

ISTANBUL AYDIN UNIVERSITY

**PRINCIPLES REGARDING PROCEDURES TO BE APPLIED
AT THE END OF MAXIMUM STUDY PERIODS
FOR STUDENTS STUDYING AT ISTANBUL AYDIN UNIVERSITY**

CHAPTER ONE
Purpose, Scope and Legal Basis

ARTICLE 1 – Purpose

(1) To determine the principles regarding procedures to be applied to associate degree and undergraduate students who have completed the maximum study period.

ARTICLE 2 – Scope

(1) These implementation principles cover the principles to be applied to students—who have completed the maximum study period—according to the total number of courses that they have never taken, courses for which they have not fulfilled the attendance requirement, and courses in which they have been unsuccessful.

ARTICLE 3 – Legal basis

(1) The legal basis of these implementation principles is paragraph (c) of Article 44 of the Higher Education Law No. 2547 and Article 5 of the Istanbul Aydın University Associate Degree and Undergraduate Education-Training and Examination Regulation.

CHAPTER TWO
Start Dates of Maximum Periods

ARTICLE 4 – Start dates of maximum study periods

(1) Pursuant to the decision of the Executive Board of Higher Education dated 15.07.2015, the Fall semester of the 2014–2015 academic year is taken as the start date of the maximum study period for all students registered as of 26.11.2014.

(2) For students who enrolled after 26.11.2014 through amnesty laws, the date they started courses is taken as the start date of the maximum period.

(3) For students who enrolled after 26.11.2014 through horizontal transfer, previous study periods (excluding periods before the Fall semester of 2014–2015) are counted toward the maximum period, taking into account the class to which they were adapted.

ARTICLE 5 – Maximum study periods

(1) Students must complete their programs—regardless of whether they register each semester—within the following maximum periods, starting from the semester in which the courses of the program they registered for are delivered, excluding the one-year foreign language preparatory class:

- Associate degree programs with a normal duration of two years: maximum four years.
- Undergraduate programs with a normal duration of four years: maximum seven years.
- Undergraduate programs with a normal duration of five years: maximum eight years.
- Undergraduate programs with a normal duration of six years: maximum nine years.

The maximum duration of preparatory education is two years.

CHAPTER THREE

Procedures Applicable to Final-Year Students at the End of the Maximum Study Period

ARTICLE 6 – Procedures applicable to final-year students at the end of the maximum study period

(1) If the total number of courses in the program that the student has never taken and for which they have not earned the right to take the final exam exceeds five, these students are not granted the right to take additional exams and their registrations are deleted.

(2) If the total number of courses that the student has never taken and for which they have not earned the right to take the final exam is five or fewer (internship courses are not included in the course count), two additional exam rights are granted for all other unsuccessful courses. The exams are held—no later than one week before the start of the registration renewal period of the following semester—on dates to be determined by the relevant unit administrative boards in a manner that will not cause student grievances. The results are converted into letter grades according to the conversion table in Article 22(2) of the Istanbul Aydın University Associate Degree and Undergraduate Education-Training and Examination Regulation and announced via UBIS. In order to pass a course in the additional exam, it is necessary to receive at least 50/100 (DD).

(3) In order for students to benefit from the two additional exam rights granted, they must have taken and attended the unsuccessful courses at least once and must have fulfilled at least once the conditions for taking final exams specified in the Istanbul Aydın University Associate Degree and Undergraduate Education-Training and Examination Regulation. The conversion table in Article 22(2) of the said Regulation is applied in evaluating additional exams. In order to pass a course in the additional exam, it is necessary to receive at least 50/100 (DD).

(4) At the end of maximum study periods, students who have only five or fewer unsuccessful courses may benefit from additional exams (for the courses they failed), upon their request. If these students use their two (2) additional exam rights, they may graduate without using the extension of four (4) semesters.

(5) Students whose total number of courses they are responsible for (including courses never taken, failed due to absence, and unsuccessful courses) exceeds five at the end of the two additional exams held at the end of the maximum study period have their registrations deleted.

(6) Those who reduce the total number of courses they have never taken, failed due to absence and were unsuccessful in to five through additional exams are granted an additional period of three semesters. Students who had between five and two unsuccessful courses before taking the additional exams are granted an additional period of four semesters (2 years in units with annual education) and are granted the right to take exams for the courses they are responsible for and have attended. For courses they have never taken and courses they failed due to absence, they must take these courses within the additional period granted and earn the right to take final and make-up exams by fulfilling attendance requirements together with other regular students, and must be successful in the final or make-up exams. These students continue to pay the contribution fee/tuition fees determined for the program they are enrolled in under the Istanbul Aydın University Associate Degree and Undergraduate Education-Training and Examination Regulation.

(7) At the end of the additional period, the registrations of students whose number of responsible and unsuccessful courses is more than one (1) are deleted. The affiliation of those who fail a single course and those who have passed all courses required to graduate from the program they follow but cannot meet the GPA required for graduation is not terminated.

(8) In any case: Those who are unsuccessful in a single course (with grades F, FF, FD) are granted unlimited exam rights for that course and Article 22(11-a) of the Istanbul Aydın University Associate Degree and Undergraduate Education-Training and Examination Regulation is applied. Students who have passed all courses required to graduate from the program they follow but cannot meet the GPA required for graduation are granted unlimited exam rights from any courses they wish that are below CC in order to raise their GPA, and Article 22(11-b) of the said Regulation is applied. Students in this situation may take the exams of the courses for which they are responsible together with other students in the final or make-up exams in the semesters in which the relevant course is offered according to the curricula, and may take the single-course exam on the dates on which single-course exams are held.

(9) For students granted unlimited exam rights, attendance is required for applied/practical courses and applied courses that have not been taken before; no attendance requirement is sought for other courses. In evaluating the success grade of courses with compulsory attendance, the method applied to other regular students is applied. In order to pass a course without compulsory attendance, it is necessary to receive at least 50/100 (DD) in the exam taken.

(10) Students who have the status of using unlimited exam rights continue to pay the student contribution fee/tuition fee per course for which they take an exam. However, these students are not granted other student rights apart from the exam right. Students who do not fulfill their financial obligations are not admitted to exams and are deemed not to have taken the exam (not to have used the unlimited exam right).

(11) The scores students receive in additional exams out of 100 are accepted as they are. They are entered into the system as letter grades according to their equivalents in the letter-grade conversion table in the Istanbul Aydın University Education-Training and Examination Regulation.

(12) Among students who are granted unlimited exam rights, those who do not take the opened exams for a total of three consecutive or intermittent academic years are deemed to have waived the unlimited exam right and their registrations are deleted.

(13) No make-up exam right is granted for additional exams and unlimited exam rights.

(14) In cases not written in these procedures and principles, the Istanbul Aydın University Associate Degree and Undergraduate Education-Training and Examination Regulation, the relevant provisions of the Higher Education Law No. 2547, and the provisions determined in Senate decisions on the subject shall apply.

CHAPTER FOUR

General Provisions

ARTICLE 7 – Entry into force

(1) This directive enters into force as of the date it is adopted by the Istanbul Aydın University Senate.

ARTICLE 8 – Execution

(1) The provisions of this directive are executed by the Rector of Istanbul Aydın University.