructor through the student information system within the dates specified in the academic calendar.

(2) In cases where additional assessment methods besides examinations are used, the results of formative (in-term) assessments must be announced no later than one week before the end of the course.

---

## **Objections to Examination Results and Grade Correction**

### **Article 27 –**

(1) (*Amended: OG-14/7/2019-30831*) Students may file an objection to examination results with the relevant department within five working days following the announcement of the examination results.

(2) Upon objection, the examination paper is reviewed, and the process is completed in written and reasoned form within three working days in units applying the course-passing system, and within fifteen working days in units applying the class-passing system. If the objection is upheld, the grade correction form prepared by the course instructor and the relevant unit is sent to the Student Affairs Department upon the decision of the unit's administrative board.

(3) A grade correction form regarding a material error identified by the instructor must be submitted to the relevant unit within sixty days following the announcement of grades. The unit's administrative board evaluates the proposed correction and informs the Student Affairs Department of the decision.

## **PART FIVE**

### **Achievement and Assessment**

#### **Achievement**

### **Article 28 –**

(1) (*Amended: OG-7/10/2019-30911*) In the units of the University where the course-passing system is applied, the final grade of a course consists of 40% of the in-term assessment score and 60% of the final or make-up examination score. The contribution rates of in-term assessments and final examinations to the final grade may be modified upon the recommendation of the unit board and approval of the Senate. For distance education students, the final grade consists of 20% of the midterm examination and 80% of the final or make-up examination. Decimal results are rounded up to the nearest whole number. To be considered successful in a course, a minimum score of 50 in the final or make-up examination and a minimum final grade of 60 are required. In units where no make-up examinations are administered and where in-term assessment carries the major weight, no minimum final examination score is required for course success.

(2) In units of the University where the class-passing system is applied, the contribution rates of in-term and final examinations to the final achievement score are implemented upon the proposal of the unit administrative board and approval of the Senate.

(3) The minimum achievement score must be 70 in the Faculty of Medicine and 60 in the Faculty of Dentistry. The criteria used to calculate this score are determined by the Senate. However, for compulsory common courses specified in Article 5, paragraph 1, subparagraph (1) of the Law, the minimum achievement score is 60. The graduation achievement level of students is determined by the grade point average of all years. Compulsory common courses specified in Article 5(1)(1) of the Law are not included in the graduation average.

---

## Assessment

### Article 29 –

(1) The final grade represents the equivalent, on the 4-point grading scale, of the raw achievement score calculated by weighting the scores obtained from in-term activities and final examinations according to predetermined percentages. Relative or absolute grading systems may be used in calculating students' final grades. The choice between the absolute and relative grading systems in each unit is determined upon the proposal of the unit board and approval of the Senate.

(2) The measurement and evaluation principles for relative and absolute grading systems, including the requirements and limits for participation in the relative grading system and the rules governing achievement levels, are determined by the Senate.

(3) (*Amended: OG-7/10/2019-30911*) In both grading systems, students who do not take the final/end-of-year examination or who score less than 50 out of 100 in that examination are considered unsuccessful; this threshold may be changed upon the recommendation of the relevant unit board and approval of the Senate. In units where no make-up examination is administered and where in-term assessment predominates, no minimum final exam score is required to be considered successful.

(4) The letter grades used to denote achievement and their corresponding coefficients/meanings are as follows:

a) For all academic units of the University except the Faculty of Medicine, the achievement grades are as follows:

#### Letter Grade Equivalencies for the 100-Point Grading Scale

Grade (100-Point Scale)	Letter Grade	4-Point Scale	Meaning
90–100	AA	4.00	Excellent
85–89	BA	3.50	Very Good
75–84	BB	3.00	Good
70–74	CB	2.50	Average
60–69	CC	2.00	Satisfactory
40–59	DC	1.50	Fail
20–39	DD	1.00	Fail
0–19	FF	0.00	Fail
—	FD	0.00	Fail due to absenteeism
—	FG	0.00	Fail – Did not take the exam
—	KM	—	Exemption due to recognized equivalence
—	G	—	Pass (for non-credit courses)

---

**b) (*Amended: OG-14/7/2019-30831*) Grade Equivalencies for the Faculty of Medicine for All Academic Years**

Grade (100-Point Scale)	Letter Grade	4-Point Scale	Meaning
90–100	AA	4.00	Excellent
85–89	BA	3.57	Very Good
80–84	BB	3.35	Good
75–79	CB	3.14	Average
70–74	CC	2.92	Satisfactory
40–69	DC	2.71	Fail
30–39	DD	1.42	Fail
0–29	FF	0.00	Fail
—	FD	0.00	Fail due to absenteeism
—	FG	0.00	Fail – Did not take the end-of-term/year exam
—	KM	—	Exemption due to recognized equivalence

#### Article 29 – continuation

**(5) (Amended: OG-14/7/2019-30831) Courses in which a student receives a grade of KM or G are not included in the calculation of the Grade Point Average (GPA).**

#### Graduation, Diploma, Diploma Supplement, Honors Certificate, and Certificate

#### Article 30 –

**(1) (Amended: OG-14/7/2019-30831)** Students who fulfill the requirements specified in Article 14 of the program in which they are enrolled and who have a GPA of at least **2.00** in units applying the course-based passing system; a GPA of at least **2.00** in the Faculty of Dentistry; and a GPA of at least **2.72** in the Faculty of Medicine, are entitled to receive a diploma.

**(2)** Students whose student status is terminated must return their student ID cards to the unit to which they are affiliated.

**(3)** Students who complete their associate or bachelor's degree program with a GPA of **3.50 or above** graduate with honors. This status is indicated on both the diploma and the diploma supplement.

**(4)** In double major programs, students are not awarded the diploma of the second major unless they have earned the right to graduate from their primary major. A student who earns the right to graduate from the primary major may receive the primary major diploma even if they do not successfully complete the double major program.

**(5)** Students who earn the right to graduate from joint programs receive either separate diplomas from both universities or a joint diploma.

(6) Students who have not earned the right to graduate from their primary major program are not issued a minor certificate. Certificates are issued by the units to which the programs are affiliated. The certificate also states the name of the student's primary major program. A student who earns the right to graduate from the primary major program may receive the diploma of that major even if they do not complete the minor program.

(7) A student who withdraws from a double major program is entitled to receive a minor certificate if they have fulfilled all requirements of the minor program.

(8) Students who complete a minor program are not entitled to the professional rights and authorities granted by a bachelor's or associate degree in the minor field.

(9) Students who do not complete or cannot complete a bachelor's degree program but who have successfully completed all courses of at least the first four semesters of the relevant program may be awarded an associate degree diploma upon request. Applications for associate degree diplomas are not subject to any time limit.

(10) A diploma supplement is issued together with the diploma. The diploma supplement specifies the characteristics of the education received, the student's academic performance, and other information related to the program.

(11) The graduation date is considered to be the first working day following the end of the examination period in which the graduation requirements were fulfilled.

## **\*\*SECTION SIX**

Excuse and Leave of Absence, Deregistration\*\*

### **Excuse and Leave of Absence**

#### **Article 31 –**

(1) In the event that students have significant, documentable excuses or if opportunities such as scholarships, internships, research, or similar activities outside the University arise that would contribute to their education, their registration may be suspended for up to two semesters at a time and for a maximum total of four semesters/two years during their entire period of study, upon the decision of the relevant administrative board. A student whose registration is suspended in this manner may not continue their studies or take examinations for the suspended semester/year. (*Additional sentence: OG-14/7/2019-30831*) At the end of the suspension period, the student resumes their studies from the beginning of the semester/year in which they left, and this period is not counted toward the duration of study.

(2) Leave granted due to a significant illness that prevents long-term study or for a justified and valid reason approved by the relevant administrative board, and documented accordingly, is added to the duration specified in Article 8. At the end of the leave period, the student resumes their studies from the beginning of the semester/year in which they left.

(3) Justified and valid excuses are as follows:

- a) Health-related excuses documented by a medical report obtained from healthcare institutions,
- b) Natural disasters, provided that they are documented by an official letter issued by the

highest local administrative authority,

c) In cases of death or severe illness of first-degree relatives, where there is no other person available to provide care, documented accordingly,

ç) Economic difficulties related to the student, documented by an official letter issued by the highest local administrative authority,

d) Situations of conviction that do not revoke student status or require expulsion, pursuant to the provisions of the Regulation on Student Discipline of Higher Education Institutions, published in the Official Gazette dated 18/8/2012 and numbered 28388,

e) The student being drafted into military service as a result of losing the right to deferment or cancellation of deferment,

f) The student's detention.

(4) *(Repealed: OG-14/7/2019-30831)*

(5) All applications related to excuses must be submitted to the relevant unit within the period of the excuse or no later than one week following the end of the excuse. Applications not submitted within this period shall not be processed.

---

## **Deregistration**

### **Article 32 –**

(1) Students who have been expelled from higher education institutions pursuant to the Regulation on Student Discipline of Higher Education Institutions and other applicable legislation, as well as those who voluntarily request deregistration, shall have their affiliation with the University terminated.

(2) Students who fail to pay tuition fees and contributions for four consecutive years and therefore do not renew their registration shall have their affiliation with the University terminated upon the recommendation of the relevant units and the approval of the Senate, subject to the consent of the Council of Higher Education (YÖK).

(3) *(Addition: OG-14/7/2019-30831)* Students falling within the scope of paragraphs 3 and 4 of Article 8 who fail to reduce the number of courses they have failed to one shall have their affiliation with the University terminated.

## **\*\*SECTION SEVEN**

### **Miscellaneous and Final Provisions\*\***

## **Notification and Address Reporting**

### **Article 33 –**

(1) All notifications to students shall be made by sending them to the postal address appearing in the official student records and/or to the e-mail address provided to the student by the University.

(2) The student is responsible for regularly checking the messages sent to the University-provided e-mail address and for promptly notifying their unit of any changes regarding contact information.

---

## **Foreign Language Preparatory Class**

### **Article 34 –**

(1) Students enrolled in associate and bachelor's degree programs that deliver instruction in a foreign language or include foreign language education shall take the proficiency examination administered by the School of Foreign Languages in accordance with the principles determined by the Senate. Based on the proficiency score set by the Senate, students are classified as successful or unsuccessful. Those who achieve the required score gain the right to enroll in their respective department/program. Students who score below the required threshold or do not take the examination must enroll in the two-semester foreign language preparatory class. The proficiency exam is repeated at the end of the first semester. Students who succeed at this stage gain the right to enroll in their program. Students who fail the proficiency exam held at the end of the fall semester and the end-of-year examination or those who do not attend these exams take the proficiency exam administered once more at the beginning of the academic year.

(2) Students enrolled in programs whose language of instruction is entirely Turkish may, if they wish, enroll in the foreign language preparatory class. Even if they fail the end-of-year examination in the optional preparatory class, they may continue their associate or bachelor's degree program. However, these students must attend the compulsory foreign language courses in their curriculum.

(3) Students enrolled in associate and bachelor's degree programs taught in a foreign language who fail the preparatory class may either continue into the second year of the preparatory program or improve their language proficiency independently and then take the proficiency exam administered at the end of the semester or at the beginning of the following academic year. Those who pass the exam may continue their degree program.

(4) Students who enroll in an associate or bachelor's degree program taught partially or entirely in a foreign language and who, despite attending the preparatory class, fail to successfully complete the preparatory program within two years shall have their affiliation with the program terminated.

(5) Students who meet the success criteria determined by the Senate in one of the national or international foreign language examinations recognized as equivalent by ÖSYM may be exempted from the preparatory class upon submission of their documents and the decision of the relevant administrative board.

---

## **Disciplinary Matters**

### **Article 35 –**

(1) Disciplinary procedures and actions regarding students during their study and internship periods are carried out in accordance with the provisions of the Regulation on Student Discipline of Higher Education Institutions. Students who receive a suspension penalty from the University may not participate in any educational, instructional, or social activities during the penalty period and are prohibited from entering University facilities



## **Provisions Not Included in the Regulation**

### **Article 36 –**

(1) In matters not addressed in this Regulation, the provisions of other relevant legislation as well as the decisions of the Senate and administrative boards of the units shall apply.

## **Regulation Repealed**

### **Article 37 –**

(1) The Ondokuz Mayıs University Education, Instruction and Examination Regulation published in the Official Gazette dated 19/8/2013 and numbered 28740 has been repealed.

## **Adjustment (Adaptation)**

### **Temporary Article 1 –**

(1) The limitations specified in paragraphs three, seven, eight, nine, and ten of Article 10 shall not apply to students who enrolled in University departments/programs in the 2012–2013 academic year or earlier. Provided they meet attendance requirements, these students may increase their semester ECTS credit load by up to 100%, prioritizing the courses from lower semesters in which they were previously unsuccessful.

## **Enforcement**

### **Article 38 –**

(1) This Regulation enters into force on the date of its publication.

## **Execution**

**Article 39 –**(1) The provisions of this Regulation shall be executed by the Rector of Ondokuz Mayıs University.

	<b>Official Gazette Publication Information</b>	
	<b>Date</b>	<b>Number</b>
	11/10/2017	30207
	<b>Official Gazettes Publishing Amendments to the Regulation</b>	
1.	17/07/2019	30831
2.	7/10/2019	30911
3.	1/12/2020	31321