

# **REGULATIONS**

## **YEDITEPE UNIVERSITY FACULTY OF LAW**

### **TRAINING – INSTRUCTION REGULATIONS**

#### **PART ONE**

##### **Purpose, Scope, Basis and Definitions**

###### **Purpose**

**ARTICLE 1 – (1)** The purpose of this Regulation is to set forth the procedures and principles related to training and instruction at the Yeditepe University Faculty of Law.

###### **Scope**

**ARTICLE 2 – (1)** This Regulation covers the provisions regarding student admission and registration procedures and training, instruction, examinations and performance assessment.

###### **Basis**

**ARTICLE 3 – (1)** This regulation has been prepared on this basis of articles 14 and 44 of the Higher Education Law no. 2547 dated 04.11.1981.

###### **Definitions**

**ARTICLE 4 – (1)** The following terms and expressions referred to in this Regulation refer to the entities as shown below:

- a) Office of the Dean : The Yeditepe University Faculty of Law, Office of the Dean

- b) Faculty : The Yeditepe University Faculty of Law
- c) Faculty Board : The Yeditepe University Faculty of Law Board
- ç) Faculty board of Directors: The Yeditepe University Faculty of Law Board of Directors
- d) Rector: The Yeditepe University Rector
- e) Senate: The Yeditepe University Senate
- f) University: The Yeditepe University
- g) Board of Directors: The Yeditepe University Board of Directors

## **PART TWO**

### **Provisions Regarding Enrollment Procedures**

#### **Student Admission to the Faculty and course enrollment**

**ARTICLE 5** – (1) Student admission to the Faculty is realized in accordance with the results of the centralized examination arranged by the Measurement, Selection and Placement Center (MSPC) and other legal arrangements specified by two Board of Higher Education.

(2) The instruction program of the Faculty is formed separately for students who have enrolled in the Fall and Spring semesters. The Fall (Regular) and Spring (Irregular) programs are equivalent to each other in every respect except for their beginning dates.

(3) In situations such as failure, class hour conflict, students enrolled in the Fall and Spring semesters may take related courses from the other program as of the

second semester. Every required course in the instruction program is opened in the Fall and also in the Spring semesters.

(4) Students are required to carry out their course enrollments within the period stated in the academic calendar. Upon the appeal of students who could not enroll within this period due to their excuses, the course enrollments of those whose cases are reviewed and excuses are found valid by the Faculty Board, may be carried out by the end of the course add-drop period, at the latest.

(5) Course enrollment cannot be carried out after the end of the course add-drop period. Should the excuses prevail after the end of this period; the student is deemed to have temporarily withdrawn for the related semester.

#### **Intradepartmental transfer**

**ARTICLE 6 – (1)** In the interinstitutional and intrainstitutional intradepartmental transfers, the provisions of the Regulations Regarding the Transfers Between Programs at the Associate Bachelor's Program and Bachelor's Levels, Double Major, Minor and Making Interinstitutional Transfers in the Higher Education Institutions published in the Official Gazette dated 24.04.2010 and no. 27561 and the principles and rules to be set forth by the Senate each year, are applied.

#### **Interdepartmental transfer**

**ARTICLE 7 – (1)** In interdepartmental transfers, the provisions of the Regulation Regarding the Continuation of the Higher Vocational School and Open Associate Bachelor's Program Graduates in the Undergraduate Instruction and the decisions of the University Board of Directors and the Senate are applied.

Special students and taking courses from other universities

**ARTICLE 8** – (1) Special students are those who are permitted to attend some of the courses offered at the Faculty as external students. Only those students, who are enrolled at another university, may apply as special students.

(2) Special students may take three courses at the maximum in one semester.

(3) Special students are issued a document showing their credits, attendance and performance rating with regard to the courses they have taken.

(4) The Faculty students' taking courses from other universities as special students is realized with the permission of the Faculty Board. Where permission is not received, grades received from another university are not recorded on the instruction document.

### **PART THREE**

#### **Provisions Regarding Training and Instruction**

##### **Instruction year**

**ARTICLE 9** – (1) One instruction year consists of fall and spring semesters, each of which lasts at least fourteen weeks, not including the semester and makeup examination periods. The academic calendar accepted by the Faculty Board in accordance with these principles is sent to the Senate by the Office of the Dean.

(2) Summer instruction may be arranged in addition to Fall and Spring semesters.

(3) Students may take the courses not opened in the summer instruction from other universities found appropriate by the Faculty Board. The grades received in these courses are included in the average in calculating the students' grades and credits.

### **Durations of instruction**

**ARTICLE 10** – (1) The normal undergraduate duration of instruction at the faculty is eight semesters. Students are required to complete their eight-semester undergraduate instruction in fourteen semesters at the maximum. For those who cannot graduate within these durations the provisions of the related rules of law and regulations are applied.

(2) For those students who receive a penalty of dismissal for a particular duration, the duration for which they are penalized is considered as a part of the period of instruction stated above.

### **Language of instruction**

**ARTICLE 11** – (1) Language of instruction at the faculty is Turkish in the instruction related to Turkish Law and either English or German in other areas. The Faculty Board may decide to have the instruction in comparative Law courses and elective course to be carried out in another language it will find appropriate.

### **Program of courses**

**ARTICLE 12** – (1) The program of courses is prepared with a scope and depth to include the fundamental knowledge necessary to practice the legal profession in Turkey and the international scene. The national and international law sources and the decrees of the courts of justice related to a course subject are analyzed in the courses.

(2) An adequate number of courses in English and compulsory German language courses are included within the program in order to ensure that the students are able to use their foreign language skills effectively in the professional area, and they acquire the

professional competence required especially to defend Turkey's and Turkish citizens' rights in the international scene.

(3) In order to ensure the comprehension of the knowledge acquired in the courses taken in the different terms during past years as a whole and their reinforcement with knowledge aimed at practical application, courses on special judicial applications and penal law applications are included in the fourth year program of courses.

### **Form of instruction and conducting of courses**

**ARTICLE 13** – (1) Instruction is conducted in the faculty with required and elective semester courses and practical application studies. Practical application studies; consists of mock hearing applications, conferences, seminars, and similar studies.

(2) Courses and practical application studies are carried out by the academic staff members, instructors and lecturers.

(3) Courses are conducted in a manner so as to contribute to the development of the students' reasoning and verbal-written presentation skills.

(4) Courses given in a foreign language and courses intended for the learning of a foreign language may be carried out on weekends as well.

(5) Course passing system is applied at the faculty as a rule.

### **Academic advisorship, taking courses and enrollment renewal**

**ARTICLE 14** – (1) An academic staff member is appointed by the Dean, as an advisor, for each student, to assist him in solving his academic and social problems, to monitor his attendance and performance status and provide guidance in the course add-drop and withdrawal procedures as of his entrance in the academic program at the Faculty throughout the duration up to his dismissal.

(2) A student renews his enrollment at the beginning of each semester, within the period stated in the academic calendar and after depositing his tuition fee, by selecting his courses from the electronic course enrollment system of the University, with the supervision and approval of the academic advisor within the upper credit limits determined by the Faculty Board for one semester.

(3) A student with a cumulative grade point of 3.00 may be assigned courses from an upper semester with a decision of the Faculty Board of Directors.

(4) An academic advisor gives his approval with regard to the courses to be taken in the related semester by considering firstly that the student:

a) Takes any courses in which he has an F grade and/or W grade,

b) Takes his required courses as of the semester he/she is in and his/her courses with prerequisites, if any, and those courses listed within the lower semesters and which he/she has not taken, by taking the program of instruction into consideration,

c) Is required to be able to attend all of the classes he/she is to enroll in, in the related semester without exceeding the absenteeism limits specified in article 17 of this Regulation.

(5) Students may drop the courses they are enrolled in and enroll in other courses, with the approval of the advisor, within the dates stated in the academic calendar. It is compulsory to enroll in all of the courses in first semester and the courses in this semester, may not be dropped.

### **Exemption**

**ARTICLE 15 – (1)** In cases where undergraduate courses taken from another higher institution or another department of the university are deemed acceptable with the decision of the Faculty Board of Directors within the framework of the related legislative provisions related to intradepartmental transfer, interdepartmental transfer and special student

status, the grades received are recorded as a T on the transcript as defined in article 28 of this Regulation.

(2) Grades to be recorded as a T transcript of grades according to the first paragraph are required not be below a CC.

(3) Grades pertaining to the period prior to the past three calendar years are not taken into account in the assessment and are not recorded on the transcript.

### **Principles regarding course repetition**

**ARTICLE 16** – (1) Courses in which an F or W grade has been received at the end of a semester have to be taken in the first semester they are offered thereafter. However, if these are elective courses or courses deleted from the program afterwards, students may take other courses recommended by the advisor instead of these.

(2) Withdrawal is out question in the repetition of courses where an F or W grade has been received.

(3) Students may repeat the courses in which they have received a passing grade, in order to raise their cumulative grade point average. In repeated courses, the most recent grade received is valid.

### **Course attendance**

**ARTICLE 17** – (1) Students are obligated to attend every course they are enrolled in, practical application studies, examinations and academic studies required by the related course instructor.

(2) A student's full attendance of a course is a rule in principle. However, absenteeism not exceeding 20% of the classes and based on a valid excuse may be accepted.

(3) A student who fails to fulfill the attendance requirement is deemed to have failed in that course.

### **Student exchange programs**

**ARTICLE 18** – (1) The selection of students, who are to undertake study in another university for at least one semester within the scope of a student exchange program, is carried out in accordance with the related rules of law and regulations of the Board of Higher Education.

(2) An academic advisor is appointed for the follow-up of the academic procedures of the exchange program students.

(3) The grades received from the institution attended by a student who participates in an exchange program is recorded in the educational status document as a T but are not included in the grade point average.

### **Double major and minor programs**

**ARTICLE 19** – (1) The principles regarding double major and minor programs are carried out in accordance with the provisions of the Yeditepe University Associate Bachelor's and Undergraduate Training – Instruction Regulations dated 25.09.2013 and no. 28776.

## **PART FOUR**

### **Examinations and Performance Assessment**

## **Examinations**

**ARTICLE 20** – (1) The instructor responsible for a course is obligated to monitor, recognize and assess, the class attendance, contribution to and interest in a course, work within the semester examination of the students who are enrolled in their courses.

(2) The instructor responsible for a course determines the components forming the performance grade of the course and their weights, within the framework defined by this Regulation, and the Faculty Board of Directors at the beginning of the semester and announces them to the students in writing before the first week of instruction.

(3) Quizzes, midterm examinations, excuse examinations, semester final examinations, and makeup examinations are carried out in the courses given at the Faculty. There is no requirement to announce the quizzes to the students in advance.

## **Examination principles**

**ARTICLE 21** – (1) Semester final and makeup examinations are examinations carried out in the examination period that follows the normal instruction program and is announced in the academic calendar.

(2) Under compelling circumstances examinations may be carried out of working hours and on weekends.

(3) Students who cannot attend midterm examinations due to justified and valid reasons are required to inform the Office of the Dean in writing within three days following the end of their excuse. Those students whose excuses are found justified and valid by the Faculty Board of Directors use their midterm examination right at a date to be determined by the course instructor.

(4) Excuses are not accepted for semester final and makeup examinations.

(5) Examinations entered within the period of a medical report are deemed invalid.

### **Form of examinations**

**ARTICLE 22** – (1) Examinations are carried out in writing by the instructors responsible for the course. Other teaching staff are assigned by the Dean in cases where course instructors have excuses.

(2) An appropriate examination environment is provided for disabled students.

(3) Lists of examination results are prepared by the related teaching staff within ten days as of the examinations dates, at the latest, and are announced in a manner to be determined by the Office of the Dean.

(4) Written examination documents are saved for a period of two years as of the date examinations are held. At the end of this period, examination documents are destroyed by having a protocol made out by the Office of Dean.

### **Examination program, examination rules and discipline in examinations**

**ARTICLE 23** – (1) Midterm examinations, makeup examinations, semester final and makeup examinations are carried out according to the program prepared by observing the principles in the Yeditepe University Associate Bachelor's and Undergraduate Training – Instruction Regulations and approved by the Faculty Board of Directors, on the dates and at the hours announced to the students, under the supervision of the teaching staff assigned for this duty.

(2) Students are required to enter the examinations on the dates and at the hours in the lists prepared according to the examination program and have their student identification cards with them. Students who do not have their student identification cards with them are not admitted to the examination as a rule. However, they may be admitted to an examination in exceptional situations based on a document received from the Office of the Faculty Secretary verifying the student's identity.

(3) The duration of an examination is determined by the teaching staff who administer the examination, within the limits of the framework specified by the Faculty Board of Directors. The answer sheets of the students who do not finish the examination within the specified duration are collected by the proctors.

(4) No student is allowed to leave the examination room within the first 20 minutes after the examination begins. Students who are late to an examination may be admitted to an examination on the condition that this duration is not exceeded and there are no students who have left the examination room.

(5) In cases where a student has to leave the examination room temporarily or for good due to compelling reasons, the administration and the related teaching staff take the necessary measures to ensure the examination security.

(6) The answers of the examination questions are written on stationary with the Faculty letterhead. The number of sheets to be used during an examination may be limited by the related instructor of the course.

(7) Unless stated otherwise on the examination question sheet, students cannot have calculators, computers, electronic communication devices and books, rules of law and regulations, class notes and similar items related to the course with them during an examination.

(8) The behavior of a student who does not deliver the examination answer sheet to the proctors on duty at the end of the duration of an examination, and who disturbs the order of an examination, cheats, induces cheating or attempts such acts during examinations, is confirmed with a protocol and the provisions of the related disciplinary regulations are applied.

(9) The Office of the Dean takes the other measures it finds necessary in order to ensure discipline during examinations.

### **Issuing of semester final performance grades**

**ARTICLE 24** – (1) Performance grades after semester final and makeup examinations are issued on dates stated in the academic calendar by the instructor teaching the course.

(2) In calculating the performance grade, the weight of the midterm examination and other work is 40% and the weight of the semester and makeup examinations is 60%.

(3) In order to be considered successful in a course, the calculated average and the grade received from the semester final or makeup examination has to be at least 50 points over a 100.

### **Objection to examination results**

**ARTICLE 25** – (1) Students may object to the grades they receive on examinations by applying to the Office of the Dean within three days as of the date the results are announced.

(2) A petition regarding an objection to an examination grade is examined by the related teaching staff in terms of a material error and concluded within three days.

(3) Any alteration to be made on the grades announced is only realized by a decision of the Faculty Board of Directors upon a report with a statement of grounds, to be prepared by the related teaching staff.

## Grades

**ARTICLE 26** – (1) Students are given a letter grade, for each course they take, by the related instructor on the basis of the numerical values of the grades given by taking the practical applications and similar work and examinations and academic activities within the semester into consideration.

(2) Performance grades and their coefficients are as follows:

<u>Performance Grade</u>	<u>Coefficient</u>
AA	4.0
BA	3.5
BB	3.0
CB	2.5
CC	2.0
DC	1.5
DD	1.0
FA	0.0 Fail (Those not entitled to enter the yearly final examination due absenteeism)
FF	0.0 Fail (Those who have entered the yearly final examination but could not pass)

## **Denotations**

**ARTICLE 27** – (1) Furthermore, the status of a student in a course is defined with the following letters.

- a) AU – Audit: Listener.
- b) L – Leave: On leave used for students who are on leave according to the provisions of this Regulation.
- c) NC – Non-Credit: Used for courses taken without credit.
- ç) ND – Non-Degree: Used for courses not aimed at receiving a diploma from Yeditepe University and taken with or without credit and are not included in the grade average calculations.
- d) P – Pass: Given to students who are successful in courses not included in the grade averages.
- e) R – Repeat: Denotes that the course is repeated.
- f) RR – Repeat Resigned: Given for courses repeated in order to raise a grade.
- g) T – Transfer: Issued for courses which are transferred from a program within or out of the institution and the adjustment of which is approved by the Faculty Board of Directors. Grades for courses transferred (from programs) within the institution are included in the average, those from out of the institution are not.
- ğ) W – Withdrawal: Realized after the add/drop date within the period specified in the academic calendar each year, with the approval of the advisor.

## **Graduation grade**

**ARTICLE 28** – (1) Graduation grade is calculated over 4.00. In order for a student, who has completed the undergraduate program, to be able to graduate, his cumulative grade point average has to be at least 2.00.

### **Graduation with honors or high honors**

**ARTICLE 29** – (1) Arrangement of honors and high honors certificates for students who complete their study with high performance is realized according to the University rules of law and regulations.

(2) In calculating the cumulative grade point average sought for an honors and high honors certificate, Regular and Irregular programs are assessed together.

### **Diploma**

**ARTICLE 30** – (1) A Yeditepe University Faculty of Law Undergraduate diploma is given to students who successfully complete the Program.

(2) A temporary graduation certificate may be given until the diploma is prepared.

## **PART FIVE**

### **Miscellaneous and Final Provisions**

#### **Situations not provided for**

**ARTICLE 31** – (1) In situations not provided for in this Regulation; provisions of the Yeditepe University Associate Bachelors and Undergraduate Instruction/Training Regulation, and other related rules of law and regulations and the decisions of the Board of Higher Education, Interuniversity Board of Directors, the Senate, Faculty Board and Faculty Board are applied.

#### **Adjustment**

**PROVISIONAL ARTICLE 1** – (1) Problems to be encountered in the application of the provisions of this Regulation are concluded by the Faculty Board of Directors.

#### **Validity**

**ARTICLE 32** – (1) This Regulation becomes effective on the date of its publication, to be valid as of the beginning of the 2013-2014 training-instruction year.

**Execution**

**ARTICLE 33** – (1) The provisions of this Regulation are executed by the Yeditepe University Rector.