

REGULATION ON THE IMPLEMENTATION, EDUCATION–INSTRUCTION AND EXAMINATION OF ISTANBUL AYDIN UNIVERSITY DISTANCE EDUCATION PROGRAMS

CHAPTER ONE

Purpose, Scope, Legal Basis and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this Regulation is to set out the principles regarding implementation, education–instruction, examinations and evaluation for associate degree, undergraduate and master's programs conducted by distance education within Istanbul Aydın University.

Scope

ARTICLE 2 – (1) This Regulation covers the provisions relating to the education of students enrolled in programs conducted through distance education within Istanbul Aydın University; the issuance of diplomas for these students; and the preparation and implementation of distance education programs.

Legal Basis

ARTICLE 3 – (1) This Regulation has been prepared on the basis of Articles 7 and 14 of Law No. 2547 dated 4/11/1981 and Additional Article 73 of the Law on the Organization of Higher Education Institutions No. 2809 dated 28/3/1983.

Definitions

ARTICLE 4 – (1) For the purposes of this Regulation, the following terms shall mean:

- a) Chairperson:** the Chairperson of the Board of Trustees of Istanbul Aydın University,
- b) Department:** the departments within the faculties of Istanbul Aydın University,
- c) Head of Department/Major Field/Program:** for distance education at undergraduate level, the head of department; at master's level, the head of major field; and at associate degree level, the program coordinator,
- ç) Advisor:** the academic staff member designated by the head of department or major field and appointed by the faculty/school administrative board to deal with students' educational and other problems,
- d) Dean:** the Dean of the Faculty,

e) Course credit: the unit of measurement whereby one credit represents one hour per week of theoretical lecture and/or seminar within a semester, or two hours per week of laboratory, workshop, clinic work, practice and similar activities and other work,

f) Institute: the Institute of Science / Institute of Social Sciences of Istanbul Aydın University,

g) Faculty: the faculties of Istanbul Aydın University,

ğ) Secretary General: the Secretary General of Istanbul Aydın University,

h) Relevant Board: the faculty board in faculties, the institute board in institutes, and the school board in schools,

ı) Relevant Administrative Board: the faculty administrative board in faculties, the institute administrative board in institutes, and the school administrative board in schools,

i) Center: the Istanbul Aydın University Distance Education Application and Research Center,

j) Director: the directors of Istanbul Aydın University institutes, schools and vocational schools,

k) Board of Trustees: the Board of Trustees of Istanbul Aydın University,

l) Head of Student Affairs Department: the Head of the Student Affairs Department of Istanbul Aydın University,

m) Prerequisite course: a course that requires successful completion of one or more courses in lower semesters as a condition for enrollment,

n) Program: the existing programs within Anadolu Bil Vocational School,

o) Rector: the Rector of Istanbul Aydın University,

ö) Elective course: a course that a student takes, in line with their preference, from within or outside the field, other than compulsory courses; the student may choose from courses opened under the title of elective in their registered program, as well as among elective or compulsory courses of other programs in the same year,

p) Senate: the Senate of Istanbul Aydın University,

r) Distance Education Board: the board related to distance education at Istanbul Aydın University,

s) University: Istanbul Aydın University,

ş) University Administrative Board: the University Administrative Board of Istanbul Aydın University,

t) School: the School of Istanbul Aydın University,

u) Compulsory course: a course prescribed in a program and required to be taken by the student.

CHAPTER TWO

Principles Regarding Education and Instruction

Distance Education Board

ARTICLE 5 – (1) A Distance Education Board shall be established to be authorized in matters of distance education applications at the University. This Board is affiliated with the Rector and consists of the Center Director and the heads of associate degree programs, undergraduate departments and master's major fields where distance education is implemented. The chair of the Distance Education Board is the Center Director. The duties of the Board are as follows:

- a) To propose the opening of new distance education programs,
- b) To take decisions regarding distance education applications and submit them for the approval of the Rectorate,
- c) To supervise the implementation of existing distance education programs,
- ç) To resolve problems arising in distance education applications,
- d) To make recommendations to the directorate or dean's office to which the relevant department or program is affiliated, in order to decide on matters such as horizontal transfer, vertical transfer, special student status, leave of absence (freezing registration) and similar issues,
- e) To decide on objections submitted by students,
- f) To make new arrangements in line with the evaluation questionnaire applied to students at the end of the semester,
- g) To propose to the Rectorate, for decision, which tasks in distance education will be carried out using the University's own resources and which will be outsourced to external organizations,
- ğ) To determine the principles regarding the purchase and sale of services on a course and unit basis in distance education applications and submit them for the approval of the Rectorate,
- h) To make recommendations to the Rectorate in order to decide on matters such as registration centers, examination centers, on-site practice and similar issues.

(2) The Distance Education Board meets at least twice each term—at the beginning and at the end of each semester. If needed, the Chair of the Distance Education Board may call the Board for an extraordinary meeting.

Education–instruction, crediting and teaching load

ARTICLE 6 – (1) Programs to be delivered through distance education must be compatible, in terms of course titles, curriculum, content and credits, with the programs currently implemented as face-to-face programs or institute programs. The credit load of courses to be offered by distance education consists of the total of two components: asynchronous (theoretical) and synchronous. The asynchronous component consists of an approximately one-hour segment that the student can repeat as many times as desired on the computer. The synchronous component consists of a live video connection, within a pre-announced schedule, covering 1–2 hours of question–answer, revision and similar activities. A semester consists of fourteen weeks of regular synchronous and asynchronous education–instruction, excluding the midterm and final examination periods. For academic staff assigned in the synchronous component, the live broadcast delivered for approximately each one hundred students is considered the credit load of that course. Therefore, more than one instructor may be assigned for a single course in distance education.

Duration of study

ARTICLE 7 – (1) The duration of undergraduate education in faculties affiliated with the University is four years. The time spent in the English preparatory program is not included in this period. Undergraduate students must complete their education, excluding the preparatory class, within a maximum of seven academic years unless they have a valid reason specified in this Regulation. The duration of education in vocational schools is two years. The time spent in the English preparatory program is not included in this period. Vocational school students must complete their education, excluding the preparatory class, within a maximum of four academic years unless they have a valid reason specified in this Regulation. In master's programs, the duration of study is four semesters. Students who successfully complete the courses they are obliged to take, the seminar course, and the thesis/term project may graduate in a shorter time.

(2) For associate degree and undergraduate students who cannot graduate within this period, the provisions of Article 44 of Law No. 2547 shall apply. For master's students who cannot graduate within the specified period, the provisions of relevant legislation shall apply.

Academic calendar

ARTICLE 8 – (1) An academic year consists of two semesters, fall and spring, and each semester consists of at least fourteen weeks.

(2) The academic calendar covers registration–admission, education–instruction and examinations, and is determined by the University Senate. When necessary, in addition to semesters, the Senate may conduct summer education with the approval of the Council of Higher Education.

Tuition fee

ARTICLE 9 – (1) Students shall pay a tuition fee in an amount determined by the Board of Trustees for each academic year. In addition, students participating in summer education shall pay a tuition fee in an amount determined by the Board of Trustees for each summer term. The cost of additional services that may be offered by the University, such as dormitory, meals, transportation and similar services, is not included in the tuition fee and is separately determined by the Board of Trustees.

Language of instruction

ARTICLE 10 – (1) The language of instruction in associate degree, undergraduate and master's programs conducted by distance education at the University is Turkish. In some departments/programs and major fields, education–instruction may be carried out in English with the approval of the Council of Higher Education.

Course curricula

ARTICLE 11 – (1) In associate degree, undergraduate and master's programs conducted by distance education at the University, success and assessment are based on passing the course. The courses to be taught during the period of study and their distribution across semesters are determined by the decision of the Senate upon the recommendation of the Distance Education Board.

Compulsory, elective and prerequisite courses

ARTICLE 12 – (1) Courses are organized and taught under three groups: compulsory, elective and prerequisite.
(2) Every student is obliged to take the compulsory courses in the program/department/major field in which they are enrolled.
(3) Elective courses enter into force with the approval of the University Senate upon the recommendation of the relevant program/department/major field chairmanship, taking into account the student's preference, and the recommendation of the Distance Education Board. Courses taken in excess within the scope of electives may be removed from the grade transcript within the add-drop or withdrawal periods upon the student's request, the favorable opinion of the relevant chairmanship and the decision of the Distance Education Board.

Internships

ARTICLE 13 – (1) The principles regarding internships to be completed by students and their assessment are determined by the decision of the Senate upon the recommendation of the Distance Education Board.

Project work

ARTICLE 14 – (1) Whether students are required to complete a project in order to graduate, and if required, the principles regarding receiving, conducting and evaluating the project according to

the characteristics of the program, are determined by the decision of the Senate upon the recommendation of the Distance Education Board.

Type of education–instruction

ARTICLE 15 – (1) Education–instruction in the University’s distance education programs is generally web-based and conducted over the internet. In addition, education–instruction is supported with video-teleconference systems, if necessary educational CD-ROMs, a digital library, reference books and other distance education tools. In the University’s distance education programs, education–instruction plans, offered courses and assigned instructors are supervised by the relevant program coordinators or major field chairs. Each course within the scope of distance education has a responsible instructor. This instructor is preferably selected among those who took part in the preparation of the distance education content of the course, and is assigned a teaching load equal to the course credit.

CHAPTER THREE

Principles Regarding Student Registration and Admission

Quotas

ARTICLE 16 – (1) The number of scholarship and non-scholarship students to be admitted to the University’s distance education programs is determined each year with the approval of the Council of Higher Education upon the recommendation of the Senate.

Student admission

ARTICLE 17 – (1) In order to apply to undergraduate and associate degree programs, Turkish citizens who have graduated from high schools and equivalent schools in Türkiye must have obtained the ÖSS score specified and announced each year in the ÖSS guides. For Turkish citizens who completed high school abroad, they must have an equivalency certificate obtained from the Ministry of National Education indicating that the diploma is equivalent to a high school diploma in Türkiye.
(2) Students wishing to apply to a master's program must hold at least a four-year bachelor's degree and meet the other requirements specified in the relevant legislation. For Turkish citizens who obtained their four-year bachelor's degree from foreign universities abroad—except state universities established through international agreements—the equivalency of their diplomas must have been approved by the Council of Higher Education.

Final registration to distance education associate degree, undergraduate and master's programs

ARTICLE 18 – (1) Education in the University’s distance education programs is fee-paying. Each year, which program requires how much tuition (on a credit and/or semester or annual basis), the cities in which registration can be made and the registration addresses are determined by the Board of Trustees. A candidate who gains the right to become a student in one of the

University's distance education associate degree programs applies, in person or via proxy within the period determined by ÖSYM, to the University Student Affairs Department or to registration centers in other provinces previously announced by the University, for final registration with the documents listed below.

(2) Students who do not register within the registration period announced by the Council of Higher Education and the University lose their right of registration.

(3) The registrations of students whose documents are incomplete, altered or forged are cancelled, and all rights obtained based on such documents are deemed invalid.

(4) The following documents are required from Turkish and foreign students who gain the right to final registration to the University's distance education associate degree and undergraduate programs:

a) From Turkish citizens:

1) Original ÖSYM Exam Result Document or computer printout,

2) Original high school diploma, or if not yet issued, the original graduation certificate or a copy approved by the University; for those who completed high school abroad, additionally the original or approved copy of the Ministry of National Education equivalency certificate,

3) Declaration of Turkish ID Number,

4) Written declaration (for male candidates) that there is no military service impediment,

5) 6 color passport photographs (4.5×6 cm),

6) Receipt showing payment of the student contribution share/tuition determined by the Board of Trustees.

b) From foreign nationals:

1) Original Foreign Student Exam (YÖS) result document or equivalent exam result document, or computer printout,

2) Student visa and passport, and notarized copies of their translations,

3) Receipt showing payment of tuition,

4) Original or approved copy of residence certificate obtained from the provincial police directorate,

5) 6 color passport photographs (4.5×6 cm).

(5) Students must complete course registration by submitting the tuition receipt to the relevant office within the period specified in the academic calendar of the faculty or school where they are registered, and by complying with the procedure determined by the relevant administrative board.

When renewing registration, foreign students additionally fill in the Foreign Student Information Form and submit approved residence permits.

(6) A student who fails to renew registration on time without an excuse accepted by the relevant administrative board as specified in Article 35 of this Regulation shall be deemed to have failed that semester/year.

(7) Students who gain the right to final registration to the University's distance education graduate programs must meet the conditions below and submit the specified documents.

(8) The lists of principal and substitute candidates who gain the right to register for graduate programs become final with the decision of the institute administrative board. The results are announced by the institute directorate. Registrations are carried out on the days specified in the academic calendar. Successful candidates complete final registration within the period. Candidates who do not complete final registration within the period lose their rights. In their

place, successful substitute candidates may be admitted based on the general success ranking. (9) Turkish and foreign candidates who gain the right to graduate student status complete final registration by submitting the documents below, and other documents when required by the institute, on the dates announced by the institute. The registration procedures of persons who use forged or altered documents for registration or are found to have committed fraud in entrance examinations are cancelled.

(10) The following documents are required from Turkish and foreign students who gain the right to final registration to the University's graduate programs:

a) From Turkish citizens:

- 1) For candidates admitted to a master's program or to a doctorate/proficiency in art program after at least eight semesters (four years) of undergraduate study: the original bachelor's diploma or graduation certificate, or copies approved by the University; for those admitted to doctorate/proficiency programs after completing a thesis or non-thesis master's: the original master's diploma or University-approved copy; for graduates of the relevant faculties who have gained specialization authorization from the Ministry of Health and are admitted directly to a doctorate program: the original or approved copy of the bachelor's diploma and the original or approved copy of the authorization certificate,
- 2) Original ALES or equivalent exam result document or computer printout,
- 3) Original foreign language or equivalent exam result document or computer printout,
- 4) Original transcript showing graduation GPA or University-approved copy,
- 5) Declaration of Turkish ID Number,
- 6) Written declaration (for male candidates) that there is no military service impediment,
- 7) For candidates who will study with a scholarship on behalf of an institution: the original or approved copy of the scholarship document,
- 8) 6 color passport photographs (4.5×6 cm),
- 9) Receipt showing payment of the tuition determined by the Board of Trustees.

b) From foreign nationals:

- 1) For those who completed undergraduate or graduate study in Türkiye: the diplomas and documents specified in subparagraph (a)(1); for diplomas obtained abroad, notarized translations and the original or approved copy of the equivalency certificate obtained from the Council of Higher Education,
- 2) Original transcript showing graduation GPA or University-approved copy; for those obtained abroad, notarized translation,
- 3) Original document or computer printout showing Turkish proficiency exam result,
- 4) Original document or computer printout showing science exam result,
- 5) Student visa and passport, and notarized copies of their translations,
- 6) Original or approved copy of residence certificate obtained from the provincial police directorate,
- 7) 6 color passport photographs (4.5×6 cm),
- 8) For scholarship candidates: the original or approved copy of the scholarship document,
- 9) Receipt showing payment of the tuition determined by the Board of Trustees.

Registration renewal

ARTICLE 19 – (1) Course registrations are made at the beginning of each semester within the periods specified in the academic calendar. Students must take all new courses offered in the relevant semester. Students who have failed courses from lower semesters must primarily retake the courses they failed. However, they may not take courses exceeding one third (1/3) of the course load of the semester in which they are registered. A student who does not complete semester course registration cannot benefit from student rights in that semester. A student who does not register within the period specified in the academic calendar, but whose excuse is accepted by the Distance Education Board, may register within the additional period specified. Even if the tuition fee has been paid, registration renewal is not considered completed unless the registration renewal form is submitted within the period.

(2) Students who do not renew registration for two consecutive semesters without leave or a valid excuse are dismissed from the University.

(3) Students who were enrolled in programs taught according to the distance education system and are placed again into programs taught according to this system by taking the ÖSYM exam shall, if they register without deleting their previous registration, have their previous registration deleted and the new registration deemed valid regardless of their class level. Such students may not claim any rights arising from their previous registration.

(4) The application date, duration, method, documents to be requested and conditions for registration renewal are jointly determined by the administrative boards. Students who do not renew registration cannot take exams and cannot benefit from student rights in that academic term. In order to continue their education, these students must renew their registration in the following term/year.

CHAPTER FOUR

Exams, Assessment and Grades

Midterm examinations

ARTICLE 20 – (1) At least one midterm examination is held each semester. Midterm dates and venue are announced by the Rectorate at least two weeks in advance. The student's interest in the course and knowledge acquired during the semester, as well as participation in midterms, assignments and discussions, are continuously monitored. Taking into account the interest and achievement demonstrated in intra-semester activities, the student is given an intra-semester achievement score out of 100. For each course, the intra-semester activities and their distribution are announced to the student in advance. The weight of the intra-semester achievement score in calculating the course success grade is 40%.

End-of-semester examinations

ARTICLE 21 – (1) At the end of each semester, an end-of-semester (final) examination is held. Final exams may be moved one or two weeks earlier or later if they overlap with other examinations, and this is announced to students. Final exam dates are announced in advance. Students are informed in writing in advance of which courses they will take, in which province,

building and hall. Exams are conducted under supervision in multiple-choice test format. The weight of the final exam score in calculating the course success grade is 60%.

Make-up examinations

ARTICLE 22 – (1) Associate degree and undergraduate students who have failed the end-of-semester exam, and associate degree and undergraduate students who did not take the end-of-semester exam for any reason whatsoever, are granted one make-up examination right, under supervision, at venues and centers determined and announced in advance. Master's students do not have a make-up examination right. The make-up exam is in the nature of a final exam, and its weight in calculating the course success grade is 60%.

Cheating in examinations

ARTICLE 23 – (1) In supervised midterm, final and make-up examinations, the exam of a student who cheats, attempts to cheat or provides cheating is cancelled and the student is issued a written warning. If the same situation is repeated, the student's relation with the program is terminated.

Course success grade

ARTICLE 24 – (1) The raw scores obtained by students in midterm, final or make-up exams are converted into relative scores taking into account the distribution of raw scores of all students enrolled in that course and the class average. Considering the total of 40% of the intra-semester achievement score and 60% of the relative score of the final or make-up exam, a letter grade indicating the level of success in the course is assigned to each student.

Repeating a course

ARTICLE 25 – (1) A student who fails the course of the fall/spring semester as a result of the final or make-up examinations must primarily repeat the course they failed in the corresponding semester of the following year.

Grades

ARTICLE 26 – (1) For each course taken, one of the following letter grades is assigned by the instructor as the end-of-semester course success grade.

Score	Semester letter grade	Coefficient
90–100	AA	4.0
85–89	BA	3.5
80–84	BB	3.0
75–79	CB	2.5
70–74	CC	2.0

60–69	DC	1.5
50–59	DD	1.0
40–49	FD	0.5
00–39	FF	0.0

b) In addition, among letter grades:

1) (I) Incomplete grade: given, subject to acceptance of documents to be submitted to the instructor within three business days from the date of the final exam, to students who were successful in the course but could not complete required work due to illness or another reason. A student must complete deficiencies and receive a grade within fifteen days after the date specified in the academic calendar as the last day for entering grades into the student information system. Otherwise, the I grade turns into FF for credit-bearing courses and F for non-credit courses. However, if the student's excuse is prolonged due to compelling reasons, upon the application of the instructor, the faculty administrative board may extend this period until one day before the start of the registration period of the following term. The I grade given in this way must be converted to a letter grade at the latest one day before the start of the registration period.

2) (NA) Attendance failure grade: given to students who could not fulfill the conditions related to attendance or practice. This grade is processed as (FF) when calculating semester and cumulative academic GPA.

3) (P) Pass grade: given to students who pass non-credit courses.

4) (F) Fail grade: given to students who fail non-credit courses.

5) (M) Exempt grade: given for courses from which the student is exempt as a result of an exemption exam.

6) (T) Transfer grade: given for courses whose equivalency is accepted for students admitted through horizontal or vertical transfer.

7) (W) Withdrawal grade: given for courses from which the student withdraws within the specified period. This grade is given if the student, by their own request and with the approval of the instructor responsible for the course, withdraws from a course they added after the normal add–drop period, within the first nine weeks from the start of the semester/year. A student may withdraw from at most one third (1/3) of the courses taken throughout associate degree/undergraduate education. A student may not withdraw from courses in the first two terms of the undergraduate program, and from courses they are obliged to repeat or from courses previously withdrawn with W that are not included in GPA calculation—except for courses that are not compulsory and are repeated to raise the GPA despite previously obtaining a passing grade. A student is not allowed to withdraw from courses to a degree that would reduce the course load below two thirds (2/3) of the normal load. Throughout the entire undergraduate education, a student may be allowed to withdraw from at most six courses, at most one course per term, with the advisor's recommendation and the instructor's consent.

8) (E) grade: given for courses that have not been evaluated and for which a grade has not been

entered. It is indicated when the student registers for the course and remains until the instructor evaluates the course. At the end, the E grade is converted to one of the other grades by the instructor. It is not included in GPA calculation.

(2) When converting the scores obtained out of 100 into letter grades in accordance with the table above, they may be re-evaluated by taking into account the class average and standard deviation.

(3) A student shall not be given a letter grade lower than the corresponding grade on the grading scale for the score they received. Students who receive AA, BA, BB, CB or CC in a course are deemed to have passed/succeeded directly. Students who receive DD or DC in any course may pass that course only if their annual GPA at the end of the relevant semesters is at least 2.00 out of 4.00 (for associate degree students at the end of the 2nd and 4th semesters; for undergraduate students at the end of the 2nd, 4th, 6th and 8th semesters).

(4) Students whose GPA is below 2.00 are deemed unsuccessful in courses for which they received DD and DC as if they had received FF and FD, and must retake these courses. However, for students who have reached the graduation stage and have continued (attended) all courses:

a) Students who have at most two courses with FF or FD are granted an unlimited make-up exam right, regardless of their semester GPA. A student who takes make-up exams for two courses in an exam period cannot take a grade improvement exam in that exam period. A student who takes a make-up exam for a single course may, if they wish, also take a grade improvement exam for one course. If the cumulative GPA as a result of the make-up exam is less than 2.00 out of 4.00, the student takes a grade improvement exam in the following term. In order to be able to take the make-up exam, students must have registered for the relevant courses in the academic year in which the exams will be held and must have fulfilled the conditions to be able to enter the final exam. The student must obtain at least 50 points out of 100, corresponding to at least a DD grade, in the make-up exams.

b) Students who have taken and successfully completed all courses they are obliged to take, but whose cumulative GPA is less than 2.00 out of 4.00, are granted an unlimited exam right to improve their GPA for the courses of their choice: the last two semesters for associate degree students, and the last four semesters for undergraduate students. Grade improvement and make-up exam rights are conducted on the date to be determined by the relevant administrative board within one month following each final exam period.

c) In graduate programs, the provisions of relevant legislation apply regarding letter grades for courses and their meanings.

Exemption from courses

ARTICLE 27 – (1) Students who have previously attended another higher education institution or the University and obtained a passing grade in some courses may apply to be exempted from the same courses included in the program of the department to which they were newly admitted through the ÖSS exam. These students must submit their transcripts to the Student Affairs Department by attaching them to a petition to be written to their registered department/program chairmanships. The status of students applying for course exemption is decided by the Distance Education Board. Courses exempted in this way are processed as non-credit exemptions and are not included in the calculation of cumulative GPA. Students attending the English preparatory program submit the application when starting the first year.

Objection to exam results

ARTICLE 28 – (1) A student may object by e-mail to the instructor within one week at the latest from the date the midterm and final exam and intra-semester achievement score of a course are announced to students. The instructor re-examines all work contributing to the intra-semester achievement score and evaluates the objection within one week at the latest; changes the grade if necessary and informs the student and the program/department/major field chair. The final decision on this matter is given by the Distance Education Board. (2) A student may object to the success grade of a course within one week at the latest from the date the grade is announced to students by submitting an e-mail or a petition in person to the program/department/major field chair. The chairmanship investigates whether there is any error in the intra-semester achievement score, the final/make-up exam score and the calculations consisting of these that contribute to the success grade; if there is an error, the student's grade is changed in the system and the result is notified to the student within one week at the latest. Students who miss the objection deadlines lose their right to object. The final decision on these matters is given by the Distance Education Board.

Weighted grade point average

ARTICLE 29 – (1) Semester weighted grade point average (GPA) is calculated by dividing the total credit value obtained by multiplying the credit values of the courses taken by a student in a semester with the coefficient of the letter grade and the success scores obtained in those courses, by the total credit hours of the courses taken in that semester. The resulting average is shown with two digits after the decimal point. Cumulative grade point average (CGPA) is calculated by taking into account all courses that the student has taken since entering the University and that are valid in the department or program in which they are enrolled. In calculating both semester and cumulative GPA, grades from AA to FF are taken into account. In calculating cumulative GPA, the most recently obtained letter grade is used for repeated courses.

CHAPTER FIVE

Miscellaneous and Final Provisions

Diploma and transcript

ARTICLE 30 – (1) A student who has successfully completed all courses in the curriculum, raised their cumulative GPA to at least 2.00 in associate degree and undergraduate programs and at least 2.50 in master's programs, and completed all requirements specified in this Regulation is deemed to have completed their studies and is awarded a University diploma. This diploma states the student's name, surname, number, program/department/major field, education-instruction period and level of study. Students are also given a transcript showing all courses taken throughout their studies, success grades and the cumulative GPA at graduation.

Honor and high honor students

ARTICLE 31 – (1) For full-time students enrolled in associate degree, undergraduate and master's programs/departments/major fields, those who have successfully passed all courses taken at the end of an academic year, obtained an annual weighted GPA of 3.50 or above and have no FF or FD grades are awarded a High Honor Certificate; those with an annual weighted GPA between 3.00 and 3.49 and no FF or FD grades are awarded an Honor Certificate. Students who graduate from associate degree, undergraduate and master's programs with a cumulative GPA of 3.50 or above are considered high honor students; those who graduate with a cumulative GPA between 3.00 and 3.49 are considered honor students. Honor statuses are also indicated on students' diplomas and transcripts.

Discipline

ARTICLE 32 – (1) Disciplinary procedures for students studying in programs, departments and major fields where distance education is conducted at the University are carried out in accordance with the provisions of the Higher Education Institutions Student Disciplinary Regulation published in the Official Gazette dated 13/1/1985 and numbered 18634.

Student rights

ARTICLE 33 – (1) Associate degree and undergraduate students who register for at least 12 credits of courses in each semester and master's students who register for at least 6 credits are granted full-time student status. The full-time student status of a student who is registered for a course load less than stated above not due to the student but as a result of program implementation continues.

Termination of enrollment

ARTICLE 34 – (1) Students' registrations at the University are terminated and their records are deleted in the following cases:

- a) Those who do not renew registration for two consecutive semesters during the education period, excluding leave of absence,
- b) Students who cannot graduate within the maximum duration specified in Article 44 of Law No. 2547,
- c) Students who repeat the acts of cheating, attempting to cheat or assisting cheating in midterm, final and make-up examinations,
- ç) Students who wish to delete their registration upon their own request,
- d) Students who receive the penalty of expulsion from a higher education institution in accordance with the Higher Education Institutions Student Disciplinary Regulation.

Freezing registration (leave of absence)

ARTICLE 35 – (1) Students who wish to freeze their registration due to justified and valid reasons must pay the tuition fee for the period in which they will freeze registration. However, the tuition fee paid by these students is deducted from the tuition fee of the term in which they resume study after the freeze period. Freezing registration is carried out with the recommendation of the Distance Education Board and the decision of the administrative board of the relevant faculty, institute, school or vocational school to which the program is affiliated. The duration of

freezing registration may not exceed two semesters in associate degree programs, four semesters in undergraduate programs (no more than two semesters at a time), and two semesters in master's programs.

(2) Registration may be frozen due to military service, illness, natural disasters or other unforeseeable reasons.

(3) A student whose registration is frozen cannot participate in education–instruction activities and cannot take midterm and end-of-semester exams in that period. Requests to freeze registration must be made at the beginning of the semester and before the end of the course registration period. However, after these periods, applications may be made due to health problems. For applications for this reason, a medical report must be obtained from health institutions. The period covered by this report must include the compulsory attendance period of the semester to be frozen.

Horizontal and inter-department transfers

ARTICLE 36 – (1) Inter-department transfers within programs, departments and major fields where distance education is conducted at the University, and horizontal transfers from another higher education institution, are carried out in accordance with the provisions of the Regulation on Principles Regarding Horizontal Transfer at Associate Degree and Undergraduate Level Between Higher Education Institutions published in the Official Gazette dated 21/10/1982 and numbered 17845. Students in distance education programs cannot transfer to departments conducting face-to-face education.

Special students

ARTICLE 37 – (1) Students of other universities and persons who wish to increase their knowledge on certain subjects may register as special students for at most three courses in a semester, with the favorable opinion of the program/department/major field chair and the decision of the Distance Education Board. These students must comply with all rules for the courses they register for. No diploma is awarded to these students and they are not granted full-time student rights; however, upon request, a document regarding the courses they attended and their success status is issued. The Board of Trustees determines, on a credit basis, the tuition fee to be charged to special students.

Student ID card

ARTICLE 38 – (1) Students who pay the fee and complete final registration in accordance with the provisions of this Regulation are issued by the Student Affairs Department a photo ID card indicating that they are University students and valid for one year.

Offering common courses via distance education

ARTICLE 39 – (1) Among the common courses included in associate degree and undergraduate programs currently taught at the University, some of Atatürk's Principles and History of Revolution, Turkish Language, Foreign Language, Computer, and some special elective courses may be offered via distance education. The principles regarding which of these will be offered via distance education are determined by the Senate.

Courses to be taken from distance education programs

ARTICLE 40 – (1) A portion of the courses in associate degree, undergraduate and master's programs conducted at another university may also be taken from among the courses offered in the University's distance education programs. Regarding this practice, a protocol is concluded between the relevant university and the University in accordance with the principles to be determined by the Council of Higher Education. The payments to be made by the relevant university to the University for this purpose are specified in the protocol.

Copyrights of distance education materials

ARTICLE 41 – (1) Courses in distance education programs are considered original works and are subject to copyright fees. The distribution and amounts of copyright fees and their payment dates are determined by the Board of Trustees upon the recommendation of the Distance Education Board.

Notification and address declaration

ARTICLE 42 – (1) The internet address and residence address declared by students for distance education are notification addresses. All correspondence and notifications sent to these addresses are deemed to have been received by the students.

Cases not covered by the Regulation

ARTICLE 43 – (1) In cases not covered by this Regulation, the provisions of other relevant legislation, and the decisions of the Board of Trustees, the Senate and the administrative boards of units, shall apply.

Entry into force

ARTICLE 44 – (1) This Regulation enters into force on the date of its publication.

Execution

ARTICLE 45 – (1) The provisions of this Regulation are executed by the Rector of Istanbul Aydın University.