

Directory

From Istanbul Aydin University:

Istanbul Aydin University Associate's and Bachelor's

Education and Exam Directory

First Section

Purpose, Scope, Basis and Definition

Purpose

Article 1- (1) The purpose of this directory; Faculties tied to Istanbul Aydin University, associate's and bachelor's degrees in higher education and career higher education schools and registration processes used in foreign language preparation programs, the applications of the principles and procedures in education, exams and assessments.

Scope

Article 2- (1) This directory; is associated with covering the acceptance, the assessment, the examination, accreditation, and the identification of students during the education-learning periods of foreign language preparation programs and the first and second learning, education from afar, associate's and bachelor's programs in Istanbul Aydin University.

Basis

Article 3 - (1) This directory; was prepared based on 14th, 43rd, 44th, and 49th articles of the 2547 numbered Higher education laws dated 4/11/1981.

Definition

Article 4 - (1) some words used in this directory;

a)AKTS: Work load based on the European Credit System

b) AYSIS: Aydin University Student Information System

c) President: Istanbul Aydin University's board of trustees director

c) CAE: Exam for Certificate in Advanced English

d) Head of Department: The head of Istanbul Aydin University's faculty/career higher education schools

- e) Double Major Program: A second major a student who is already enrolled in a major in the university taking an extra major
- f) Counselor: A faculty member appointed by the head of department and faculty/higher education board of directors to take care of student's educational or other problems.
- g) Dean: Istanbul Aydin University's faculty dean
- g) Diploma Supplement-DS: Aims to internationalize the diplomas and is a document given with the diploma to prove the competence and skills, and degree that is shown on the diploma.
- h) EOBS: Istanbul Aydin University Education Information System
- i) Faculty: Faculties tied to Istanbul Aydin University
- i) FCE: The exam for First Certificate in English
- j) General Secretary: Istanbul Aydin University's general secretary
- k) IELTS: International English Language Testing System
- l) Related Committee: The faculty committee in the faculties, the higher education committee in the career higher education programs
- m) Related board of directors: The faculty committee in the faculties, the higher education committee in the career higher education programs
- n) Career higher education schools: career higher education schools tied to Istanbul Aydin University
- o) Principal: the principal of Istanbul Aydin University's career higher education schools and higher education
- p) Student work-load: The whole time spent on educational activities like in class classes, laboratory work, clinical work, homework, applications, projects, seminars, presentations, exams, internships, in work educations, in place applications.
- r) Pre-qualified course: Decided by the faculty board; courses that a student got at least a DD in or a student has received the right to take the final exam of the lower half-year of the academic calendar
- s) Program president: the president of the career higher education program
- t) Electives: classes students take besides the required classes or take outside of their major
- u) Senate: Istanbul Aydin University's senate

- u) Internship: Outside of the educational activities, but something that is done before the start of classes to show continuity
- v) TOEFL: Test of English as a Foreign Language
- y) TYCY: Frame of Higher Education Qualification of Turkey
- z) University: Istanbul Aydin University
- aa) Minor Program: program that is taken by a student besides his/her major program in order to develop their skills and competence in other fields
- bb) Local course credits: A local credit, made up of theoretic hours in classes and laboratory hours, is an hour a week of theoretical classes, or two hours of laboratory classes, seminars, or clinical work in a semester
- cc) On-site applications: Students, due to the mandatory education shown in the program, besides the normal education and education periods, can benefit from the skills received within that semester and learned in their classrooms and apply them to real life work situations .
- cc) YODEK: Academic Evaluation and Development Commission in Higher Education
- dd) YOK: Board of Higher education
- ee) Board of Directors: Istanbul Aydin University's board of directors
- ff) College: Colleges tied to Istanbul Aydin University
- gg) Required Classes: refers to the classes that is mandatory to a section and classes that a student has to take

Section 2

Rudiments Related to Education

Education periods and total credits

Article 5 - (1) With the exception of a year of foreign language preparation class, the total number of credits is 120 AKTS tied to a student's work load in an associate's degree program (2 years of education) to graduate. For a bachelor's degree these total number of credits are 240 AKTS.

(2) - From the beginning of the classes in the related registered program, the maximum number of years to complete an associate's program, disregarding if the student has registered or not, is 4 years. This number for a bachelor's degree is 7 years.

(3) - Those who complete their education successfully in the maximum amount of years given will not be able to enjoy other rights like normal students except their right to attend class and exams, continue their student status and thesis preparation activities.

(4) - The one year of foreign language preparation courses are excluded from the maximum number of years in education. For those who aren't successful in the preparation course, the re-take prep course will account for those maximum years.

(5) - For students who have been suspended, their suspension is counted towards their maximum number of years.

(6) - Freezing of your registration will not count towards the maximum number of years

Academic Calendar

Article 6 - (1) The educational process is done on a semester basis. Every semester is made up of at least 4 weeks of (minimum of 70 work days). Each academic year is made up of two semesters, one fall and one spring. When needed, the senate adds a summer semester with the approval of the Board of Higher Education. The internships and the mid-terms and the preparations for the midterm aren't accounted for this time period.

(2) - Academic calendar; registration, the education period, exams and alike activities make up the academic calendar. The academic calendar is approved and announced by the senate the year before. The senate makes changes to the calendar when it is needed.

Tuition Fees

Article 7 - (1) - A fee that is decided on by the board of trustees is taken from the students every year. A fee also decided on by the board of trustees for the summer semester is taken from the students. Accommodations, food, transportation, and alike fees that can be presented by the universities are not included in the tuition fees and is also decided on by the board of trustees.

Language of education

Article 8 - (1) - The language of education is Turkish. Some classes and faculties that are proposed by the university and is approved by YOK can be taught in a foreign language.

Education

Article 9 - (1) The passing of a class in the university is done according to the passing of exams. The class programs, related departments and programs rules, faculty, higher education committee's suitable views are decided on by the Senate.

(2) University's education and class programs, with a student/learning centralized approach, the 5th TYYC for associate's programs, with the 6th Qualification Definitions for bachelor's programs related to TYYC Basic field qualification and credit ranges being bared in mind are readied by showing the student's knowledge, skill, and level of competence after the student has passed the related programs with success. The program's design, according to the program's aims and goals, with the program's gains, thesis and similar other learning activities and the contents and learning, teaching, measurement and assessing methods and approaches are all calculated according to the student's work-load and each semester being worth 30 AKTS credits.

(3) The classes within the class programs, besides theoretical classes covers clinical work, homework, workshops, applications, projects, seminars, presentations, exam preparation, exams, internships, on-site education, on-site applications, based on industry applications, in-class and out-of-class learning and application activities. Classes, mandatory, electives, can be pre-conditional or conditional. All students are required to take the compulsory classes of the program they are registered for and some electives shown in their program.

(4) The class credits within the class programs, are determined according to a maximum of 45 hours per week and 17 weeks of class in a semester, and the semester being 14 weeks plus 1 week off and plus 2 weeks of final exams is calculated towards a student's work-load, meaning 1 AKTS credit is equal to 25.5 hours of a student's work-load.

(5) Internships that are required for some associate's or bachelor's degrees outside of the normal education period is calculated as 1 AKTS credit and the internship, depending on the student's work-load, is between 25.5 and 29.5 hours of a student's work-load.

(6) All the classes and other educational activities within the class program are made accordingly to the format determined by EOBS. According to this, the name of the class or the activity, semester, credit, language, learning level, compulsory or elective, what method was used or who taught the class, if there is, the coordinator, if it is pre-conditional or conditional or if it is an educational activity, the category, aim and contents, learning methods, topics according to the division of time into weeks and the preparation by the student for the topics, the class' materials, the addition of the class or activity, exam and evaluation criteria and the addition of these to the student's success, all the time spent (work-load) by the student for education and exam activities and tied to this the work-load accepted by the university and the work-load mentioned in this directory and the relation to AKTS credits is openly mentioned.

(7) Some classes that are approved by the Senate and is in the class programs can be partially or wholly given from a correspondence school method.

Normal and Maximum student work-load

Article 10 - (1) A student's normal work-load is 30 AKTS credits and for irregular students is 42 AKTS credits per semester. Regular students; who are not mandated to take classes outside of their term is a student who has a GPA lower than 3.0. Irregular students; students who can take classes outside of the term they are currently in.

Successful Students

Article 11 - (1) Grade Point Averages; 3.00 or higher sophomores or upper classmen who have taken all their classes and have been successful and have passed their maximum student's work-load can take classes from next year's program with the approval of their counselors.

Repetition of Classes

Article 12 - (1) The whole year or the semester, if a student receives an FF, FD, NA, W, I, or E, are considered unsuccessful and without regarding their GPAs will repeat the classes they are unsuccessful in next year and later on, if there is, will take classes they haven't taken the year before and later on of course not going over their student's work-load condition, will have to also take the classes of the year they are currently in. Also students can, of course by not going over the student's work-load limit, may retake a class they received a DD or DC in.

(2) For classes that have been repeated, the final note they received will be considered without regarding the grade they received before.

Class exemptions, qualifications received before, and adaptation

Article 13 - (1) Students who have been in another higher education course and have received a passing grade from some classes, can be exempt from the same class in their new faculty by taking an exam prepared by the OSYM. These students, for the classes they want to be exempt from, with an official transcript and a request form showing their wish of exemption, should go to the directory of the faculty or department and apply no later than a week after the class has started with the contents of the class they took before, evaluation and measurement, work-load, AKTS credits and grade of success. The student's exemption is decided upon by the directory. Exemptions received in this way are processed with a unaccredited exemption (T). It will not be calculated in the GPA. Students in the English preparation program, have to apply for their exemptions before they start their first year.

(2) Students that have been placed by the OSYM into the university, can be regarded by their student record and credits in classes of related programs, and qualifications they received from official or unofficial associations besides higher education institutions. The students who can show their qualifications with a certified paper can be examined and upon their success in the examination can be exempt partially or wholly from a certain class. Students who have been

exempt in this way will receive an (M) for unaccredited exemption and this will not be accounted for in their GPA.

(3) Class exemption, accreditation of qualifications received before and adaptation processes will be decided by the senate.

Attendance, Absence, and Make-up exams

Article 14 - (1) The students are responsible for attending all of their classes and educational activities of their programs from the date of their registration.

(2) Students, from the date the class starts are responsible for attending at least 70% of their classes. The student's absences will be applied to AYSIS by the teacher. The student can follow his attendance through AYSIS. When their absences reach 30%, the student will automatically receive an NA and will not be allowed to take their final exam for that class.

(3) Students who represent Turkey or the university in a meeting, sport, art, and similar activities will not be marked absent with the approval of the rector.

(4) Whatever the reason, if a student is absent more than the limit for a class they must attend, they will receive an NA and will not be able to take their final exam for that class.

(5) A student who is repeating a class, and if they haven't been held back due to attendance, is not required to attend the class they are retaking. However the student has to do their required projects, labs, applications, mid-terms, finals and similar works.

(6) For students who couldn't attend a mid-term and has an acceptable excuse the directory will allow a make-up exam for that student. Students must hand in their excuse within 5 days following the exam written to the deanery or the principality. Exams that aren't a mid-term or a final will not be excusable.

(7) Students who were unsuccessful on their final and those who were allowed to retake a final, and students who didn't attend a final, for every class they were unsuccessful for they will be able to have a make-up exam. The grade received in the make-up will be posted as their final grade. There are no make-up exams for the summer semester.

Foreign Language

Article 15 - (1) The level of competence of a foreign language of a student when a student graduates from a program taught in a foreign language is shown in the gains of the program according to the foreign language level put on by the TYYC and that the student's foreign language level will not be below the level of foreign language TYYC has put forth. The university is responsible for meeting the needs of the student to reach the level of language put forth by the program. The student is responsible for reaching the level of language competence put forth by the program. Foreign language levels are evaluated every mid-year with an exam.

For students who have met the standards of national or international exams, a certificate is given to them to show that they have met the standards. Students who receive this certificate, along with finishing all their requirements for graduations will win the right to receive their diploma and be able to graduate.

On-site application

Article 16 - (1) The education programs which require on-site applications and their evaluations will be made according to the rudiments determined by the senate.

(2) For those educational programs which require internships, have to be done before classes start and they have to show continuity, the internships are done on-site for 2 weeks. Those on-site applications which are planned for after classes have started, must have been shown on the lesson plans by the faculty and related programs committee. On-site applications which have been done before classes started or may it be after the classes and even take up some of the day/days from the in-class lessons, are given as AKTS credits, work-load, aims, goals and also learning benefits.

(3) On-site applications are graded as (P) for passing and (F) for failing and are not calculated in the grade point average.

Quality Assurance

Article 17 – (1) All the educational activities that are applied in the university and all their documents are in accordance with the basic foundation principals determined by YÖK and YÖDEK and are determined suitable by the Senate for national and international use and to determine whether it is assured for quality and to deem whether it is always bettering the state of the institution.

SECTION THREE

Transfers

Undergraduate Transfer

Article 18 – (1) Undergraduate transfer students' acceptance and registrations that will be made from in-state, out-of-state, and in-institution to the university's graduate and undergraduate departments, are executed according to the Transfers between Higher education institutions, double major, minor, and Credit Transfer between higher education institutions that were broadcasted in the official newspaper number 27561 on 24/4/2010 and are all led by the legislation.

(2) The education period of the student who is undergraduate transferring, is calculated by considering the time the student spent at the higher education institution in which he/she arrived.

(3) The student who undergraduate transferred, is exempt from the classes he took at the university he/she attended beforehand by the decision of the board of directors and the grades he/she received in the university before are shown on the transcript and calculated into the GPA.

Graduate Transfer

Article 19 – (1) The adaptation applications of the student to his/her program is led according to the official newspaper numbered 24676 published on 19/2/2002, Career Higher Education and Correspondence School undergraduate's Degree programs graduates' continuation to undergraduate studies. This is for students who were placed in the university's graduate program by ÖSYM's Graduate Transfer Exam.

(2) These students are exempt from classes that they received during their undergraduate studies and are placed into the year that is seen fit. The classes that these students are exempt from receive the grade that they received before. The GPA of the transfer student's is calculated by adding these classes and the classes he/she is taking together.

(3) In programs that are taught in a foreign language and programs that have a mandatory foreign language preparation course; in order for the student to start his/her graduate studies; even if they took preparation courses before and they were successful in passing it, they must pass the university's Foreign Language Exemption Exam or take the foreign language preparation course and pass the exam. These students are subject to the

education directory during their foreign language preparation course and their undergraduate-graduate education.

(4) The GPA of the students who are studying in their graduate program is calculated on the classes they are taking during their graduate program.

Student Exchange and Partner Education Programs

Article 20 – (1) For students that are registered in the university, during their in-state or out-of-state student exchange programs, the classes that they already took in another higher education institution can be accounted for and the credits given to the student by the decision of the board of directors.

(2) - The registration of the students who were exchanged into a foreign country to study still continues to be valid during the time period the student spends studying abroad and is accounted for the education period.

(3) - Students, during the exchange process can instead of taking their department's class take an equivalent class and are responsible for the classes they take in their exchange school.

(4) - The class choosing process is done under the supervision of the student counselor and is finalized with the approval of the concerning board of directors. The grades received in these

classes will be translated into the form given in the 22nd article found in this directory and will be processed into the student's record and be calculated in his/her academic GPA.

(5) - If there are classes in which the student was unsuccessful in, the student will take instead of these classes, equivalent classes that will be suggested by the counselor and the head of department.

(6) - The exchange program's education is paid for by the university.

(7) - Farabi Exchange Program; Is an exchange program which higher education institutions signed for the exchange of students and teaching faculty members between higher education institutions (in-state), which was published in the official newspaper on 18/2/2009 number 27145.

(8) - Mevlana Exchange Program; Is a student exchange program that is made according to the Mevlana Exchange Program board of directors and was published in the official newspaper on 23/8/2011 number 28034.

(9) - Socrates-Erasmus Exchange Program; Is a student exchange program that is arranged accordingly to the Senate's rudiments.

(10) - Undergraduate and Graduate programs can be done as a partner program with foreign higher education institutions.

SECTION FOUR

Exam, Evaluation and Grade System

Exam and Evaluation

Article 21 - (1) - Final exams are done in the end of the term after quizzes, mid-terms, homework and project evaluations.

(2) - The mid-term's date and place is announced on AYSIS after the approval of the head of faculty and program president. Changes in the date or place of the mid-term are done with the approval of the dean/president. Exams' date besides the mid-term, homework, and project evaluation can be done by the concerning teaching staff.

(3) - Students must have a document showing their identification and other documents that may be asked before coming to the exam.

(4) - Final Exams; Are done on the date and the place that is determined by the dean and principal. A successful grade that is given to a student, is firstly determined by at least one mid-term, one homework, and 2 quizzes or a project or other alike works and these are calculated as 60% and the final exam is calculated as 40%. However online classes and distance education classes' final exam is calculated as 60% and the mid-term as 40%.

????????Yıl içi yapılan aktivitelere ve final sınavının başarı notuna etki oranları EÖBS'deki ders tanımlarında belirtilerek dönem başlamadan önce ilgili öğretim üyesince öğrencilere dönem başındaki ilk derslerinde açıklanır.????????

(5) - There is no mid-term or final for on-site application classes. Only documents are examined and a P or F is given according to the documents.

(6) - Classes that do not require a mid-term and/or a final exam (projects, design classes, finishing works, graduation projects and the like) are determined by the concerning head of faculty and program president and receive the approval of the senate. In this situation, the final grade (the final exam grade being considered) is decided on by a jury of three teaching staff members and the student is given a letter grade. As a result of the evaluation a student who is missing works or is in need of improvement (excluding failure to attend classes) is given a (1) as a grade. Students in this situation are taken care of in regard to Article 22, Paragraph 5, subparagraph a of this directory. A class and that class' applications and/or laboratories are evaluated separately.

(7) - Final exam grades must be published on AYSIS by the teachers no more than 5 days after the final exam and they have to hand in the grade lists to the head of faculty and the dean/principal. The dean/principal have to send the original copy of the final grade lists to the Department of Student Affairs no more than 15 days following the final exam.

Grades

Article 22 - (1) For every class the student took, a raw score that is given by the teacher is handed in to the senate and the grades are transformed into a letter score according to the senate's rudiments.

(2) AKTS and letter notes' scores are evaluated over 100 and are shown below:

Score	Coefficient	Letter Grade
90-100	4.0	AA
85-89	3.5	BA
80-84	3.0	BB
75-79	2.5	CB
70-74	2.0	CC
60-69	1.5	DC
50-59	1.0	DD

40-49	0.5	FD
39 and below	0.0	FF

(3) When the university's grades are transformed into AKTS, the table below is used.

Istanbul Aydin University Grade	AKTS Grade
AA	A
BA	B
BB	
CB	C
CC	
DC	D
DD	E
FD	FX
FF	F

(4) When AKTS grades are transformed into the university's notes the table below is used.

Istanbul Aydin University Grade	AKTS Grade
AA	A
BA	B
BB	
CB	C
CC	
DC	D
DD	E
FD	FX
FF	F

(5) Besides the letter grades,

a) I: Incomplete grade; Even though the student is successful in passing the class, students who were absent due to a sickness or other reasons but have completed all their assignments, the final exam will be made within 3 business days of the final exam decided on by the teacher. A student; after receiving an I as a grade, has to receive a grade within the 15 days given for the grade entry to AYSIS by completing all remaining assignments. Otherwise the I grade will become an FF for credit classes and an F for non-credit classes. However if the student's excuse is forcing them to elongate the time period, they may by applying to their teachers and by the approval of the directory the assignment may be elongated until one day before the next registration date. An I given in this way has to be turned into a letter grade at most one day before the next registration date. Otherwise the I will become an FF. This transformation is made automatically on AYSIS.

b) NA: Discontinuity grade; Given to the students who haven't attended class or haven't complied to rules of attendance. Students who have received an NA may not take the final exam. When this note is calculated, it is considered as an FF.

c) P: Passing grade; Successful students in a non-credit class receive this grade.

c) F: Failing grade; Unsuccessful students in a non-credit class receive this grade.

d) M: Exemption Grade; Given for classes the student has taken the exemption exam for and passed.

e) T: Transfer grade; Given to transfer students who have taken an equivalent class as the class this grade is given to. Is also a grade given to students who are double majoring and are taking classes of equivalence in both majors. As of the 2014-2015 academic year the grade T will not be used for any adaptation classes.

f) W: Withdrawal grade; Given to classes which the student withdrew from during the time given for withdrawals to the students. This grade is given when the students wishes to withdraw from the class with the approval of the teacher and withdraws within the first seven weeks of the start of the class. A student who has received an FD, FF, F or an NA in a class that they must repeat cannot withdraw from that class. This rule is applied regardless of whether a class is mandatory or an elective. Permission is not given to withdraw from one-third of the course load. Only 2 during the undergraduate, 6 in the graduate withdrawals can be made in a term only with the approval of the teacher and counselor.

g) E: No-Entry grade; Classes in which the evaluation process hasn't been done, and grades haven't been applied receive this grade. When the student registers for a class, they automatically receive an E until the teacher evaluates the class. The final grade is transformed by the teacher from an E to a letter grade and E's which haven't been evaluated automatically receive an FF.

(6) No student will receive a lower letter grade than what number grade they have received. A student who has received a CC or higher are automatically considered passing in that class. Students who have received a DC or a DD will be considered passing if the student's 3rd and fourth semester GPA is a minimum of 1.80, 5th and 6th semester minimum 1.85, and 7th and 8th semester a minimum of 1.90 (undergraduate). For associate's students minimum of 1.80 in the beginning of 3rd semester, and 1.90 in the beginning of the 4th semester. An FD, FF, NA, I, E, W will be failing regardless of the students' GPA and the student must retake these classes. If the student wishes to do so they may also retake DD or DC classes with the approval of their counselors.

(7) Students who are about to graduate, with the condition of not being left in a class for discontinuity;

a) Have been successful in every class but has an FF or FD from only one class; is given a chance to take a one class exam. But students who, even though take this exam and do not receive an AA, they will not be given a chance to this exam. Single class exam chances are given by the concerning directory on the date decided by the directory, one month before finals week. For the student to attend the single class exam, they must fill out a request form stating that they would like to attend the single class exam and apply to the deanery/principal. For the student to be considered successful, the student has to receive at least a DD or 50/100 on the exam. Students who aren't successful in passing the single class exam can apply with a request form to take the single class exam on every semester.

b) Has been successful in every class that he/she needed to take and has taken all their mandatory classes; however their GPA is lower than a 2.00 and they would like to raise their GPA; for undergraduate students, the last 2 semesters and graduate students last 4 semesters, a chance is given to them to raise their grade in one class only. But if the student, even if he/she gets an AA on the exam but still their GPA will not be higher than a 2.00, then these students will not be given the chance to do this application. These students have to do their written applications next year. For the student to attend the exam for increasing their GPA, the student must apply with a request form and state that they want to attend this exam. The exam is done within one month before finals week.

c) Students who are unsuccessful on the GPA increasing exam can attend the exams on every exam date by applying with a request form.

Objection to Exam Scores

Article 23 - (1) An objection can be made to an exam score five days following the publishing of the grade on AYSIS with the written form to the deanery or the principality in person. The exam grade that was objected to will be looked over by the teacher within three days of them knowing about the appeal. The investigation that the teacher led will be sent to the dean or principal in written form. The dean or principal will send the objection to the Department of Student Affairs.

Cumulative Grade Point Average

Article 24 - (1) The CGPA is a number calculated by the multiplication of AKTS credits with the coefficient numbers the student received in that semester from all their classes and then divided by the worth of AKTS credits received that semester. GPA is calculated from the point the student starts university and is calculated in the same way by considering all the classes. Whether it be semester or total GPA, all grades from AA to FF are all calculated. For repeated classes, the grade received on the second time is used.

(2) GPAs according to Local credits: A Cumulative Grade Point Average (CGPA) is calculated by multiplying the letter grade the student received from that class by the credit value of that class in the semester and then dividing the total by the total credit hours. With the result it is shown by a two digit number after the comma. The Grade Point Average is calculated by taking all the classes the student has taken since year one. and calculated in the same way. May it be cumulative or general, the GPA is taken into account from AA to FF. For the classes that have been repeated, the last taken class' grade is shown in the GPA.

Graduation diploma, and diploma supplement

Article 25 - (1) For the student to graduate they must have a GPA of at least 2.00 over 4.00. For the students who have been successful in all their classes and education, a diploma and a diploma supplement in English is given by the concerning legislation.

(2) If the program the student is studying in name's different than when he/she entered, then if the student wishes the name of the program when he/she entered can be written on the diploma instead. On the diplomas; The Republic of Turkey Identification Number, Date of Graduation, Diploma Number, and Graduation Term is written. On the diplomas; the signatures of the dean and rector (faculties), and the signatures of the principal and rector (higher education schools and career higher education schools) are found.

High Honors and Honors Students

Article 26 - (1) Students who have taken the minimum class-load that have a minimum average of 3.50-4.00 and no NA, I, FF, FD, E, W and F, are considered high honors students and students who have an average between 3.00-3.49 without the letter grades mentioned above are considered honors students and these students are given certificates stating that these students are either high honors or honors students. In the case of a transfer student becoming valedictorian along with a student who has attended all the semesters in the university, then the title of valedictorian will be given to the student who has attended all the semesters in the university.

(2) Students with GPAs between 3.00-3.49 get honors and students with GPAs between 3.50-4.00 receive high honors. Their status is stated on their diplomas and their diploma supplements.

Scholarships

Article 27 - (1) With the approval of the board of directors and with the suggestion of a concerning institution, a student can be granted a scholarship.

Discipline

Article 28 - (1) The university's discipline works and applications are led accordingly to the 18/8/2012 dated and 28388 numbered official newspaper titled Higher Education Student Discipline Directory.

SECTION FIVE

Student Registration and Rudiments related to Acceptance

Quota

Article 29 - (1) The number of students that will be accepted with a scholarship and without a scholarship are, every year, sent to the Ministry of Higher Education by the Board of Directors according to the suggestion of the Senate.

Student Acceptance

Article 30 - (1) Students who have taken the exam given by OSYM or a special skills exam and have been successful in passing the exam must show a document proving that they have passed and must show that they have graduated from a high school (career or technical) according to law number 2547 article 45. Students who have been placed by OSYM to a career higher education school in the university and foreign students who are eligible to enter may be accepted into the university.

Final Registration

Article 31 - (1) Students who have gained the right to a final registration in the university, may apply, in accordance with the rudiments proposed by the OSYM and Board of Directors, to the university within the time limit announced by the university. The address given during the registration process is the address which the notifications will be sent to. The university is not in any way responsible for any mistakes made by the student while writing their address. Any changes in the address of notification has to be declared to the Department of Student Affairs one month beforehand.

(2) Students who do not pay their tuition fees on time may not renew their registrations or make any registrations. Students in this situation cannot enjoy any of the students' rights. No final registration will be made if the student is missing a document or mail. However if a valid excuse is the word of issue, then the student's parent/guardian/representative may make the registration for the student instead. Students who are accepted through special skills exams who do not make their registration on the given day and time, will not be considered for registration and will lose their rights and their place will be given to the replacement candidates.

(3) Documents needed for final registration for Turkish and Foreign citizens will be announced by the Department of Student Affairs on the university's web site. Originals of the documents or university approved documents will be accepted only. Registration will be made according to the statements of the student on their army status and criminal record.

(4) Students must pay their tuition fees as stated on the academic calendar of their department or faculty to the related bureau and must chose their classes in accordance to their concerning directory. Foreign students also fill out a foreign student information form in addition to the actions stated above.

(5) As stated in the 36th article of this directory, a student who couldn't renew their registrations due to a valid excuse will be considered unsuccessful for that semester and the time they couldn't attend will be counted towards their educational period.

Class Registration and Registration Renewal

Article 32 - (1) Class Registrations; The student, after discussing it with their counselor, has to register for classes through AYSIS and receive a written approval from the counselor within the time period given in the beginning of every semester.

(2) Students who haven't registered for their semester classes cannot enjoy their student's right that semester. Students who haven't made their registrations within the time period given who have valid excuses may be given one chance to make a late registration. Students who paid their tuition fees but haven't handed in their renewal form are not considered to have made a registration renewal.

(3) The period in which the student hasn't renewed his/her registration is counted towards the maximum years of study. Students who couldn't graduate within the maximum years of study will be taken care of in accordance with Law number 254 Article 44 and 46.

(4) Students who registered for the first semester of their university who have taken an equal class of that semester before in another university have to let the department know one week before with their document of proof. They must let the department know by applying for an exemption with a request form. The directory, if they accept the student's exemption, will send the acceptance form in writing latest in the first week of classes.

(5) (5) Eşdeğer ve kredisi uygun görülen dersler için, ilgili birimlerin yönetim kurulları tarafından inceleme yapılarak muafiyet verilenler ile Üniversitenin Türkçe programlarına kayıt yaptıran öğrencilerden, Türkçe programlar için yapılan yabancı dil muafiyet sınavı sonucunda başarılı olanlar, muaf veya başarılı oldukları toplam kredi kadar üst yarıyıldan derslere yazılabilirler.

Academic Counseling

Article 33 - (1) Every student who registers for the university is assigned a counselor by their head of department.

(2) Academic Counselor; Observes the student, shows the student what they should do and helps the student throughout the student's educational period. Head of Department or Head of Program; can ask for a report of a student's success and activities from the counselor. The counselor's working rudiments are determined by the senate.

Special Students

Article 34 - (1) Special Students; are students who are registered abroad or in an in-state university and are allowed to take certain classes. Special students aren't considered university students and cannot enjoy student rights.

(2) Special students' application for any semester will be looked at by the directory and then decided upon.

(3) No diploma or title is given to special students. However a certificate showing their registered classes and grades will be given. Special students are mandated to pay a tuition fee determined by the board of trustees.

(4) For special students who have applied for a foreign language course to better their foreign language and have at least graduated from a high school, will be given a certificate stating their success in the course. The special students are considered exempt from the university's placement exam if the special student has received the minimum passing grade on the exam.

(5) Special students who take classes in the university, those who are eligible to register through the centralized exam made by OSYM or special skills exams and who register through this method, can be considered exempt from some university classes which they took as a special student.

Identification Cards

Article 35 - (1) According to this directory, students who have paid their tuition fees and have made their final registrations will be given an identification card that is valid for a year with their picture on it from the Department of Student Affairs to show that they are university students.

(2) Students who lose their student's rights by filling up their maximum years of study are given a different student card that will only be valid inside the university.

SECTION SIX

Registration Suspension, Erase of Registration, and Related Severance

Registration Suspension

Article 36 - (1) Student's registration, with the condition that the student continues to pay the tuition, for valid reasons can be frozen or suspended by the decision of the board of directors 1 semester for (undergraduate) and 2 semesters (for graduate) for a maximum of 4 semesters. Fees relating to education while being suspended will be transferred to the next tuition fee payment. This period is not counted towards the maximum years of study.

(2) Army Duty, Sickness, Natural Disasters and other unknown reasons can be valid for a suspension of registration.

(3) Students who have frozen their registration cannot attend activities and cannot take the mid-term and final of that semester. The student must let the university know of the suspension before the start of the semester and before the registration period is finished. Only army duty, natural disaster and similar situations can be reasons for which the student can apply for suspension after the registration period is over. Applications that will be made in this way can only be accepted if the student brings in a health report from a health institution and the report must state that the student will be freezing his/her registration due to army duty, disasters and similar situations.

Erasing of Registration, Related Severance

Article 37 - (1) The student's ties with the university is cut if the following issues are in question:

a) If the student has been expelled due to a decision of the Higher Education Institution for discipline issues.

b) If the student has a different registry in another university in a similar program (excluding studying away)

c) If the final registration hasn't been done according to procedure and it has been observed that the student hasn't really gained the right to a final registration or the student has applied with a false statement.

(2) For students who wish to have their registrations be invalid with their own desire, they must apply to the Department of Student Affairs with a request form and the student must complete their severance document.

(3) For students who have gotten their registrations erased, they are given their original high school diploma and a document showing their status. The diploma's certified sample and other recorded documents are not returned to the student.

(4) Students who have transferred from the university will get their document's contents, the transfer school's writing after the severance process is completed or these documents can be sent

with the list of contents to the university the university is transferring to. The copies of the documents are kept in the student's file.

Undergraduate diploma being given to graduate students

Article 38 - (1) Besides those who fail to follow the rules and go against the government's figure with their crimes, according to law number 2547 Higher education Laws;

a) A student who is successful in minimum first 4 semesters of a graduate program will be given an undergraduate diploma. Undergraduate diploma applications are not limited to a certain time.

b) A student who has been at least 60% successful in the first 4 semesters of his/her graduate studies and has completed his/her graduate program or hasn't completed his/her graduate program can apply to higher education institutions' similar programs or suitable programs.

(2) Students who have been sent for adaptation to the career higher education school and take the classes given and be successful in them are considered graduates of the career higher education school. The education program choice, degree of success, their adaptations, and the classes the students will take are all determined by the board of directors.

SECTION SEVEN

Rudiments of Summer School

Summer School

Article 39 - (1) The aims of the summer school; To use the university's education chances during the summer, to help the students who failed a class or couldn't take during their semester or let students who got DDs or DCs retake those classes to raise their scores, to rid the departments of the huge load of student build-up during the school session and to increase the quality of education, let students who have 3.00 and higher GPA to take classes that they will be taking in the future so they can graduate faster and to help the students who were unsuccessful in their English preparation school pass.

(2) Summer School; Is led outside of the regular two semester school year during the summer. Summer school is completely voluntary and isn't free for anyone including students with scholarships. The fee that is paid for every credit is determined by the board of trustees.

(3) The beginning date of summer school is shown on the academic calendar after the final exams of the spring term.

(4) Summer school is seven weeks. This period does not cover the exam periods.

(5) Classes in summer are the same amount of hours as the class is in the regular period of study.

- (6) The classes that will be open during the summer is decided on by the head of program/department. These classes are suggested by the faculty/department and career higher education schools and are decided on by the senate and is sent to the Department of Student Affairs to be announced to the students.
- (7) The student who will be applying for summer classes must apply before the start of summer classes and has to apply between the time period the university announces.
- (8) A student may take a maximum of three classes in the summer with the condition of the number of credits not exceeding 21 AKTS. There is no adding/dropping or withdrawing from class in the summer session.
- (9) All the classes that are mandatory for undergraduate and graduate students must be opened during the summer session. These classes aren't postponed till the summer session.
- (10) The minimum number of students for the summer class to be opened is determined by the university. After final registrations, the total number of students is observed and if the concerning committees determine if the class will be opening or not. With enough registered students, a foreign language preparation course can also be opened during the summer session.
- (11) If a summer class isn't opening in the university, then the student can study a similar class in a different university and the grade they will receive will be recorded onto the student's transcript.
- (12) Students can take classes in a university that is seen equivalent to the student's current university by the Board of Higher Education and other boards of higher education.
- (13) Success in a class is graded the same way the classes are graded in the regular school session.
- (14) During the summer session each class has one mid-term, one homework, and two quizzes or projects or other similar works. The final exam is calculated as 40% and the other works as 60%. For classes which a final exam or a mid-term isn't possible, then those classes will be graded according to article 21 paragraph 6 of this directory.
- (15) All the grades received in the summer session will show up on the transcript. Grades received before will not be considered for the GPA; the grade and GPA received in the summer session will be calculated.

SECTION EIGHT

Double Major and Minor Programs

Aim

Article 40 - (1) The aim of the double major and minor programs is to enable the undergraduate students who fit the criteria and are successful and want a second diploma or want to study a field that they are interested in can carry this out and learn more.

(2) The double major program is for students who are successful in their own undergraduate program and want to study in another field and have at least 60 AKTS credits.

(3) The minor program is for students who are successful in their own undergraduate program and want to study in another field and have at least 30 AKTS credits.

(4) The opening of the double major and minor programs are determined by the concerning committee and is finalized with the decision of the Senate and is run with the partnerships of the concerning departments. For the student to be eligible to apply to the double major program, it is first looked to see if both departments' classes' total AKTS credits. With this aim, if the student applied for the program in the beginning of the third semester, the total credits of both departments' classes' must be at least 84 AKTS, and if the application was made at the beginning of the fifth semester then the total amount of credits of both departments' classes' must be at least 108 AKTS. If the total AKTS of these classes are below the minimum, then the student is not accepted to the double major program. In other words the classes' total AKTS must be a maximum of 156 AKTS and 132 AKTS. Departments that do not follow this rule cannot be taken as a double major department. According to this, the amount of AKTS and which classes will make it up will be decided by the head of department of which the student is applying to and is announced in the beginning of the year.

(5) Concerning faculty or higher education school tells the Senate about the quota of the double major and minor programs (with the condition of it being less than 20% of the student quota) and this quota is then announced by the Senate at the beginning of every academic year. The student can apply to the announced double major or minor program with the condition that the student's is at least in his/her third semester and at most fifth semester for the double major program. For the minor program the student should at least be in his/her third semester and at most in his/her sixth semester to be eligible for application. The application is made to the Department of Student Affairs with a request form and the student's transcript on the given date. For the student to be eligible for application for the double major or minor program, the student must have been successful in passing all their classes before application and their GPA must be at least 3.00 when they are applying and must be in the top 20% of his year. If the student's GPA is above 3.00 but he/she isn't in the top 20% and his/her basis points are equal or larger than the department he/she is applying to, then the student can apply for the double major program. For the minor program the student's GPA must be at least 2.50 and the concerning departments must see the student fit for the application.

(6) The student must lead his/her own major while also separately doing their second major or minor programs. The student's own major graduation isn't affected by the second major or minor program.

(7) A separate transcript is made for the second major or minor. Both education programs' counted classes are determined by the concerning departments and the choice of accepting the student belongs to the concerning board of directors. These classes are shown on both transcripts with the grades the student received and is also used in determining the second major average. The student has to complete any classes that isn't the same as their first major in their second major. If the amount of AKTS of these classes are less than 60, the counselor must give electives to the student so that the total reaches 60 AKTS.

(8) A student cannot sign up for more than one double major or minor while also studying their own major.

(9) The amount of AKTS a student will be receiving from their second major or minor cannot go above 42 AKTS in a semester.

Academic Success and Graduation from a Double Major and Minor

Article 41 - (1) The student may drop out of a double major or minor if they wish to do so.

(2) A student who has completed their own major and has completed all the classes of the second major and have a GPA of at least 2.00 will receive their second major diploma. A student who has completed their own major and has completed all the classes of the minor program and have a GPA of at least 2.00 will receive their minor program certificate showing all the classes they took.

(3) A student who has completed their own major and received the right to their diploma will receive their second major diploma only when they complete all the classes of the second major. For students who are successful in a minor program will receive a certificate with the Rector's signature and the name of the concerning program on it. The diploma which student's who complete the second major program receive will have the name of the double major program on it. Same thing goes for the minor program.

(4) If students of a double major or minor program have completed their own major; and if they cannot complete their second major or minor program, the condition of them paying a fee for registration will be applied however they will be given extra time to do so.

(5) If the student has completed a second major or a minor program before their graduation from their own major, they will not be receiving their diploma or certificate until their graduation.

(6) Students who drop their second major or minor will be given a transcript showing their successes in the classes they took in their dropped second major or minor program.

SECTION NINE

Foreign Language Preparation Program

The criteria and aim of the education given in the foreign language preparation programs

Article 42 - (1) The aim of the education given in the foreign language program; to give the student education so that the student may speak a the foreign language needed in social environments, be able to translate the foreign language to Turkish and Turkish to the foreign language, attend seminars and watch and learn from anything that is given in that foreign language and be able to follow the foreign languages that will be used in their associate's and undergraduate studies.

(2) The foreign language preparation program consists of two semesters. This period isn't calculated into the student's associate's and undergraduate programs education time periods. The students have to take the YSTS (Foreign Language Level Test) before the beginning of every academic year. Students who receive a 70 or higher on this exam have to take the YDYS (Foreign Language Efficiency Exam). The passing grade in the YDYS is at least 70. Students who are successful in the YDYS and conditional students are exempt from the foreign language preparation program. Students who didn't attend this exam or failed the exam have to take the preparation program for two semesters. For the student to be exempt from these exams they must have an examination from accepted institutions with the passing grade which is determined by the Senate and with the condition that their scores in these exams haven't expired. Passing grades from the concerning examination that will be accepted are shown in the table below.

a) For the English Preparation Program;

Exam Type	Minimum Passing Score
TOEFL-IBT (Internet Based)	79
TOEFL-CBT (Computer Based)	200
TOEFL-PBT (Paper Based)	500
TOEIC	950
FCE	C
CAE	C
KPDS	80
UDS	80

b) For the Applicative Spanish and Translation Preparation Course;

Exam Type	Minimum Passing Score
YDS Spanish	70
DELE	B1

c) For the Applicative Russian and Translation and Arabic Language Education Prep. Program;

Exam Type	Minimum Passing Score
YDS Russian and Arabic	70

(3) Students who have any of the documents relating to the exam types listed above have to apply to the Foreign Language Higher Education School Principality three days before the YDYS with their request form and their documents of they would like to be exempt from the YDYS. Students who will be considered fit by the Foreign Language Higher Education School will be exempt.

(4) Students who fail the YDYS and their documents aren't accepted and who have to take the preparation course will be placed in a level by their score in the YSTS. The Presidency of the Foreign Language Program may change a student's level if they see fit within the first two weeks of the courses.

(5) Students who have been successful in a different foreign language course in a different higher education institution within Turkey last academic year and who can prove their success with documents will be exempt from the concerned foreign language course. However if the document was taken before one year ago, then the student has to take the YDYS,

Rating of success in the foreign language preparation program

Article 43 - (1) The rudiments related to the ratings of success in a foreign language preparation program are as follows:

a) The Status of Success of the English Prep Course Students: their attendance, project works, quizzes, SLICE (document which contains all their portfolio works), ELAT (mid-terms and finals that are made within the end of every level), TOEFL-IBT score at the end of the year, are the factors which all add up to the status of the student's success. 80% attendance is mandatory in order to enter the final exam. More than 4 mid-cycle exams are made in an academic year to keep track of the students.

b) The passing grade of the student is weighed over a total of 100 points and are calculated for as follows: Period-1 Level success is averaged as 10%, Period-2 Level as 20%, Period-3 Level as 30% and Period-4 as 40% and in the end the student receives their final grade over these criteria. The passing grade is considered 70%. The final exam (TOEFL-IBT) is weighed as 30% over 100% of the total score.

c) The status of success of the Spanish, Russian and Arabic Prep Course students: their attendance, project works, quizzes, SLICE (document which contains all their portfolio works), ELAT (mid-terms and finals that are made within the end of every level), TOEFL-IBT score at the end of the year, are the factors which all add up to the status of the student's success. 80% attendance is mandatory in order to enter the final exam. More than 4 mid-cycle exams are made in an academic year to keep track of the students.

(2) For a student who is studying in the English Prep Program, their GPA must be 70/100 at the end of the academic year. This condition doesn't apply to students who receive 79 or higher on their TOEFL-IBT exam at the end of the year.

a) For a student who is studying in the Applicative Spanish Translation, Applicative Russian Translation and Arabic Prep Program, their GPA must be 70/100 at the end of the academic year.

(3) Students who have received 60 or higher in their English Prep Program gain the right to attend the first year of the program they were educated for. However the students who have gotten between 60 and 69 are mandated to take the extra English supplement class that is given to them. These classes are done outside of the days and hours of the education program of the student. Students in this situation have to take an end of term exam for their supplement classes and have to get 70 or higher. Students who still aren't successful have to take these supplement classes until they pass.

(4) When the general results are announced, the successful students are put into three categories of A, B and C. Each category's numeral value is determined before the beginning of the academic year. It is then announced who was unsuccessful or was successful in passing the course.

(5) Students who weren't successful can attend the foreign language summer school. Students who are successful in the general assessment after the summer session can take the YDYS and if they pass can register for their departments/faculties.

(6) Students can file an objection within the first five business days if they think that their final exam wasn't marked correctly.

Failure in the Foreign Language Prep Course

Article 44 - (1) For students who are registered for an associate's or undergraduate which teaches in a foreign language that are unsuccessful in their two semesters of preparation school can, if they wish, retake the two semesters of foreign language preparation. If they are unsuccessful they will be placed into the same program that is taught in Turkish by OSYM according to the official newspaper copy 27074 dated 4/12/2008 titled Foreign Language Education in Higher Education Institutions and Rudiments that will be Obeyed in an Education in a Foreign Language's directory article 7.

SECTION TEN

Various Final Provisions

Cases with No Provisions

Article 45 - (1) Cases which have no provisions in this directory are taken care of with the decisions of the Board of Trustees, Senate, and the Concerned Board of Directors.

Repealed Regulations

Article 46 - (1) Istanbul Aydin University Associate's and Undergraduate Education and Examination Directory (Dated 15/5/2012 and published in the official newspaper numbered 28293) has been repealed.

Adaptation

TEMPORARY ARTICLE 1 - (1) Students who had 2011-2012 academic year as their first year will have their grades averaged over AKTS without regarding the time period they registered to the university. Students that were students before the 2011-2012 academic year will have their averages calculated over local credits until the time they graduate.

(2) Students who have their averages calculated over local credits cannot go over 12 credits during the summer session, a maximum of 3 classes. They cannot add/drop classes in the summer session.

(3) Students who have their averages calculated over local credits cannot take over 36 credits in a semester in their second major or minor. However students who are about to graduate can take at most 42 AKTS.

(4) The grade of T for transfer classes for the 2013-2014 academic year and before will stay as it is without being added to the average,

Effect

Article 47 - (1) This Directory will be in effect on its date.

Operation

Article 48 - (1) This Directory's provisions are run by the Rector of Istanbul Aydin University.