

REGULATIONS

From İstanbul Arel University:

ISTANBUL AREL UNIVERSITY REGULATIONS ON EDUCATION IN ASSOCIATE AND BACHELOR'S DEGREE PROGRAMS AND EXAM PROCEDURES

SECTION ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 – (1) Purpose of this regulation is to regulate the rules and principles for the registration, education-training, testing and evaluation processes applied in the associate and bachelor's degree programs in the faculties, colleges (two-year university) and vocational schools, and preparatory schools affiliated to the İstanbul Arel University.

Scope

ARTICLE 2 – (1) This regulation includes provisions for the definition, credit rating, testing, evaluation, student admission procedures applied in daytime and evening education, distance education and the school of foreign languages preparatory in the associate and bachelor's degree programs in the İstanbul Arel University.

Basis

ARTICLE 3 – (1) This regulation was prepared on the basis of Articles 14 and 49 of the Higher Education Law No. 2547 of 4/11/1981.

Definitions

ARTICLE 4 – (1) In this regulation, the following terms will refer to the definitions given herein:

- a) ECTS: (European Credit Transfer System) based on the student workload;
- b) ARELIYES: Arel University English Proficiency Exam;
- c) ARSIS: Arel University Student Information System;
- ç) Chairman: Chairman of the Board of Trustees of the İstanbul Arel University;
- d) Head of Department: Head of Department of the Arel University Faculty/College/Vocational School;
- e) CAE: Exam for the Certificate in Advanced English;
- f) Double major undergraduate program: The second undergraduate program that the student is enrolled in addition to the undergraduate program she/he is following,
- g) Advisor: Lecturer assigned by the head of the department or division to handle with the educational-training other problems of the students,
- ğ) Dean: Faculty dean of the İstanbul Arel University,
- h) Diploma Supplement-DS: The document aiming to promote international transparency and given in addition to the higher education diploma with an aim to ensure recognition of the gained competencies and skills as well as the documents such as diploma, degree, certificate awarded as an expression of them,
 - i) Semester: any period in the course of joint education / training periods,
 - i) EÖBS: İstanbul Arel University Education / Training Information System,
 - j) Faculty: Faculties of the İstanbul Arel University,
 - k) FCE: The exam for First Certificate in English,
 - l) GPA: grade point average,
 - m) IELTS: International English Language Testing System,
 - n) Relevant committee: Faculty committees in the faculties, college committees in the colleges, and vocational school committees in the vocational schools,
 - o) Relevant faculty committee: Faculty committees in the faculties, college committees in the colleges, and vocational school committees in the vocational schools,
 - ö) Vocational School: Vocational schools affiliated to the İstanbul Arel University,
 - p) Director: Director of a college or vocational school affiliated to the İstanbul Arel University
 - r) Board of Trustees: İstanbul Arel University Board of Trustees,
 - s) Joint education / training semester: the period of education / training during which students practice the theoretical knowledge in a field related to their program of the University in the private or public institutions and organizations and also in the real business sectors,
 - ş) Student workload: The amount of time spent by a student on education-training activities such as in-class lectures as well as laboratory activities, workshops, clinical works, exams, internships, workplace trainings, on-site practices, etc.,
 - t) URO: İstanbul Arel University Registrar's Office,
 - u) SIS: İstanbul Arel University Student Information System,
 - ü) Prerequisite course: The courses which require students to have passed one or more courses in former semesters as a prior condition to be able to enroll for them,
 - v) OSYM: Student Selection and Placement Center,
 - y) Head of the Program: Head of the Program in the Vocational School
 - z) Rector: İstanbul Arel University Rector,
 - aa) Elective course: The courses that students can enroll in their own department/program under the name of "elective courses", or that they can choose among both elective and compulsory courses of other departments/ programs according to their own interests and desires in addition to their compulsory courses,
 - bb) Senate: İstanbul Arel University Senate,

- cc) Training practice: The on-site practice that are carried out within the scope of educational activities for a continuous period of time in terms of training practice days; and take place before the courses start,
- çç) TOEFL (Foreign Language Placement Test): Test of English as a Foreign Language,
- dd) NQF-HETR: National Qualifications Framework for Higher Education in Turkey,
- ee) University: İstanbul Arel University,
- ff) Minor program: The program that endows students with information, skills and competence in another program related to the undergraduate program being followed by the students,
- gg) Local course credit: One local credit including theoretical hours and practical laboratory hours of the courses that corresponds to one-hour theoretical course or two-hour applications and activities such as laboratory, workshop, clinical work, seminary, practice per week,
- ğğ) The level of knowledge, skills and level of competence of a student who has completed a higher education successfully,
- hh) GPA: Grade Point Average,
- ıı) On-site training: A learning and practical activity which is defined in the relevant curriculum in addition to the formal education time as required by the program the student is following; which is aimed to reinforce the information, skills and competences that students obtained in their major field through the courses in the related working places; which is correlated to the courses followed by the student in the relevant semester; and which is performed in the working place for a period which is divided into weeks,
- ii) YODEK: Commission for Academic Evaluation and Quality Improvement in the Higher Education,
- jj) YOK: The Council of Higher Education,
- kk) YGPA: Year-end Grade Point Average
- ll) Board of Trustees: Board of Trustees of İstanbul Arel University,
- mm) College: İstanbul Arel University College delivering two-year education at associate degree
- nn) Compulsory course: The mandatory course which is included into the official curriculum for students to be take.

SECTION TWO

Principles for the Education and Training

Period of study and total credits

ARTICLE 5 – (1) Excluding one-year foreign language preparatory program, normal duration of study to complete associate programs of vocational schools is two academic years and the total amount of credits is 120 ECTS to be accumulated on the basis of student workload. Undergraduate programs consist of integrated two levels including associate level. To complete associate level of these programs, the normal duration of study is two academic years and total credit to be accumulated is 120 ECTS; and for the undergraduate programs, the normal duration of study is four academic years in total and the total credit to be accumulated is 240 ECTS.

(2) Starting from the date when students enroll for the courses offered in the program, students are supposed to complete associate programs in maximum four academic years; while the maximum period of study is seven academic years for undergraduate programs notwithstanding renewal of his/her enrolment every semester.

(3) The status of those students who cannot complete their education and training within the specified periods shall continue in a way to be limited by attending to the classes and exams and preparation of thesis; and they cannot enjoy the other rights granted to normal students.

(4) One-year foreign language preparatory school period are excluded from the maximum period of study specified for the programs. However, the additional time to be given for the students who cannot complete their preparatory education successfully in the first year shall be included to the maximum duration of study.

(5) In the event that a student gets suspended from school; this suspension time shall be included into the period of study.

(6) Period for freezing registration (receiving permission) shall not be deemed as a part of the period of study.

Academic Calendar

MADDE 6 – (1) The academic year is organized in two semesters. Every academic year consists of two semesters, namely fall and spring semesters, and each semester includes 14 weeks (at least seventy working days). Periods allocated for the semester final exams and for the preparation of students for these exams, and training practice periods in the programs that require such a training practice shall not be included into these 14 weeks.

(2) Academic calendar includes registration, educational principles, exam schedules and etc. The academic calendar drafted and announced by the Senate annually one year beforehand.

(3) In force majeure, the Senate have the right to make changes in the academic calendar.

Tuition fee

ARTICLE 7 – (1) The students pay tuition fee for each academic year in an amount to be determined by the Board of Trustees.

(2) A course in summer school fee to be charged per loan, the annual fee of 2.5% on the value of education is calculated.

(3) The students who do not pay the tuition fee within its duration cannot enroll, cannot renew their enrollments, cannot freeze their enrollments, cannot enroll to the courses, cannot enter the examinations and cannot benefit from the studentship rights.

(4) The students who cannot graduate in the normal durations mentioned in the 5th article of this Regulation are obliged to pay the tuition fee related to the courses and examinations to which they will enroll.

(5) The tuition fee that the students accepted to the minor or major degree programmes is determined by the Board of the Trustees.

(6) The students have the right to freeze enrollment according to the 45th article of this Regulation. The students who freeze their enrollments or who are regarded to be on leave pay the tuition fee of the related year. However, the tuition fee related to the duration for which the enrollment is frozen is offset from the following tuition fee.

(7) In case the student who enrolls to the university for the first time or who renews his/her enrollment wants to leave the University with his/her own desire, s/he is obliged to pay the whole tuition fee of the related year. The fee is not taken for the major degree programmed from the students having GGA of 3,50 or more who have been placed with the central placement with full scholarship.

(8) The special students, guest students, exchange programme students and the students accepted in the same categories pay the tuition fee according to the principles determined by the Board of the Trustees and they are subject to the administrative and academic rules that are applied to the other students of the University.

(9) The fees of the dormitory, food, transportation and similar additional services that will be provided by the University are not included into the tuition fee and they are separately determined by the Board of the Trustees.

Medium of instruction

ARTICLE 8 – (1) In the university, medium of instruction is Turkish. However, in certain departments and programs proposed by the University and approved by the YOK, English is used as medium of instruction.

(2) If the students who are enrolled to the departments or programmes whose education language is Turkish fail in the elective foreign language preparation programme, they are made to start from the first semester of the department/programme to which they are placed.

Educational and instructional programs, and syllabi

ARTICLE 9 – (1) Education-training activities in the university are carried out on the basis of passing courses. The syllabi during the academic year are proposed by the relevant department and program committees and finalized with the Senate decision upon approval of faculty, college or vocational school committees.

(2) Istanbul Arel University educational and instructional programs are designed with a student/learning-centred approach by taking into account the 5th Qualifications Definitions in the NQF-HETR for associate programs and 6th Qualifications Definitions in the NQF-HETR for undergraduate programs; and NQF-HETR Major Qualifications and Grading with respect to the programs in a way to clearly specify information, skills and competence levels student are expected to obtain when they complete the relevant program successfully. Educational programs are designed in line with the goals and objectives of the relevant program in a way to include program outcomes, courses and laboratory, assignments, projects, practices, workshops, training practices, seminars, clinical works, thesis and other learning activities as well as their content and outcomes; in a way to constitute 30 ECTS credits calculated for each semester of the academic year taking into account learning, teaching, evaluation and assessment methods and approaches on the basis of a student-centred approach.

(3) Courses taking place in the syllabi includes in-class and out-of-class learning activities and practices such as laboratory studies, workshops, clinical works, assignments, practices, projects, seminars, presentations, preparation for exams, exams, training practices, working place training, on-site practices, industry-based practices as well as theoretical courses. Courses may be compulsory, elective, prerequisite and/or corequisite. All students are obliged to take all compulsory courses in the programs they have registered to and elective courses which are defined in the educational program in terms of their contents and numbers.

(4) Credits for the courses included into the syllabi are determined in a way that 1 ECTS credit corresponds to 25.5 hours of student workload by considering that maximum hours allocated for education-training activities is 45 hours and total period allocated for all education-training activities is 17 weeks including 14 weeks for courses, 1 week break and 2 weeks for semester final exams in a semester of an academic year.

(5) In the associate and undergraduate programs which are delivered out of the normal education-training period and require training-practice compulsorily, for the semester/semesters in an academic year including training practice into the syllabus, the workload corresponding to 1 ECTS credit ranges from 25.5 to 29.5 depending on the working days of the training practices obliged to the students for their programs.

(6) Definitions of all the courses and other learning activities are drafted in accordance with the format defined in the EOBS. Accordingly, for each course or learning activity, name of the course or activity; semester of the course; credit value; medium of instruction; educational level are clearly written and it is also specified whether it is a compulsory or elective course, name of the lecturer to deliver the course; teaching methods to be used for the course, if any, name of the coordinator for it, if there is any prerequisite or corequisite course or learning activity, its category, goals and objectives, learning outcomes, learning and teaching methods, distribution of the instructional subjects per weeks, works to be done before and after courses and learning activities, resources for courses, contribution of course or learning activity to program outcomes, testing, and assessment and evaluation methods, and their contribution to the achievement of course or learning activity; time (workload) to be spent by students for all the envisaged learning and testing activities, and the ECTS credit within the framework of the relation between the workload accepted by the University and specified in this Regulation depending on it.

(7) Some of the courses specified in the syllabi and approved by the Senate can be partly or entirely delivered via distance education.

(8) The exemption examination can be organized for the students who are newly enrolled in the university for the

courses determined by the Senate. The ones who succeed in the exemption examination are exempted from these courses with their own desires.

Normal and maximum student workload

ARTICLE 10 – (1) Normal workload for a student in a semester is 30 ECTS and the maximum workload is 36 ECTS. However students approaching to their graduation can take more courses up to 40 ECTS.

Successful students

ARTICLE 11 – (1) Students can take courses from an upper semester/year upon the approval of their advisors.

(2) For a student to take a courses from the upper class, it is required that;

a) S/he must be successful in all of the courses having credits that s/he is obliged to take till the application term,

b) S/he has to have GGA of at least 3,50 over 4,00 at the application,

c) The courses taken must not be in the same hours.

(3) The students having these qualifications can apply in the third semester at earliest.

(4) The students other than the students getting education with full scholarship can get at most two courses from the upper semester on the condition of paying the course fee to be determined by the Board of the Trustees.

Repeating courses

ARTICLE 12 – (1) Students who fail from their fall or spring semester courses by getting a grade like FF, NA, W, or I as a result of the exams held at the end of the semesters and the academic year have to repeat the courses they failed primarily regardless of their GPA in the following year or the semester when the course is available; and then they have to take courses they have not taken in the previous academic year, if any; and after that they can take courses from their current semester provided that they do not exceed the maximum student workload. Furthermore, students who want to increase their GPA can only repeat the courses they got DD and DC grades provided that they do not exceed the maximum student workload.

(2) If the semester or year-end average is less than 2.00 in the academic term in which the course is taken, the DD and DC grades taken in this period are regarded to be failure and the students are obliged to take these courses primarily in the first semester in which these courses are opened.

(3) For the repeated courses, the most recent grades of the student for the course shall be valid.

(4) In case of course repetition, if the students do not fail due to the absenteeism, there is compulsory attendance.

(5) If the students in the situation of the course repetition do not fail due to the absenteeism, they are obliged to attend to the application, laboratory, atelier and similar studies of the course.

Course exemption, recognition of previous qualifications, and orientation

ARTICLE 13 – (1) Students who went to another university before and passed some of the courses therein can be exempt from the same courses in their new departments they were accepted through the exam held by OSYM. These students shall apply to their department or program for the courses they want to be exempt from with an official transcript including information on content, outcomes, evaluation and assessment methods, workload, ECTS credits and final grade; and the transcript should be attached to a petition stating the demand for being exempted from the course, in the first week of the academic year at the latest. Decision for the course exemption is taken by the relevant faculty committee. The courses that student is exempt from are processed as a non-credit exemption (E) and they are not included into the grade point average. Students following the English preparatory school will make their application when they start the first year of department.

(2) In the event that students placed in the Istanbul Arel University departments by the OSYM have attained any qualifications from any official and/or unofficial agencies apart from the higher education institutions, these qualifications can be related to the courses in the relevant program, and to the learning outcomes and credits of the courses in terms of the qualifications of the departments they are placed into. Students documenting their qualifications or qualification processes can be partially or entirely exempt from these courses provided that they pass the exemption (proficiency) exam to be held for these courses. Such courses to be exempted through these procedures shall be evaluated by a non-credit exemption (E) grade at the semester-end and are not included into the grade point average.

(3) The course exemption, the introduction of the previously acquired competence and adaptation operations are realized according to the verdicts of the Regulation regarding the principles of making Transition, Major Degree, Minor Degree and Inter-institutional Credit Transfer between the programmes at the associate and undergraduate degrees in the higher education institutions published on the official journal dated 24/4/2012 and numbered 27561 and the other related legislations.

Attendance, absence and exam excuses

ARTICLE 14 – (1) Students are obliged to attend all learning activities and exams specified in the course description of the programs that they are registered to, as of the starting date of education-training period.

(2) Students have to attend at least 70 percent of the courses and 80 percent of the practical and laboratory studies as of the starting date of education-training period. Attendance information for the students is entered into the Student Information System (SIS) by the lecturer. Students (can) follow their attendance information through Student Information System. When the absenteeism rate is over, the student cannot attend the semester-end or year-end final exam for this course.

(3) In the event that a student attends special activities such as a meeting, sport competition, art event, etc. upon approval of the Rectorate to represent Istanbul Arel University or Turkey, absences of this student for the activity days are not included into the absence rate.

(4) If a student does not meet the attendance requirements of a course, this student cannot attend the semester-end or year-end final exam for that course and fails with NA grade regardless of the excuses for absence.

(5) Excuses for absenteeism such as doctor's report, disciplinary action and other reasons are not accepted.

(6) Students who do not attend an interim or final exam because of a reasonable excuse approved by the relevant faculty

committee shall be entitled to attend a make-up exam for the course. Students should inform the relevant dean's office or the relevant directorate about their excuses in written in five days after their excuses end.

(7) The excuses of the students not participating to the semester activities other than the midterm examination are determined and evaluated by the instructor of the related course.

Foreign language

ARTICLE 15 – (1) For each education-training program including programs where courses are delivered in English, the foreign language competence level that students are expected to reach are specified in the program outcomes of the relevant program provided that they are not below the foreign language competence levels defined in the NQF-HETR. University provides them with the foreign language learning environments needed by students to reach the foreign language competence level determined by the programs in the academic year and gives them necessary support for this purpose. Students have to attain foreign language competence level specified for each program during their education period. Foreign language levels of students are evaluated with an exam to be held by the university at the end of each semester to determine their foreign language level. Students who meet the requirements for foreign language competence levels specified in the learning outcomes for the relevant program through this exam held at the end of each semester or through another national or international exam recognized equivalent shall be awarded with a certificate indicating their competence in foreign language. Students awarded with this certificate shall graduate and be awarded with a diploma provided that they also meet the other requirements for their graduation.

On-site practice

ARTICLE 16 – (1) The principles and rules for on-site practice are carried out in accordance with the Senate.

Quality assurance

ARTICLE 17 – (1) Internal and external quality assurance procedures and other relevant issues for continuous improvement of the education-training activities carried out in the Istanbul Aydın University and their outcomes in accordance with the national and international standards are regulated by the Senate in consistent with the principles specified by YOK and YODEK.

SECTION THREE

Lateral and Vertical Transfer and Student Exchange

Lateral transfer

ARTICLE 18 – (1) Admission and registration procedures of students for lateral transfer from national, international universities or in-house higher education programs to the undergraduate and associate programs of the university shall be carried out in accordance with the provisions stipulated in the Regulation on Transfer, Double Major, Minor and Credit Transfer between Programs in Associate Degree and Undergraduate Degree for Higher Education Institutions.

(2) The lateral transfer quotas are determined by the Senate every year.

(3) In the intra-institutional lateral transfers to the diploma programmes getting students with the talent examination, the condition of being successful also in the talent examination is sought in addition to the other conditions.

(4) The applications are evaluated by the related boards which are responsible for the execution of the department or programme to which the lateral transfer is realized and the opinion formed is decided in the related management board. In case this decision is voted by the University Management Board, the lateral transfer application of the student between the departments/programmes is accepted or rejected.

(5) The lateral transfer applications are made to the Student Affairs Directorate at the date determined in the academic calendar.

(6) The education duration of the student making the lateral transfer is calculated by considering the duration that the student uses in the higher education institutions from which s/he comes.

(7) The student making lateral transfer is exempted from the courses that s/he has taken in the previous university which are equivalent with the courses in the programme to which s/he makes lateral transfer with the decision of the related management board and E grade is given.

(8) The cumulative grade point average of the students coming to the associate and undergraduate programmes with the lateral transfer is calculated over the courses that they take in the associate and undergraduate degree in the İstanbul Arel University.

(9) The applications of returning to the previous departments/programmes of the students whose lateral transfers between the departments/programmes have become definite are not accepted. In the lateral transfers between the departments/programmes from the students who are placed with scholarship after the central placement and whose GGA is 3,50 or more, the scholarship loss does not occur.

Vertical transfer

ARTICLE 19 – (1) Orientation procedures for the students placed in undergraduate programs of the Istanbul Aydın University through the Vertical Transfer Exam held by OSYM shall be carried out pursuant to the rules and principles stipulated in the Regulation on Transfer of Students graduated from Vocational Schools and Open University Associate Degrees to the Undergraduate Education published in the Official Gazette No.24676 of 19/2/2002.

(2) These students are regarded to be exempted from the equivalent courses that they have taken during the associate degree education with the related management board decision and the courses that the students are required to take are determined and their enrollment to the third grade is realized. However, the student is obliged to get the courses that s/he is required to get from the 1st and 2nd grade primarily. The grade of E is given to the courses from which these students are exempted.

(3) In the programs of which medium of instruction is English and which requires successfully completion of the English preparatory program, students have to pass the foreign language exemption exam (ARELIYES). to be held by the university. or to attend English preparatory program even. if they have attended and successfully completed any preparatory school before, these students shall be enrolled in the relevant programs. Those who fail in the ARELIYES exam will repeat the English preparatory program. Students accepted through vertical transfer continue their education in accordance with the provisions stipulated in the Article 44 of the Higher Education Act No.2547.

(4) Grade point average of the students placed in the undergraduate programs through vertical transfer shall be calculated on the basis of the courses they take in their undergraduate programs.

Student exchange and joint education-training programs

ARTICLE 20 – (1) In the event that students enrolled in the Istanbul Arel University have accumulated credits from courses and trainings taken from another equivalent higher education institution within the scope of the national or international student exchange programs; these credits can substitute the credits of courses they are responsible in their program they are enrolled upon the decision of the relevant faculty committee.

(2) Enrolment status of these students shall continue during their presence in the higher education institution abroad; and this period shall be deemed as a part of their education period.

(3) During the exchange period, students shall take courses that can be recognized as the equivalents of their courses that they have to take in their own departments; and then they shall be responsible from these courses they take in the other higher education institution within the scope of the exchange program.

(4) These courses shall be selected under the surveillance of advisors; and the courses shall be certainly taken upon proposal of the relevant department and approval of the relevant faculty committee. Grades taken from these courses shall be entered into the student records after they are converted to the grading system stipulated in the Article 26/4 of this Regulation; and then added to the grade point average.

(5) In the event that student fails some of these courses, the student shall take courses approved by the relevant faculty committee and recognized equivalent to them in their department as approved by the advisor upon proposal of the department head.

(6) Students in the student exchange program shall pay their tuition fee to the Istanbul Aydın University.

(7) Farabi Student Exchange Program is a student exchange program organized between higher education institutions providing education at associate degree and undergraduate degree levels within the framework of Farabi Exchange Programa Protocol signed by the national higher education institutions in accordance with the provisions of Regulation on Student and Teacher Exchange between Higher Education Institutions published in the Official Gazette No.27145 of 18/2/2009.

(8) Mevlana Exchange Program is a student exchange program carried out within the framework of the provisions of the Regulation on Mevlana Exchange Program published Official in the Gazette No.28034 of 23/8/2011.

(9) Socrates-Erasmus Exchange Program is a student exchange program organized within the framework of the principles and rules specified by the Senate.

(10) Some joint programs can be organized to be carried out with the higher education institutions abroad at associate degree and undergraduate degree levels.

SECTION FOUR

Testing, Evaluation, and Grading System

Responsibility of the Lecturer

ARTICLE 21 –(1) The instructors are responsible for monitoring, recognizing and evaluating the attitude and behaviors of the students, their attendances to the courses, their contribution to the course and their interests, their studies in the semester with the examination results.

(2) The instructor uses his/her appreciation authority for the success grade.

Learning and teaching methods

ARTICLE 22 – (1) Faculty members use one or more of the following methods below:

- a) Case Study.
- b) Field Work.
- c) Course.
- ç) Teamwork/Homework.
- d) Laboratory.
- e) Professional Activity.
- f) Professional Travel.
- g) Reading.
- ğ) Assignment.
- h) Project Preparation.
- ı) Report Writing.
- i) Job Training.
- j) Observation, Inspection.
- k) Thesis Preparation.
- l) application (Modeling, Modeling, Simulation, Experiment, and so on)
- m) Case Study /Management.
- n) Web-based Learning.
- o) On-the-job Practice.
- ö) Other Similar Methods.

Measurement and evaluation methods for the semester grade

ARTICLE 23 – (1) The instructors use one of several of the measurement and evaluation methods mentioned below to

determine the semester grade of the student getting the courses they give:

- a) Midterm Exam.
- b) Peer Assessment.
- c) Computer-based Presentation.
- ç) Document Presentation.
- d) Survey Report.
- e) Quiz.
- f) Assignment Evaluation.
- g) Report Presentation.
- ğ) Oral Assessment.
- h) Expert/Jury Assessment.
- ı) Presenting a Case Study.
- i) Competition.
- j) On-the-job practice.
- k) Other Similar Methods.

(2) The effect degrees of each measurement and evaluation method to the semester grade are determined by the instructor and it is announced at the beginning of the semester.

(3) The midterm examinations are made at the dates and in the course hours mentioned in the academic calendar. The midterm examinations of the courses which are commonly taught throughout the University are centrally planned and can be made out of the course hours.

(4) In case the students who cannot participate to the midterm examination apply to the related deanship or directorate with a petition mentioning their excuses within five working days following the examination date, the excuse examination right can be granted.

(5) The date and realization way of the evaluation methods other than the midterm examination are determined by the related instructor on the condition of being in the education term.

(6) The excuses of the students who have not participated to the studies other than the midterm examination are evaluated by the instructor of the course and the transaction to be applied is determined by the instructor.

Final sınavı

Final examination

ARTICLE 24 –(1) The final examinations are made at the dates written on the academic calendar.

(2) The students who have fulfilled the attendance obligation can participate to the final examination.

(3) The excuse of the final examination of the courses other than the project course is make-up examination. The courses similar to the project do not have make-up examination.

(4) The instructors use one of several of the below mentioned measurement and evaluation methods to determine the final grade of the student getting the courses they give:

- a) Final Exam.
- b) Thesis Presentation.
- c) Peer Assessment.
- ç) Computer-based Presentation.
- d) Document Presentation.
- e) Survey Report.
- f) Report Presentation.
- g) Oral Assessment.
- ğ) Expert/Jury Assessment.
- h) Presenting a Case Study.
- i) Competition.
- i) Other Similar Methods.

(5) The effect degrees of each measurement and evaluation method to the final grade are determined by the instructor and it is announced at the beginning of the semester to the students.

Contributions of the examinations to the success grade and the calculation of the scores

ARTICLE 25 – (1) The students are subjected to the semester-end examination other than the semester midterm examination and studies. The contribution of the midterm examinations and if any laboratory and similar course connected studies, homework, attendance and the average of short pop-up examinations to the success grade can be in the interval of %30-%70, and the effect of the semester-end examination can be in the interval of %70-%30. The related instructor announces the effect rates related to his/her course from ÖBS.

(2) A student who does not enter any examination has used his/her right of that examination and the grade of (-1) is recorded in ÖBS. Also, the activities in the semester such as homework, seminar, panel that are subjected to the score and that the students do or do not do are also evaluated in the same way.

(3) The examinations in the semester and other studies connected to the course and the semester-end examination points are given over 100.

(4) The evaluations for the implementation in the working place are made according to the principles determined by the Senate.

Grades

ARTICLE 26 – (1) For each course that the students take, the raw grade appreciated by the instructor at the end of the term is transformed into the following equivalent letter grade by being based on one of the relative evaluation, instructor appreciation and directly grade transformation evaluation system.

(2) ECTS and letter grades' coefficients and their provisions over 100 points have been shown below:

Score	Letter Grade	Score (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
0 – 49	FF	0.0

(3) While transforming the İstanbul Arel University grades to ECTS grades, the following table is used:

İstanbul Arel University Grade	ECTS Grade
AA	A
BA BB	B
CB CC	C
DC	D
DD	E
FF	F

(4) While transforming the ECTS grades to the grades of İstanbul Arel University, the following table is used:

ECTS Grade	İstanbul Arel University Grade
A	AA
B	BA
C	CB
D	DC
E	DD
F	FF

(5) The students whose success grade is AA, BA, BB, CB and CC from a course pass that course directly. For the students to be regarded to pass the course from which they get the grade of DC and DD, it is required that the SGA of all courses in the semester in which that course is taken must be at least 2.00. In case these conditions are not satisfied, the students getting the grades of DD and DC are regarded to fail in these courses. The students whose YEGA is 2.00 and higher at the end of the summer term for the students continuing their education in the end of the spring term or summer term are regarded to be successful in the courses from which they get the grade of DD and DC in both semester.

(6) The grades of DD and DC that the students whose SGA is less than 2.00 have got are regarded to be unsuccessful as if the grade of FF has been taken and the student is obliged to take these courses again in the following first semester in which they are opened.

(7) The grade of FF is given to the unsuccessful students. Even if their SGA is sufficient for the success, the students getting the grade of FF repeat these courses in the first semester in which they are given without seeking the attendance condition.

(8) If the SGA of the students whose YEGA is less than 2.00 in an academic year-end is less than 2.00 in both semester, they are regarded to be unsuccessful in the courses in which they have got the grade of DC and DD in both semester and if his/her SGA is less than 2.00 only in one semester, they are regarded to be unsuccessful in the courses belonging to that semester in which they have got the grade of DC and DD. They are obliged to take the unsuccessful courses in the first term in which they are opened.

(9) Also, from the letter grades;

a) I: Grade incomplete (Incomplete); is given to the students who have not completed the required conditions excluding the attendance for the course in which they are successful in the semester. In case the student takes the grade of I from any course, s/he is obliged to get a grade by completing his/her deficiencies within two weeks as of the announcement date of the grades. This duration can be extended with the decision of the management board. Otherwise, the grade of I is transformed into the grade of FF.

b) E: Grade of exemption (Exempted); is given to the ones being successful in the exemption examination and the ones coming with the lateral and vertical transfer and the courses which have been taken and have been successfully completed while getting education in another higher education institution previously. The grades of E are not included to the average calculations.

c) NA: Grade of absenteeism (Not Attended); is given to the students who cannot realize the attendance conditions. In

the evaluations, it is processed as the grade of FF.

ç) S: Grade of being successful (Successful); is given to the students who are successful in the thesis studies. Also the grade of S is used in the situation of being successful for the courses taken without credit such as the term project, field, clinic and laboratory studies and seminars. The grade of S is not included to the general grade average.

d) U: Grade of being unsuccessful (Unsuccessful); is given to the students who are unsuccessful in the thesis studies. Also the grade of U is used in the situation of being unsuccessful for the courses taken without credit such as the term project, field, clinic and laboratory studies and seminars. The grade of U is not included to the general grade average

Make-up examinations

ARTICLE 27 – (1) The make-up and grade increasing examinations are realized at the date mentioned in the academic calendar.

(2) The students who have not fulfilled the attendance obligation according to this Regulation and getting the grade of FF and in case they want, also the students getting the grade of DC and DD can enter to the make-up examinations. The last success grade taken from these examinations is valid.

(3) The project and laboratory courses do not have make-up examination.

(4) The excuses of the students who have the make-up and grade increasing examination right but do not enter the examination are not accepted.

(5) As the make-up grade replaces the final grade, its measurement and evaluation method is the same with the methods of determining the final grade mentioned in this Regulation.

(6) The make-up grade is used in place of the final grade in the raw success grade calculation and the lettered success grade intervals are obliged to be same with the final examination lettered success grade intervals.

(7) The students who will enter the make-up examination can directly enter the examinations by following the calendar in the announced examination programmes without making applications.

Single course exit examination

ARTICLE 28 – (1) From the students who are in the stage of graduation, on the condition that they have not failed in any course due to the absenteeism;

a) To the students who have succeeded all courses they have taken and whose year-end grade point average is 2.00 and higher, however who have failed in one course with the grade of FF, the single course examination right is given. These examinations are realized after the make-up examinations.

b) The single course examination right is realized at the date determined by the related management board within a month following every final and make-up examination period. For the student to enter the single course examination, it is required that s/he must apply to the Students Affairs Directorate with a petition mentioning the course for which s/he will enter the examination and notify that s/he wants to use the single course examination right. For the student to be regarded as successful in the single course examination, it is required that s/he must get 50 points over 100 which is at least the equivalent of the grade of DD. The students who fail in the single course examination are obliged to enroll in the term in which this course is opened to use the single course right in the following terms and to fulfill the obligations related to the course.

c) The student who will enter the single course examination is obliged to pay 2% of the annual tuition fee.

Graduation grade increasing examination

ARTICLE 29 – (1) To the associate and undergraduate students who have taken all courses that they are obliged to take and have succeeded in them and whose year-end grade point average is less than 2.00 over 4.00 even if their grade point average is higher than 2.00 over 4.00, the grade increasing examination right is given for two courses having grades of DC and DD that they want from the last two semester courses. The students who fail in these examinations are obliged to enroll to all courses having the grade of DC and DD which are lower than 2.00 in last two semesters (SGA or YEGA) to use the grade increasing examination right in the following terms and to fulfill the obligations related to these courses.

(2) The student who will enter the graduation grade increasing course examination is obliged to pay 2% of the annual tuition fee.

Announcement of the success grade

ARTICLE 30 – (1) The instructor is obliged to enter the final or make-up success grades to ÖBS at the dates mentioned in the academic calendar and to deliver their printouts to the department/programme chairmanships at the date mentioned in the academic calendar.

(2) The department/programme chairmanships are obliged to deliver the success grades delivered to them to the related Deanship in the duration mentioned in the academic calendar and the Deanship is obliged to deliver them collectively to the Student Affairs Directorate.

(3) The success grades are announced at ÖBS by the Student Affairs Directorate.

Objection to the examination results

ARTICLE 31 –(1) The result of an examination can be objected by the student in person in writing to the related Deanship/Directorate within at latest five working days as of the announcement date of the graded at ÖBS.

(2) The result of the examination for which the objection is made is re-evaluated by the instructor of the course in terms of mistake of fact within three business days following the date at which the issue is notified to him/her. The result of the inspection is notified to the related deanship or directorate in writing and with justifications by the instructor.

(3) In case there is not mistake of fact, the Deanship/Directorate notifies the result to the student in writing.

(4) When the mistake of fact is determined, the Deanship/Directorate transmits the objection results to the Student Affairs Directorate by making a management board decision.

Semester and general grade point average

ARTICLE 32 – (1) The semester grade average (SGA) is the number obtained with the division of the total of the numbers obtained with the multiplication of the ECTS credits of the courses that a student has taken in one semester with the coefficients of the letter grades that s/he has taken from these courses by the total of the ECTS credit value taken in this term and which is shown with two digits after the comma. The general grade average (GGA) is calculated in the same way by considering all of the courses that the student has taken as of his/her entrance to the university and which are valid in the department of programme to which s/he is enrolled. In the calculation of semester and general grade average, the grades given from AA to FF are considered. In the general grade average calculation, the letter grade taken last from the repeated courses is used.

(2) The average according to the local credit: The year-end grade average (YEGA) is calculated with the division of the total of the numbers obtained with the multiplication of the credits of the courses that a student has taken in both semesters belonging to that year with the coefficients of the letter grades that s/he has taken from these courses by the total of the local credit value of the courses taken in that term and the semester grade average (SGA) is calculated with the same ones belonging to one semester. The average obtained is shown with two digits after the comma. The general grade average (GGA) is calculated in the same way by considering all of the courses that the student has taken as of his/her entrance to the university and which are valid in the department of programme to which s/he is enrolled. In the calculation of semester and general grade average, the grades given from AA to FF are considered. In the general grade average calculation, the letter grade taken last from the repeated courses is used.

Graduation project

ARTICLE 33 – (1) The graduation project given to the students who are entitled to the diploma according to the characteristics of the department or programme is given to the students who have completed at least 75% of the total credit load foreseen for the graduation. The graduation project is completed under the supervision of at least one graduation project advisor.

(2) The principles and procedures related to the graduation projects are determined by the related boards and approved by the Senate.

Graduation, diploma and diploma annex

ARTICLE 34 – (1) For a student to graduate, it is required that the general grade average must be at least 2.00 over 4.00. After the graduation of the student who has succeeded in all courses and other studies in the education programme of the university is decided by the related management board, his/her diploma and English diploma annex issued with his/her diploma are given in accordance with the related legislation verdicts.

(2) In case the name of the programmes to which they continue is changed as being different from the one to which they have enrolled firstly, the diploma with the name of programme at the time they have enrolled is prepared for the students if they want. On the diplomas, the signatures of Dean and Rector are available in the faculties and the signatures of the Director and Rector are available in the Graduate schools or vocational schools.

ARTICLE 35 – (1) From the students who have taken and succeeded all courses in the term basis, the students whose general grade average is between 3.50-4.00 and having grade of NA, I, FF, U and W are regarded to be high honor students and the students whose general grade average is between 3.00-3.49 and having grade of NA, I, FF, U and W are regarded to be honor students and they are given high honor and honor certificates. In the determination of the first rank owners of the university, faculty, graduate school, department/programme, including the students coming with lateral or vertical transfer, in case the success average is the same, the students whose all semesters are evaluated are privileged.

(2) The honor and high honor are attached to the diploma annex of the related student.

Scholarships

ARTICLE 36 – (1) To the programmes which will be decided with the proposal of the related board and the approval of the Board of the Trustees, the students with scholarships are accepted and these students are placed according to their scores by ÖSYM. In case the student does not receive discipline penalty, these scholarships provided are 5 years in the undergraduate programmes having compulsory preparation class and 4 years in the ones not having this and 3 years in the associate degree programmes having compulsory preparation class and 2 years in the ones not having this. The durations in which the enrollment is not renewed and the course enrollment is not made are not included to this duration. The summer education is out of the content of the scholarship.

Cutting of the scholarships

ARTICLE 37 – (1) These scholarships provided to the students are cut in case they receive discipline penalty and they cannot complete their educations within the durations given to them. The students in this situation can continue their educations on the condition of depositing the tuition fee in case they request.

Discipline

MADDE 38 – (1) Discipline process and procedures for the students in the university are carried out pursuant to the Regulation on the Discipline for Students in Higher Education Institutions published in the Official Gazette No. 18634 of 13/1/1985.

SECTION FIVE

Principles and quotas for student enrolment and admission

Quotas

ARTICLE 39 – (1) Number of the scholarship and non-scholarship students to be accepted to the university is determined by the Board of Trustees upon proposal of the Senate; and submitted to the Council of Higher Education.

Student Admission

ARTICLE 40 – (1) University accepts students who passed the exams held by the Student Selection and Placement Centre or an aptitude test; and can prove this achievement with the relevant documents; and also students who graduated from vocational and technical high schools and were placed in vocational schools affiliated to the university by the Student Selection and Placement Centre (OSYM) without an exam in accordance with the Article 45 of the Law No. 2547 and foreign students who fulfill the specified requirements for acceptance.

Final registration

ARTICLE 41 – (1) Prospective students who have attained the right to enrol in the university apply to the registration office personally in accordance with the principles determined by the OSYM and the Faculty committee within the period announced for registration. The address declared by the students in written is deemed as the notification address and the University shall not be responsible for notifications not received by the students because of the misstatements in the address. Students have to inform any changes in their notification addresses to the Registrar's Office in a month at the latest.

(2) Students who do not pay their tuition fee in time shall not be enrolled in the university or their registration shall not be renewed. These students cannot enjoy the rights entitled to the students. Final registration cannot be done with missing documents or via mail. However, students can register to school by their proxies nominated for valid reasons and reasonable justifications, and unexpected cases provided that they can document these situations. In the event that students who attained the right for registration after an aptitude test do not register for the university at the specified date and time, they shall lose their right for registration; and reserve students will be accepted instead of them.

(3) The documents required for final registration from Turkish and foreign students shall be announced by the Registrar's Office on the university website. The original copies of the documents or copies to be approved by the university shall be accepted. For the military service status and criminal records of the students, declaration of the students shall be taken into account.

(4) Students who do not renew their registration without any reason stated in the Article 36 of this regulation and/or accepted by the faculty committee shall fail in this semester and this period shall be regarded within the period of study.

Enrolment in courses and renewal of the enrolment

ARTICLE 42 – (1) The first semester (fall term) course enrollments of the students who make the new enrollments are directly made by ÖİDB. The enrollments are realized by the students themselves as of this semester.

(2) The other students are obliged to make their course enrollments from ÖBS within the durations mentioned in the academic calendar at the end of every semester after determining the courses that they will take in that semester by discussing with the academic advisor during the enrollment and to get the written approval of the advisor.

(3) The student who does not make his/her semester reenrollment does not benefit from the studentship rights in that semester. The student who does not renew his/her enrollment within the duration mentioned in the academic calendar but whose excuse is accepted by the related management board can make late enrollment within the mentioned additional duration for only once. The students who do not make their course enrollment even though they have paid the tuition fee cannot enter the examinations and the transaction belonging to that semester is not regarded to be done.

(4) Semesters that students do not renew their registrations shall be included into the maximum period of study. The students who cannot complete their higher education within the maximum period of study shall be subject to the Articles 44 and 46 of the Law No. 2547.

(5) Students having studied previously in a higher education institution equivalence of which is accepted; and registering for the first semester with their transcripts and course contents attached to the petition one week before the registration renewal week. They shall demand exemption from the courses they followed and passed in that higher education institutions by applying to the relevant faculty and/or vocational school relevant faculty committee will orient these students and submit the orientation form including the courses they are exempted from and responsible for to the registrar's office in written within the first week of academic year at the latest.

(6) The course exemption, the introduction of the previously acquired competence and adaptation operations are realized according to the verdicts of the Regulation regarding the principles of making Transition, Major Degree, Minor Degree and Inter-institutional Credit Transfer between the programmes at the associate and undergraduate degrees in the higher education institutions and the other related legislations.

(7) The students can also be enrolled to the courses belonging to the year to which they are enrolled and the previous years. However, for the courses which are equivalent and whose credit is deemed to be appropriate, the ones to whom the exemption is given by making inspection by the management boards of the related departments and the ones who succeed in the exemption examinations that the university opens can be enrolled to the courses in the upper semester as much as the total credit for which they are exempted or successful as belonging to that semester.

(8) The students who want to graduate from the undergraduate programmes before their durations can take courses from the upper semesters on the condition of paying its fee and not exceeding the work load and with the approval of the advisor. The graduation duration cannot be less than three years.

(9) In case a student applies with the justified and compulsory reasons, s/he can withdraw a course to which s/he has enrolled within two weeks following the enrollment date with the approval of the advisor. The students cannot withdraw the new course to which they are enrolled by leaving a course.

(10) The students are obliged to be enrolled in all courses shown in the course plans of the first and second semesters. The students cannot leave the courses of these semesters.

Academic Counselling

ARTICLE 43 – (1) Each student enrolled in the university shall have an academic advisor assigned by the relevant department/ program.

(2) Academic advisor follows, guides, and supports the student during his/her period of study in terms of his/her academic education. He helps the solution of the academic and social problems of the student, monitors the attendance and success situation of the student; s/he gives guidance in the transactions of enrollment to the courses, leaving the courses, withdrawing the courses and adding the courses.

(3) Department or program head can demand from lecturers to submit reports on activities and academic standing of the students, if necessary.

Special student

ARTICLE 44 – (1) Special students are the students who are enrolled in any other higher education institution in Turkey or abroad and allowed to take courses from Istanbul Aydın University. Special students are not deemed as Istanbul Aydın University student and cannot enjoy the rights entitled to students.

(2) Applications by the special students for any semester shall be evaluated and concluded by the faculty committee by taking opinions of the relevant department.

(3) Special students are not awarded a diploma or title. However they are granted a document indicating courses they are enrolled in and their grades for these courses. In this document, also the ECTS of the related courses are mentioned.

(4) Special students having at least a high school diploma and accepted to the preparatory school to improve their foreign language knowledge shall be awarded with a document indicating their grades provided that they complete their education successfully. In the event that this grade in the document is equal to or above than the proficiency level specified by the Istanbul Aydın University, and these students are placed in Istanbul Arel University; they shall be exempted from the mandatory preparatory school education.

(5) Students having attended courses in the University and then entitled to enroll in the university as a result of the central exam to be held by the OSYM or an aptitude exam and doing their final registration can be exempted from the courses recognized equivalent to those they passed when they were special student in their department/program upon decision of the faculty committee.

(6) The special students are required to pay the tuition fee determined by the Board of the Trustees. ID Card

ARTICLE 45 – (1) In accordance with the provisions of this regulation, students who paid the tuition fee and completed final registration shall be given a labelled and illustrated ID card indicating that they are a student of the University; and this ID card shall be valid for one year.

(2) The students who completed their maximum period of study and therefore cannot enjoy the rights of a normal students shall be given a different ID card to be only valid inside the university.

SECTION SIX

Freezing Registration, Deregistration and Dismissal

Freezing registration

ARTICLE 46 – (1) Registration of the students can be frozen for minimum one semester and maximum two semesters in associate programs; for maximum for four semesters in a way not to exceed two semesters at one time in undergraduate programs upon decision of faculty committee.

(2) The tuition fee related to the duration for which the enrollment is frozen is offset from the following tuition fee.

(3) The registration can be frozen for the reasons such as military service, health problems, natural disasters or other unexpected reasons provided that they will be documented.

(4) Students freezing their registration do not join educational activities for the relevant semester and do not attend to the interim exams and final exams. Requests to freeze the registration should be filed at the beginning of the semester and before course enrolment period ends. Even if these deadlines are over, students can apply in extraordinary cases like health problems, military service, natural disasters, and etc. For the applications to be made because of these reasons, students should attach medical report to be taken from health care centres and this report should cover the mandatory attendance time of the relevant semester; and the other reasons like military service, natural disasters and etc. should also be documented.

(5) In case the non-university scholarships, internship and research opportunities that will make contribution to the educations of the students arise or the education opportunities arising from the international agreement are provided, the leave up to two semesters can be given only for once with the decision of the related boards and the approval of the University Management Board.

(6) The durations which have passed during the enrollment freezing and being regarded to be on leave are not included to the maximum education duration.

Deregistration and Dismissal

ARTICLE 47 – (1) In the following cases, students shall be dismissed from the university:

- a) being sentenced to dismissal from higher education institution as a result of a disciplinary proceeding;
- b) determining that the student is registered to another higher education institution at the same degree level except for open education programs;
- c) revealing that the final registration is not done duly and student is not entitled to do final registration; or revealing that final registration is done through false statements;

(2) Students who want to end their enrolment voluntarily are supposed to apply to the Registrar's Office or the Dean's Office with a petition, and according to the decision of the relevant committee need to complete the discharge certificate procedures duly.

(3) Students who cancelled their enrolment in the university shall be given a document for his/her current status and the original copy of his/her high school diploma. The other documents received during registration shall not be given back.

(4) Content of the files of the students left school through lateral transfer shall be given to the student upon submission

of the letter drafted by the institution/unit she/he transferred to and completion of deregistration procedures or shall be sent to the higher education institution to which the student is transferred together with a list of contents. Copies of the documents are stored in the student file.

Awarding associate degree diploma to the undergraduate students

ARTICLE 48 – (1) Excluding those sentenced for the crimes against the government and those dismissed from higher education institutions by receiving disciplinary punishment; the following provisions shall be applied in accordance with the Law No. 2547; the students who are successful at least in the first four semesters of an undergraduate program and who have a GPA of 2.00 pts shall be awarded with an associate degree diploma. There is not any time limit for applying for receiving an associate diploma.

SECTION SEVEN

Principles for summer education

Summer education

ARTICLE 49 – (1) Purpose of the summer education is to make use of the educational opportunities of the university also in the summer period; to allow students to repeat the courses they failed during normal academic period, and to rise their grade points by repeating the courses they passed; to avoid crowded student populations in the departments and thereby to increase the quality and efficiency of the education; to enable successful students with an GPA of 3.00 and above to take the courses they have not taken yet, and thereby to complete their education earlier; and to provide support to the students failed in preparatory school to be successful.

(2) Summer education is held in summer months excluding two normal semesters of the academic year in the university. Summer education is a voluntary and paid education for all the students including scholarship students. Summer education shall be held in the summer months except from normal two semesters of the education period in the University. Fee to be paid per credit is determined by the Board of Trustees every year.

(3) Starting date of the summer education is specified in the academic calendar in a way to take place after spring semester final exams are completed.

(4) Duration of the summer education is seven weeks. This duration does not include the exams to be held during the summer education.

(5) For each courses opened in the summer education, total number of lessons shall be equal to the number held during normal semester.

(6) Summer courses intended to be opened in the summer education is determined by the application of the sufficient number of students to the the Registrar's Office.

(7) Students who will take courses in summer education are supposed to complete their final registration between the dates to be determined by the authorized committees of the university before the summer education starts.

(8) Students can take maximum 3 courses provided not to exceed 15 ECTS credits in summer education. Procedures like add and drop or withdrawal from courses shall not be applied in summer schools.

(9) All the compulsory courses for the associate and undergraduate programs should be offered in the relevant semesters; they cannot be delayed to the summer school.

(10) Minimum required number of students in order to open the courses in summer education is determined by the authorized committees of the University. At the end of final course registration, the number of students is determined and then the relevant committees decide whether these courses will be offered or not. Preparatory school can also deliver summer education in the event that sufficient number of students applied for it.

(11) In the courses to be opened for the senior students who have come to the stage of graduation, the minimum student number is not sought.

(12) In the event that a course is not opened in summer education; this course can be taken from another university provided that equivalence of the course is recognized by the department head and upon decision of the relevant faculty committee and the letter grade student receives is reflected onto his/her transcript.

(13) Students who can document that they are a student in another Turkish higher education institution or any higher education institution recognised equivalent by the Council of Higher Education can take courses offered in the summer education from Istanbul Arel University.

(14) Evaluation in the summer education shall be carried out in accordance with the provisions of this regulation.

(15) At least one midterm exam and one final exam shall be held for each course in summer education. For the courses and practices which are not appropriate for an midterm exam or final exam shall be evaluated in accordance with their nature of content.

(16) All the grades received in summer education shall be reflected onto the transcripts. Grades previously received from these courses shall not be taken into account in calculation of GPA and grades received in summer education shall be included into this calculation.

SECTION EIGHT

Double Major and Minor Programs

Double major program

ARTICLE 50 – (1) Double major programs can be offered between undergraduate programs in the university upon proposal of the relevant departments and faculty committees and upon approval of the Senate.

(2) Admission of the students to the double major programs shall be realized upon proposal of the relevant department carrying out the program and upon approval of the Faculty Committee.

(3) Students cannot be enrolled more than one double major program at the same time. However they can be enrolled in both a double major program and a minor program at the same time.

(4) A student registered to a double major program can do lateral transfer between departments provided that he/she fulfils the requirements for transfer.

(5) For the double major programs which accept students through aptitude exam, students have to pass the aptitude test in order to be accepted.

Double major application time

ARTICLE 51 – (1) Students can apply for a double major program in the third semester at the earliest and in fifth semester at the latest.

(2) Students that will apply for the double major program are supposed to have a GPA of 2.70 out of 4.00 and to be ranked in the highest 20 per cent of success ratings in the class of the major program at the moment of application.

(3) In order to apply for a double major program, students are supposed to have passed all the courses in their undergraduate program by the semester when they apply for a double major program.

(4) Students are supposed to have at least 2.75 GPA out of 4.00 in order to be able to graduate. Students' GPA can be lower than 2.50 out of 4.00 only for once during their whole period of study. Students who have 2.50 out of 4.00 for more than once shall be dismissed from the double major program.

(5) Students attending a double major program shall be awarded with a diploma only if they graduate from their primary major program.

(6) Courses that students attending a double major program take from their major program and that are recognised equivalent shall be indicated in the transcript.

(7) In the event that a student graduates from his/her major program but cannot complete his/her double major program, period of study for this student can be extended through the decision by the faculty committee of the relevant faculty delivering this double major program.

(8) Students that cannot take courses from their double major program for two semesters successively shall be dismissed from the double major program.

(9) Status of the courses taken in double major program by the students dismissed from the double major program shall be given a document.

(10) Upon the Senate decision, extra conditions in addition to those specified in this regulation on the double major program can be set; and the expected minimum pass grades can be increased.

Minor program

ARTICLE 52 – (1) Minor programs and application conditions for them are regulated upon proposal of the relevant faculty committee and approval of the Senate.

(2) Students who complete the minor program shall be awarded with a certificate of achievement (minor program certificate) for the field they received education and these certificates are not in nature of a diploma.

(3) Quotas of the minor programs shall be determined upon proposal of the faculty committee that decided to open the minor program and upon decision by the Senate.

(4) Applications shall be evaluated by the relevant committees of the faculties delivering the minor program.

Minor program application time

ARTICLE 53 – (1) Students can apply for minor program in the third semester of their education in their major program at the earliest and in the sixth semester at the latest.

(2) In order to apply for a minor program, students are supposed to have passed all the courses in their undergraduate program by the semester when they apply for a double major program.

(3) Students are supposed to have at least 2.50 GPA out of 4.00 in their major program at the moment of application in order to be able to apply for a minor program.

Credits

ARTICLE 54 – (1) Students accepted to the minor program are supposed to take and pass the courses determined through the decision of the Senate within the scope of this minor program. These courses are agreed by the relevant departments and then submitted to the relevant faculty boards and the Senate for approval.

(2) Students are supposed to have a GPA of 2.30 out of 4.00 in their major program in order to be able to continue to their minor program; otherwise they will be dismissed from the minor program.

(3) Students who graduate from their major programs but cannot complete their minor programs shall be granted additional time upon the decision by the relevant committee.

(4) Academic success of students in their minor program shall not affect their graduation from the major program.

(5) Minor program students can leave the minor program in any semester of their education of their own accord. In the event that a student leaves a minor program, that student cannot be enrolled to the same minor program again.

(6) In the event that student does not take any course from the minor program for two semesters successively, this student shall be dismissed from the minor program.

(7) Status of the courses taken in minor program by the students dismissed from the minor program shall be given a document.

(8) Upon the Senate decision, extra conditions in addition to those specified in this regulation on the double major program can be set; and the expected minimum pass grades can be increased.

SECTION NINE

English language preparatory program

Goals and criteria of the education delivered in the English language preparatory program

ARTICLE 55 – (1) Purpose of the foreign language education provided in the English language preparatory program of the university is to endow the students with the ability to follow courses delivered in English, and other educational activities in the associate and undergraduate programs; to watch or follow any kind of publications or broadcasts related to their field and courses; to make contribution to the seminars and discussions efficiently; to do translation from English to Turkish and vice versa; and to communicate in English verbally and written as required by the professional and social life.

(2) Duration of the English language preparatory program is two semesters. This period is not included into the study period of the associate and undergraduate programs. Students have to attend İstanbul Arel Üniversitesi English Proficiency Test (ARELIYES) at the beginning of each academic year. In the ARELIYES, the base point is 70 out of 100 for passing the exam. Students who pass the ARELIYES shall be exempted from English language preparatory program. Students who do not attend this exam or cannot pass the exam are supposed to attend the English language preparatory program for two semesters.

According to the principles determined by the Senate for the exemption from the English language preparatory program; students can submit documents for their results from a recognized national and international exams provided that validity period of them are not exceeded and they are within the limits of the following minimum base scores for passing the exam.

(3) Students having one of the documents mentioned above can apply to the English Preparatory School with the relevant documents attached to a petition for the request to be exempted from the English language preparatory program at least three days before the ARELIYES. The documents submitted shall be evaluated by the English Preparatory School of the University and the students whose documents are approved shall be exempted from the preparatory program.

(4) Students who failed the ELPE or whose documents are not approved, and who are supposed to study in English language preparatory program shall start their education in the preparatory program in different language level groups according to the results of the English Language Placement Exam. The group of students can be changed on the basis of academic reasons by the end of two weeks after foreign language preparatory education starts.

(5) Students who can document that they attended and passed an English language preparatory program in the previous academic year in any national or international higher education institution and submit their relevant certificates shall be exempted from English language preparatory program.

Execution of the English language preparatory program

ARTICLE 56 – (1) The English preparation programme is executed according to the principles determined by the Senate.

Failure in English language preparatory program

ARTICLE 57 – (1) In the event that students who are enrolled in any associate and undergraduate programs/ departments of which medium of instruction is English failed after attending English language preparatory program for two semesters; they can repeat these two semesters of their own accord. If they fail again, they shall be placed at an equivalent program of which medium of instruction is Turkish if demanded by the student in accordance with the Article 7 of the Regulation on Foreign Language Education, and Principles for the Foreign Language Education published in the Official Gazette No. 27074 of 4/12/2008.

SECTION TEN

Miscellaneous and final provisions

Issues not mentioned herein

ARTICLE 58 – (1) For the issues not mentioned in this Regulation, other legislation provisions and relevant decisions by the Board of Trustees, Senate and relevant faculty committees shall be applied.

Superseded Regulation

ARTICLE 59 – (1) Istanbul Arel University Regulation on Associate and Undergraduate Education and Exams published in the Official Gazette No. 27800 of 29/12/2010 shall be annulled.

Orientation

TEMPORARY ARTICLE 1 –(1) The grade averages of the students who have taken course before the education year of 2013-2014 are calculated according to the local credit till they graduate.

Validity

ARTICLE 60 – (1) This regulation shall be valid as of the beginning of the academic year of 2013-2014.

Execution

ARTICLE 61 – (1) Provisions of this regulation shall be executed by the Rector of the Istanbul Arel University Rector.