

KARABUK UNIVERSITY

EDUCATION AND EXAM REGULATION FOR ASSOCIATE AND UNDERGRADUATE STUDENTS

PART I

Aim, Scope, Basis and Definitions of Terms

Aim

ARTICLE 1 – (1) The aim of this document is to regulate education, examination and assessment procedures and principles for associate and undergraduate students in departments or programs of faculties, conservatories, schools and vocational schools at Karabuk University, except for Faculty of Medicine, Faculty of Dentistry and School of Foreign Languages.

Scope

ARTICLE 2 – (1) This document comprises education, examination and assessment provisions for associate and undergraduate students in departments or programs of faculties, conservatories, schools and vocational schools at Karabuk University, except for Faculty of Medicine, Faculty of Dentistry and School of Foreign Languages.

Basis

ARTICLE 3 – (1) This document has been drawn up based on Articles 14 and 44 of the Higher Education Act 2547, dated 4 /11/ 1981.

Definitions of Terms

ARTICLE 4 – (1) Wherever the following terms appear in this document, they shall refer to:

- a) ECTS: European Credit Transfer System
- b) The Head of the department: The head of faculties, schools and vocational schools at Karabuk University.
- c) The Advisor: The faculty member ,assigned by the head of the department, responsible for dealing with students' educational and other queries.
- d) The Dean: The dean of a faculty at Karabuk University
- e) Credit: A weekly theoretical lesson equals to 1 credit in an academic semester, a practical lesson is ½ credit.
- f) The Faculty : Faculties other than Faculty of Medicine and Faculty of Dentistry at Karabuk University
- g) The Relevant Committee: Faculty committee at faculties; school committee at schools and vocational school committee at vocational schools.
- h) The Board of Directors: Faculty board at faculties; school board at schools and vocational school board at vocational schools.
- i) The Head: Head of the school or vocational school at Karabuk University.

j) The Directorate of Student Affairs: Karabuk University Student Affairs Office

k) The Rector: Karabuk University Rector

l) The Senate: Karabuk University Senate

m) Distance education: A form of education which is carried out by using printed materials, radio-television and information technology and does not require physical presence of both instructors and students.

n) The University : Karabuk University

o) The Summer School: Education carried out in summer semester for associate and undergraduate students in addition to fall and spring semesters.

p) The University Board: Karabuk University Board of Management

PART II

The Principles Concerning Education

Medium of Instruction

ARTICLE 5 – (1) The medium of instruction is Turkish. Nevertheless, in accordance with the suggestion of the relevant committee, decision of the Senate and approval of the Council of Higher Education (YÖK) the medium of instruction in some programs can be partially or entirely in a foreign language in line with the principles laid out in “Regulation on Foreign Language Education and Teaching in a Foreign Language in Higher Education Institutions” published in Official Gazette no 29662, dated 23/3/2016.

Registration and admission requirements

ARTICLE 6 – (1) In order to be able to register for the associate and undergraduate programs of the university, students must be placed in the relevant program by ÖSYM and students should not have been accepted to another higher education institution within formal education quota.

(2) Admission to programs demanding a special ability is done according to a special talent exam carried out by the university.

(3) The registration of students is carried out by The Directorate of Student Affairs.

(4) The principles regarding the admission of international students are determined by the provisions of the relevant legislation and the decision of the Senate.

Initial enrolment

ARTICLE 7 – (1) Final registration to the university is carried out with the principles determined by YÖK, ÖSYM and the Rectorate and students have to submit the requested documents within the indicated period.

(2) Candidates who have the right to register to the university can register electronically through the e-government system. They may also register in person or through their legal representatives or representatives authorized by a notarized power of attorney.

(3) Students who fail to apply for registration and those who cannot provide the documents requested by the Registrar's Office within the deadline lose their right to register.

(4) The original documents requested for registration or their approved copies upon presentation of the originals to the University are accepted. Regarding compulsory military service and judicial records, the application is processed based on the candidate's declaration.

(5) Students who have submitted incomplete or false documents will not be registered. If they have already been registered, their registration will be cancelled.

Semester registrations

ARTICLE 8 – (1) Students are liable to re-register at the beginning of each semester within registration dates indicated in the academic calendar by paying the tuition or education fee and selecting their courses with the supervision of their advisor.

(2) Students who do not pay their tuition or education fee within the period specified in the academic calendar cannot select courses and their registrations are not renewed. Paying only tuition or education fee is not enough for registration. Semester registrations are done by students themselves on the specified dates. Additional time is given to those who have failed to complete their semester registration during the add-drop period, but those students are considered absent from their classes during this time.

(3) In addition, students may re-register if deemed appropriate by the relevant board of directors taking into account the period of absence laid out in Article 22.

(4) The students not re-registering for a term cannot attend courses for that term, benefit from their rights, these times are counted within their time of education. Students themselves are responsible for all of re-registration process.

(5) Students not re-registering are called pending students. Pending times are counted within their time of education and they cannot benefit from their rights while pending.

Periods of education

ARTICLE 9 - (1) Periods of education are regulated on the basis of semesters.

a) An academic year, with the decisions of the Senate, includes at least 14 weeks (70 workdays) of fall and spring semester except midterm exam periods and official holidays. Should the 70th workday concurs on a midweek day, it is extended till the end of the week. In addition to fall and spring semester, internship and summer courses or summer semester can also be opened. Their period and application terms are regulated by the Senate.

b) Courses can be carried out on Saturdays and Sundays in times of necessity by the advice of relevant board of directors and approval of the Senate. Courses which cannot be carried out due to official holidays can also be carried out on Saturdays and Sundays and these dates are stated in the academic calendar.

(2) Academic calendar which covers the complete education year of the university is announced by the Senate before academic year begins.

Duration of education

ARTICLE 10 – (1) Maximum time which is given to the students to complete their education, excluding Foreign language preparation and scientific adaptation classes, to run only from the term of lessons which belong to their department regardless of their registration, is maximum 4 years for associate degree programmes and 7 years for undergraduate degree programmes.

(2) Students who fail to graduate in the stated maximum times are subjected to relevant legal provisions.

Programmes of education

ARTICLE 11 – (1) Syllabuses are presented to the Senate, after they have been finalised by relevant programme / department committee. The changes related to the next academic year are determined on the basis of same decisions in June every year.

(2) Excluding common and university compulsory subjects, 4-year-period undergraduate programme should have at least 128 credits, 2-year period associate degree programme should have at least 64 credits. There must be 30 ECTS for each semester and Associate degree programmes should have 120 ECTS and Undergraduate programmes should have 240 ECTS.

(3) Education programme in the relevant academical departments consists of theoretical lessons or seminars, workshop, laboratory, field training and similar studies. The dispersion of these studies to the semesters are applied according to the syllabus approved by the Senate.

(4) The principles regarding the internship, practice and similar studies in the education-training programs are determined by the Senate with the proposal of the relevant committee, considering the characteristics of the education-training. In faculties/schools/vocational schools where there is no compulsory internship in education-training programs, students can do internship on demand. For these students, the same procedure is applicable for the conditions of starting the internship and the principles of internship application.

(5) In some applied courses in the syllabus, the student may be required to be successful in the practice within the framework of the principles accepted by the Senate, depending on the nature of the education. In this case, students who are unsuccessful in their practice during the year cannot take the final exam and make-up exam for that course.

Undergraduate / vertical transfers

ARTICLE 12 – (1) Undergraduate transfers to be made from within or outside the University to faculties, schools or vocational schools of the University are regulated by the principles determined by the senate according to the provisions of the “Regulation on the Principles of Transfer between Associate Degree and Undergraduate Degree Programs in Higher Education Institutions, Double Major, Minor and Inter-Institutional Credit Transfer” published in the Official Gazette dated 24/4/2010 and numbered 27561.

(2) Vertical transfer of associate degree graduates to undergraduate programs affiliated to the University, students who have the right to start their undergraduate education according to the provisions of the Regulation on the Continuation of Undergraduate Education of Graduates of Vocational Schools and Open Education Associate Degree Programs published in the Official Gazette dated 19/2/2002 and numbered 24676, the courses to be taken from the program are determined by the decision of the board of directors, by giving exemption to the courses they have taken during their education and taking into account the ECTS credits. Students are given the right to continue their education by enrolling in the program according to the courses they must take.

Double major and sub-branch programme

ARTICLE 13 – (1) Double major and sub-branch program acts between associate and undergraduate programs within the university are regulated by the Regulation on the Principles of Transfer between Associate Degree and Undergraduate Degree Programs in Higher Education Institutions, Double Major, Minor and Inter-Institutional Credit Transfer and the principles set by the Senate.

Course exemption and adjustment procedures

ARTICLE 14 – (1) Course exemption and adjustment procedures for students registering in our university are carried out according to the principles determined by the Senate.

Evening education

ARTICLE 15 – (1) In the university, evening education is applied in accordance with the provisions of the Law No. 2547.

Distance education

ARTICLE 16 – (1) Upon the proposal of the Senate and the approval of the Higher Education Council, all of the courses in a program can be given via distance education.

(2) If approved by the Senate, some courses in the regular and evening education programs can be given via distance education.

(3) The principles regarding distance education are determined by the Senate.

National and international student exchange

ARTICLE 17 – (1) National and international student exchange procedures are regulated by Regulation on the Principles of Transfer between Associate Degree and Undergraduate Degree Programs in Higher Education Institutions, Double Major, Minor and Inter-Institutional Credit Transfer and the principles set by the Senate.

Academic consultancy and coordinatorship

ARTICLE 18 – (1) An academic advisor is appointed by the dean/director upon the recommendation of the head of the relevant department for each student who has registered. In case of need, a coordinator may be appointed to ensure coordination among the advisors.

(2) The principles determined by the Senate regarding the consultancy and coordinator duties and the provisions of the relevant legislation are applied.

Student ID card

ARTICLE 19 – (1) An identity card stating that he is a university student is given to every student who has registered to the university. The ID card is valid for the maximum period of education.

(2) If the identity card is lost, a new identity card is issued upon written application.

SECTION THREE

Courses, Exams and Evaluation

Course Types

ARTICLE 20 – (1) Course schedules followed by the students in every semester is defined by the department they attend. Courses are divided into different groups as mandatory, selective, courses requiring prerequisite lessons, prerequisite courses and shared mandatory courses. From these;

a) Mandatory courses: These are the lessons in the syllabus which requires students to attend and succeed in order to graduate.

b) Selective courses: These are the lessons students attend on their own request. Divided into three as selective courses depending on the syllabus, optional selective courses and university selective courses, these lessons;

1) Selective courses depending on the syllabus: These are the lessons in the syllabus which requires students to select from a recommended specific lesson list; attend and succeed in order to graduate. These lessons can be selected from other programs according to the relevant board decision if there isn't a record against it. If students fail or the number of the students is less than 10, one of the other equivalent courses defined in the syllabus can be

chosen according to the relevant board decision. Students are obliged to succeed the course chosen.

2) Optional selective courses: These are the lessons attended by the students in their own will and approved by their advisor, in order to improve themselves and their knowledge. These lessons require students to succeed if chosen and cannot replace the selective lessons depending on the syllabus. Students who fail these courses must select an equivalent course defined according to the relevant board decision and succeed if the same lesson from which they fail is no longer available in the next semester.

3) University selective courses: These are the courses that all students are obliged to take and be successful in accordance with the principles determined by the Senate.

c) Courses requiring prerequisite lessons: In order to choose these lessons, it requires students to succeed or attend one or more lessons in previous semesters. Prerequisite courses are determined by the Senate upon the recommendation of the relevant board.

d) Requisite Courses: These are the lessons defined in the programs which must be chosen and succeeded by the students in order to select some other lessons. Which course or courses are prerequisites is determined by the recommendation of the relevant board and the decision of the Senate. Prerequisite courses are opened in both terms with the decision of the relevant board of directors.

e) Shared mandatory lessons: These are Principles of Atatürk and History of Turkish Revolution, Turkish and Foreign Languages, which are mentioned in Turkish Law Number 2547, Article 5.

(2) Laboratory lessons, projects and applied lessons can be performed in groups. The reasons for these lessons to be divided into groups are defined by the relevant board decision after the request from the relevant department. If necessary, lessons can be divided into groups or combined with the decision of University Board

(3) According to the relevant board decision, a mandatory thesis, a graduation homework or study can be demanded from the students in order them to graduate. The principles regarding how these studies will be carried out are regulated by the relevant board.

Adding, dropping and repeating the courses

ARTICLE 21 – (1) At the beginning of every semester, students select their courses in a period defined in the academic calendar, under the supervision of their advisors.

(2) Students beginning the first grade are responsible for taking all the courses in the first two semesters registered. Among these students, those who have course exemption can take courses from the upper semester as much as the total ECTS of the course, provided that they do not exceed the limit of 30 ECTS.

(3) From the third semester, students can take courses from a minimum of 30 ECTS up to a maximum of 40 ECTS, provided that they first take the previous semester courses.

(4) In addition, the students who have a weighted grade point average of at least 3.00 and those who do not have a failed course in the previous semesters can take courses from the upper semesters beginning from the third semester without exceeding 40 ECTS within the credit limit.

(5) Students who register through undergraduate transfer, vertical transfer, completion of health license and completion of theology license can take courses up to 40 ECTS starting from the semester they register, provided that they first take the courses in the lower semesters.

(6) Students who register through engineering completion take courses within the framework of the criteria determined by the Council of Higher Education.

(7) If the student is able to graduate at the end of two consecutive semesters, s/he is allowed to take a maximum of 50 ECTS courses in these semesters. Students in this situation can apply to the relevant Deanship/Directorate by obtaining the approval of their advisors within the period specified in the academic calendar. Course registrations of these students, who are decided to take courses with the decision of the relevant administrative board, are made by the Registrar's Office.

(8) The provision specified in the seventh sub-article is applied to the students who are able to graduate at the end of two consecutive semesters as a result of course exemptions, regardless of their registration date.

(9) Except for the prerequisite courses and courses with the same code opened in both semesters, provided that they are in the curriculum, the failed courses in the fall semester are repeated in the fall semester, and the failed courses in the spring semester are repeated in the spring semester.

(10) Students can add and/or delete courses with the approval of their advisors during the course add and course deletion periods specified in the academic calendar. Students who add new courses are considered absent from the start date of the courses specified in the academic calendar until the date they add courses.

(11) Students cannot attend the courses they have not registered for within the periods specified in the academic calendar and cannot take the exams for these courses. The exam of the student who has taken the exam for the course that s/he has not registered will be invalid.

(12) Since the classroom cannot be formed due to the shortage of students, daytime education students cannot take courses from the evening education, and the evening education students cannot take courses from the daytime education, except for the programs in which daytime and evening education are combined.

(13) During the course registration process, the periodic structure in the curriculum in which the students are registered is followed sequentially.

(14) Conditionally passed courses can be taken again in order to increase the general weighted grade point average (GWGPA). The last grade is valid for repeated courses.

Attendance Obligation

ARTICLE 22 - (1) Students must attend classes, practices and exams. Attendance requirement is at least 70% in theoretical courses and at least 80% in applied courses. Students who do not meet these requirements cannot take the exam for that course. The specified absenteeism limit cannot be exceeded in any way, except for the cases specified in the third sub-article. The names of those who do not have the right to take the exam due to their absenteeism are announced to the students by the instructor at the latest on the end of the courses.

(2) If the students have met the attendance requirement of a course but have failed, they are not required to attend the theoretical courses again when they repeat the course. However, it is decided by the relevant administrative board whether the students who fail the applied courses will be required to attend the courses again. The decisions of the board of directors are announced to the students. In determining the success grade of the students in this situation, their grades in the semester they repeat the course are taken into account.

(3) If the students assigned by the University Administrative Board are required to participate in national team and inter-university sports matches or cultural events, the periods during which they cannot continue their education are not taken into account in the calculation of the attendance period. They take the midterm exams that they cannot take within these periods, on the dates to be determined by the relevant board of directors. Students are obliged to inform the dean/directorate about the programs related to these activities together with the documents they will receive from the authorities carrying out these activities. Within the scope of the above activities, the total leave of absence period that the University Administrative Board can give for a student is 20 days at the most. The leave of absence must be obtained before activities. Students who will participate in sports competitions and cultural events may be given permission by the University Administrative Board for the final preparatory work to be done just before the mentioned activities.

(4) Class attendance statuses are monitored by the instructor.

(5) Students who meet the attendance requirement of an elective course but fail are required to attend the course if they take a different course within the group instead of the failed course.

(6) The period of punishment of the students who are imposed a temporary debarment from the university is counted as the period of study. Students are required to pay the contribution/tuition fee within these periods.

Exams

ARTICLE 23 - (1) Examinations are divided into groups as midterm exam, final exam, resit exam, make-up exam, single course exam, exemption exam and additional course exam. Examinations can be made face-to-face or online as written, oral, both written and oral,

homework or practical exams. Exam schedules determined by the Deanship/Directorates upon the recommendation of the Department Heads are announced on the relevant unit web pages and/or in the student automation system at least two weeks before the exams. This period can be one week for the resit exam program.

(2) The weights of the midterm exam and final exam are announced to the students within the first two weeks of the relevant semester by the instructor.

(3) The Senate decides to hold a resit exam and/or open a summer school in the relevant academic year. In case of no resit exam, a make-up exam is held on the dates determined and announced by the Deanship/Directorates for students who cannot take the final exam due to an excuse accepted by the decision of the relevant administrative board. In case of a resit exam, a make-up exam is not held for the final and resit exams.

(4) In obligatory cases, exams can also be held on Saturdays and/or Sundays with the decision of the relevant board of directors.

(5) Students are required to take the exam on the announced day, time and place and have their student ID card or identification documents with them.

(6) There is at least one midterm exam for each course. For students who cannot take the midterm exam due to an excuse accepted by the decision of the relevant board of directors in accordance with article 27, a make-up exam is held on the dates determined and announced by the Deanship/Directorate. Apart from these, a make up exam is also held for the students doing a double major and a minor, or for those studying in an undergraduate and associate degree program in the university at the same if their midterm exam dates conflict. Students who are in this situation must apply to the relevant Department Head within three working days at the latest from the date of the exam, which they cannot take due to an excuse.

(7) The final exam for a course is held at the end of the semester in which that course is completed. Students who fulfil the attendance requirement can take the final exam. Students who have the right to take the final exam of but do not, and those who take the final exam but fail can take the resit exam. The grade got from the resit exam replaces the final exam grade.

(8) The following provisions apply to the single course exam:

(a) Students who take all the courses in the education program and meet the attendance requirement, but have only one unsuccessful course for graduation, can submit their applications to the relevant department chair within the periods specified in the academic calendar and can take the single course exam on the date specified in the academic calendar, regardless of whether the course has been opened in the relevant semester. If the student is not successful in the single course exam, s/he can take the single course exam again, provided that he/she pays the tuition fee. Even though he/she has paid the "student contribution/tuition fee", the student cannot take the single course exam without application. A minimum of 50 out of 100 is required to be successful in the single course

exam. However, students who cannot provide 2.00 GWGPA cannot obtain the right to graduate.

(b) Students who cannot obtain the 2.00 GPA required for graduation, although they fulfil the attendance requirement from all courses for their graduation, are given the right to take a single course exam from a conditionally passed course they choose on the dates determined in the academic calendar. The last grade is valid in the single course exam taken in order to increase the average.

(c) Students for whom it is not possible to raise their GPA to 2.00 even if they can get the highest grade (AA) as a result of a single course exam are not entitled to a single course exam.

(9) The order of the exams is provided by the relevant Deanship/Directorate.

(10) A written report is prepared and a 0 (zero) grade is given for the students who attempt to cheat, cheat, help those who cheat, send someone else to the exam, take the exam for someone else, or who disrupt the general order during the exam and have communication tools in the exam hall. In addition, the provisions of the Higher Education Institutions Student Disciplinary Regulation published in the Official Gazette dated 18/8/2012 and numbered 28388 apply to students in this situation.

Success grades and degrees

ARTICLE 24 - (1) The success grade in a course is formed as a result of the evaluation of the student's activities and/or the exams together during the year. Measurement and evaluation are primarily made according to the Relative Evaluation System (RES). In cases where the Relative Evaluation System (RES) conditions are not met, the evaluation is made according to the Absolute Evaluation System (AES).

(2) The methods and principles regarding the measurement and evaluation of the success in the courses with the Relative or Absolute Evaluation System and the course success grades and degrees resulting from this evaluation are determined by the Senate.

Announcement of exam results and objection to results

ARTICLE 25 - (1) Instructors who make the exams announce the results of the evaluations of midterm exam, project and so on one week before the end of the relevant semester courses, and the results of the final exam, resit exam and make-up exam in the student automation system at the times specified in the academic calendar. Written papers of exam documents, grade list, attendance report and attendance schedules are kept for two years. Full-time instructors keep these exam documents themselves, and part-time instructors deliver them to the relevant unit.

(2) Students can object to the exam results by submitting a petition to the relevant department within three working days at the latest after the announcement of the exam grades. Regarding the objections;

(a) Upon objection, the exam paper is re-checked in terms of mistakes within two working days at the latest after the subject is referred to the instructor of the course. The result of the examination is notified to the relevant unit in writing and with justification, and the result is announced by the relevant unit within two working days.

b) In case of a second objection within two working days of the announcement of the result, the application is made to the relevant office of the dean/directorate. The dean or the principal teaches the course with the decision of the relevant board.

The dean or principal, by the decision of the relevant board, establishes a commission of at least three people from the teaching staff in the relevant department, other than the instructor who teaches the lesson, has the exam documents re-examined, and the result is notified to the relevant department in writing with its justifications form no later than two working days after the examination is completed. The result will be announced by the relevant department within two working days.

(3) In case any material error is noticed by the instructor as a result of the exam announced without the student's objection, the instructor is obliged to submit an application to request correction with its justification to the relevant dean or director's office within two working days from the announcement of the exam grades.

(4) The change in grade is immediately notified to the Student Affairs Department by the decision of the relevant board of directors. The necessary correction is made to the student automation system by the Department of Student Affairs.

Grade Point Averages

ARTICLE 26 - (1) The success status of the students is monitored by the semester grade point average of the lessons they have taken in the semester they have completed and the general weighted grade point average for all the lessons they have taken. The multiplication of the course credit and the parameter of the grade taken from the lesson gives the weighted score of the lesson. In order to calculate a weighted sum score of any mid-term, the total weighted score of all the lessons taken by the student is divided into the total lesson credit taken in that particular term. As for the weighted score, it is calculated by being taken into consideration all the lessons the student has taken from the very beginning of the university. Both semester grade point averages and all grades obtained in general weighted grade point averages are included in the calculation. While recording the point

averages, if the third digit is less than five, it is rounded off to zero and if the digit is five or bigger than five, then two digits are based on rounding off in a way that it raises the second digit.

SECTION FOUR

Student Leave, Registration Cancellation and Graduation

Registration freeze and excuses

ARTICLE 27 - (1) Students who wish to be granted a leave of absence must apply to the chair of the concerned department with a petition stating valid grounds for the request latest by the end of the add-drop week of the relevant semester. Requests for a registration freeze after this particular deadline are not processed. The requests of students who want to freeze their registration are assessed by the Department of Student Affairs and, if deemed appropriate, based on the date of the application petition the registration freezing process is processed into the student automation system.

(2) At the request of the student, the student's registration may be frozen for at least one semester and a maximum of two semesters by the Student Affairs Department for the entire study life of the student in the programme. Students cannot enrol in any lessons in the semesters in which they have frozen registration and cannot take the exams of that semester.

The registration freeze period is not counted from the education period. Whether the student will pay the tuition fee/student contribution fee during the registration freeze period is determined according to the provisions of the relevant regulations.

3) During the periods specified in the second clause, the registration freezes and the registration freeze period certifying the excuses of the students who want to be extended must apply to the Dean / Directorates' Office with a petition. If their excuses are found appropriate, in line with the decision of the board of directors of the department, registrations can be frozen for a maximum of two more semesters.

Students are obliged to monitor and find out the results of registration freeze applications.

(4) After the registration freeze period expires, the student's registration is opened in the next semester without the need for any application.

(5) All kinds of applications relevant to health excuses must be submitted to the relevant dean/directorate no later than one week after the end of the excuse. Applications that are not submitted within the deadline are not processed. A student whose excuse is accepted by the relevant administrative board cannot attend classes or take exams during his/her absence. Excuses other than the health report are evaluated by the relevant board of directors, provided that they are documented.

(6) If the total time spent with excuses in a semester exceeds the absence limits specified in Article 22, the student is deemed to be on excused leave with the decision of the relevant administrative board for that semester, without the need for the student's application, and the student's registration is frozen by the decision of the relevant board of directors without the need for an application.

(7) Students who have received a leave of absence due to their health condition can continue their studies after certifying with a medical report that they are in a position to continue their studies.

Registration Cancellation

ARTICLE 28 - (1) Students' registration is cancelled as a result of; a dismissal penalty over a disciplinary investigation opened against them, students enrolled in two undergraduate or two associate degree programs at the same time except for open education programs without quota restrictions, and noticing of the registration process does not comply with the terms and conditions, or without the right to enrolment for the final registration.

(2) Students who want to leave the university voluntarily can cancel their registration by making a written application to the department they are registered to, either in person or with a notarized power of attorney. The deregistration request is notified to the Student Affairs Department by the relevant department and the student is detached from the university by the Student Affairs Department. In this case, the documents they have given at the registration are returned to the students. In case of deregistration from the university, the student contribution/tuition fee paid will not be refunded. Students who leave in this way cannot be re-registered.

(3) Students who transfer to another higher education institution via lateral transfer are detached from the University.

Graduation and diploma

ARTICLE 29 – (1) In order for the student to be eligible for graduation; Students must successfully complete the courses, practices, internships and similar work required by the diploma program they are enrolled in, under the provisions of this Regulation, and have a minimum overall academic grade point average of 2.00.

(2) Students who meet the graduation requirements; temporary graduation certificate, diploma and diploma supplement are prepared in accordance with the principles determined by the Senate and the provisions of the relevant regulations.

Successful and outstanding students

ARTICLE 30 - (1) Honour and high honour certificates are issued in accordance with the principles determined by the Senate and the provisions of the relevant regulations.

(2) Associate and Undergraduate degree students; except for the compulsory foreign language preparatory class, who complete associate programs in four semesters and undergraduate programs in eight semesters without receiving any disciplinary penalty; the first, second, and third of faculties/colleges/vocational schools are determined according to their general weighted grade point average and such students are presented a certificate of achievement signed by the Dean /Director of the relevant department.

(3) Among the bachelor's graduates who have the highest-grade point average (GPA), the first, second and third places in the University are determined, and these students are given a certificate of excellence signed by the Rector.

(4) In the process of determining outstanding students, if there is an equality in the overall weighted grade point average; the following determination procedures are considered respectively: the number of lessons that are repeated first, and the number of lessons that are passed through resit exams. In case of equality continues, priority is given to the younger age student.

SECTION FIVE

Miscellaneous and Final Provisions

Private Students

ARTICLE 31 — (1) Registered students of the University can study as special students in other higher education institutions, and registered students of the other higher education institutions can do the same at the University.

(2) The time spent in special education is counted from the period of the study.

(3) Procedures relevant to private students are carried out in accordance with the provisions of the Regulation on the Principles of transferring between Associate and Undergraduate Level Programs in Higher Education Institutions, Double Major, Lateral and Credit Transfer between Institutions and other relevant regulations.

Notification and address notification

ARTICLE 32 - (1) Any kind of notification shall be delivered to the student by hand in exchange for a signature or in writing to the address registered at our university. Apart from these, electronic notification can be made to the e-mail address provided by the student.

(2) The student is responsible for updating the address and notifying of the address changes. A notification is considered to have been made if students change the address they provided when registering to the university and no notification is made or made such notifications incorrectly /incompletely.

In cases where there are no provisions in the regulation

ARTICLE 33 – (1) In cases where there is no provision in this Regulation, the provisions of the relevant legislation are applicable.

Invalidated Regulation

ARTICLE 34 - (1) The regulation entitled “*Karabuk University Rules and Regulations For Associate and Undergraduate Students*” dated 17/7/2017 and published in the Official Gazette No. 30126, has been invalidated.

Validity

ARTICLE 35 – (1) This regulation is effective as of the date of its publication in the Official Gazette and is to be implemented as of the beginning of the 2021-2022 academic year.

Implementation

ARTICLE 36 – (1) The provisions of this regulation are implemented by the Rector of Karabuk University.

