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**REGULATION ON ASSOCIATE AND UNDERGRADUATE EDUCATION AND INSTRUCTION OF
YEDITEPE UNIVERSITY**

SECTION ONE

Purpose, Scope, Legal Basis, and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this Regulation is to set forth the principles and procedures regarding enrollment, admission, student affairs, education and instruction, double major and minor programs, and examinations at the associate and undergraduate degree levels in the faculties, schools, and vocational schools affiliated with Yeditepe University.

Scope

ARTICLE 2 – (1) This Regulation covers the provisions on student admission and registration procedures for associate and undergraduate degree programs offered at Yeditepe University, as well as education and instruction, double major and minor programs, and examinations at these levels.

Legal Basis

ARTICLE 3 – (1) This Regulation has been prepared pursuant to Articles 14 and 44 of the Higher Education Law No. 2547 dated 4 November 1981.

Definitions

ARTICLE 4 – (Amended: Official Gazette 22/8/2016-29809)

(1) The following terms as used in this Regulation shall have the meanings indicated below;

a) Double major program: A program that allows students who meet the academic performance requirements and other conditions to take courses simultaneously from two diploma programs within the same higher education institution and obtain two separate diplomas.

b) Cumulative Grade Point Average (CGPA): The weighted average of all courses taken by the student, calculated based on the credits of the courses listed on the student's current transcript, and indicated on the transcript as CGPA.

c) Relevant administrative board: Refers to the faculty administrative board in the case of faculties and the school administrative board in the case of schools affiliated with Yeditepe University.

ç) Board of Trustees: Refers to the Board of Trustees of Yeditepe University.

d) **(Amended: Official Gazette 7/11/2022-32006)** Standard duration of study: Refers to four semesters for associate degree programs with a nominal duration of two years; eight semesters for undergraduate programs with a nominal duration of four years; ten semesters for undergraduate programs with a nominal duration of five years; and twelve semesters for undergraduate programs with a nominal duration of six years.

e) Senate: Refers to the Senate of Yeditepe University.

f) University: Refers to Yeditepe University.

g) Minor program: A program that allows a student enrolled in a diploma program to take a limited number of courses in a specific field within another diploma program in the same higher education institution, provided the prescribed requirements are met, resulting in a certificate of minor study (which does not substitute for a diploma).

h) Semester: A teaching period of at least fourteen weeks.

ı) Summer session: An intensive teaching period of at least seven weeks offered in addition to the fall and spring semesters.

SECTION TWO

Principles of Admission and Registration

Quotas and Tuition Fees

ARTICLE 5 – (Title and text amended: Official Gazette 22/8/2016-29809)

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(1) The number of scholarship and non-scholarship students to be admitted to the University each year shall be determined by the Board of Trustees upon the recommendation of the Senate and submitted to the Council of Higher Education for approval.

(2) Annual tuition fees shall be re-determined by the Board of Trustees for each academic year. Students who fail to pay the annual tuition fee within the specified dates shall not be registered, nor shall their registration be renewed.

(3) During the standard duration of study, even if a student takes a course load below the semester credit requirement specified in Article 23, the student shall pay the full annual tuition fee.

(4) A student who fails to graduate within the standard duration of study shall pay, for each course to be repeated, the course fee determined by the Board of Trustees. In the case of three or more repeated courses, the semester fee shall apply.

Student Admission

ARTICLE 6 – (1) Admission to the faculties, schools, and vocational schools of Yeditepe University shall be based on the results of the central examination conducted by the Student Selection and Placement Center (ÖSYM) and in accordance with the principles determined by the Council of Higher Education.

(2) Candidates applying to programs that admit students based on special talent examination results shall be accepted in accordance with the principles determined by the Council of Higher Education, based on the results of the examinations conducted by the University.

Initial Enrollment at the University

ARTICLE 7 – (1) Candidates who are placed in any program through the central placement system must apply to the Directorate of Student Affairs of the University within the period specified by ÖSYM. For students admitted based on special talent examination results, the registration period shall be determined by the Senate.

(2) Originals or University-certified copies of the required documents shall be accepted for registration. Regarding military service status, procedures shall be carried out based on the candidate's declaration.

Course Selection and Registration Period

ARTICLE 8 – (Amended: Official Gazette 22/8/2016-29809)

(1) In order to register for courses, students must first make a preliminary registration for the courses they wish to take through the University's electronic course registration system within the period announced by the Rectorate. At the end of the preliminary registration period, students shall make final registration for the offered courses within the registration period specified in the academic calendar.

(2) Students who fail to register for courses within these dates due to valid excuses may apply to the relevant administrative board, which shall review their situation. If the excuse is deemed valid, their course registration may be completed until the end of the add/drop period. After the add/drop period ends, course registration shall not be permitted. If the excuse continues beyond this period, the student shall be considered temporarily withdrawn for the relevant semester.

Admission of International Students

ARTICLE 9 – (1) Provisions of the relevant legislation and the principles determined by the Senate shall apply to international students.

Transfer between programs within the University or from other universities

ARTICLE 10 – (1) For transfers between programs within the University or from other universities, the provisions of the Regulation on the Principles of Transfer Between Associate and Undergraduate Programs, Double Major, Minor, and Inter-Institutional Credit Transfer, published in the Official Gazette dated 24/4/2010 and numbered 27561, as well as the principles determined by the Senate shall apply.

Transfer from Associate to Undergraduate Programs

ARTICLE 11 – (1) For transfers from associate degree programs to undergraduate programs, the provisions of the Regulation on the Continuation of Graduates of Vocational Schools and Open

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Education Associate Degree Programs to Undergraduate Education, published in the Official Gazette dated 19/2/2002 and numbered 24676, shall apply.

Special Students

ARTICLE 12 – (1) Special students are those who are permitted to attend certain courses for the purpose of acquiring knowledge. Special students shall not be awarded a diploma; however, they shall be issued a special student ID card and, upon request, a document showing the courses taken and the grades received.

(2) Applications of special students for any semester shall be reviewed and decided upon by the faculty or school administrative board, after obtaining the opinion of the relevant department. This decision shall specify the courses or programs the student is allowed to attend.

(3) Regarding courses taken under special student status, exemption decisions shall be made by the relevant administrative boards.

(4) A special student may take a maximum of three courses in a single semester.

(5) Special students are required to pay the tuition fee determined by the University in accordance with the relevant legislation.

(6) The provisions of this Regulation and other relevant legislation shall apply to special students.

Student Identification Card

ARTICLE 13 – (1) A student who has completed initial registration or renewed their registration shall be issued a student ID card with a photograph by the Directorate of Student Affairs of the University. In case of loss or damage, the student may obtain a new card.

(2) A student who graduates or whose relationship with the University is terminated shall return their ID card.

SECTION THREE

Principles Regarding Education and Instruction

Mode of Instruction

ARTICLE 14 – (Amended: Official Gazette 22/8/2016-29809)

(1) Except for programs conducted on an annual basis, instruction at the University is carried out on a course credit system organized into fall and spring semesters, based on the principle of passing individual courses.

Academic Year

ARTICLE 15 – (Amended: Official Gazette 22/8/2016-29809)

(1) An academic year consists of two semesters, fall and spring, each lasting at least fourteen weeks, excluding final examination periods.

(2) In addition to the fall and spring semesters, an optional summer session may be organized by decision of the Senate and announced in the academic calendar.

(3) The durations and dates of registration, courses, examinations, and similar activities within an academic year shall be arranged by the Senate through the academic calendar.

Duration of Study

ARTICLE 16 – (Amended: Official Gazette 22/8/2016-29809)

(1) **(Amended: Official Gazette 7/11/2022-32006)** The standard duration of study, excluding the foreign language preparatory class, is as follows: four semesters for associate degree programs with a nominal duration of two years; eight semesters for undergraduate programs with a nominal duration of four years; ten semesters for undergraduate programs with a nominal duration of five years; and twelve semesters for undergraduate programs with a nominal duration of six years.

(2) The maximum duration of study, starting from the semester in which the courses of the enrolled program are offered, regardless of whether the student registers for any semester, is four years for associate degree programs, seven years for undergraduate programs with a nominal duration of four years, eight years for undergraduate programs with a nominal duration of five years, and nine years for undergraduate programs with a nominal duration of six years. Students who fail to

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graduate within these periods shall be subject to the provisions of Law No. 2547 and other relevant legislation.

(3) Periods during which a student is suspended from the University as a disciplinary sanction shall be counted toward the duration of study specified in the first paragraph.

Language of Instruction

ARTICLE 17 – (1) The language of instruction at the University is English. However, programs with instruction in languages other than English may be offered. In addition, upon the recommendation of the relevant faculty/school boards and the approval of the Senate, certain courses may be conducted in languages other than English.

Foreign Language Proficiency Examination and Exemption

ARTICLE 18 – (1) Newly enrolled students and students applying for transfer are required to take a foreign language proficiency examination administered by the unit responsible for preparatory language education, in order to assess their proficiency in the language of instruction other than Turkish for their programs. Students who demonstrate sufficient proficiency as a result of this examination are enrolled in the associate or undergraduate program to which they have been placed.

(2) The following students shall be exempt from the foreign language placement/proficiency examination:

a) Those who, for at least the last three years of their secondary education, have studied and completed their secondary education in institutions attended by citizens of a country where the language of instruction is spoken as the native language.

b) Those who have been successful in examinations conducted in countries where the language of instruction is the native language, which determine the minimum level of foreign language proficiency required for foreigners to pursue higher education, as well as those who have been successful pursuant to the provisions of the Yeditepe University School of Foreign Languages Preparatory Program Education, Instruction and Examination Regulation, published in the Official Gazette dated 25/9/2013 and numbered 28776.

c) Those who have achieved the minimum score determined by the Senate, on a 100-point scale, in foreign language examinations conducted by ÖSYM (Student Selection and Placement Center) or in other examinations recognized as equivalent by the Executive Board of Higher Education.

Foreign Language Preparatory Programs

ARTICLE 19 – (1) The foreign language preparatory program shall be implemented in accordance with the provisions of the Yeditepe University School of Foreign Languages Preparatory Program Education, Instruction and Examination Regulation.

Curriculum

ARTICLE 20 – (1) **(Amended: Official Gazette 22/8/2016-29809)** Each undergraduate and associate degree curriculum consists of courses, laboratory work, practical training, workshops, studios, internships, graduation projects, seminars, and similar activities, distributed across semesters as courses. The principles related to these are as follows:

a) Courses in the curriculum are classified as compulsory, elective, or prerequisite compulsory courses.

1) Compulsory course: A course that a student must successfully complete in order to graduate from the department in which they are enrolled.

2) Legally required course: Courses specified in Article 5 of Law No. 2547.

3) Elective course: A course offered as an elective within the curriculum. Students must successfully complete a departmental elective or a free elective. In case of failure in an elective course, another elective course may be taken instead.

4) Prerequisite compulsory course: A course for which the student must have successfully completed a specific compulsory course offered in previous semesters before being allowed to register.

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b) **(Amended: Official Gazette 7/11/2022-32006)** Internship: In departments and programs where internship or professional workplace practice is compulsory, the guidelines specifying the principles of internships shall be prepared by the faculties, taking into account the characteristics of the respective departments, and shall be implemented upon the approval of the Senate. The internship result shall be recorded as pass/fail or as a grade.

c) Graduation project: In departments and programs where a graduation project is compulsory, the relevant guidelines shall be prepared by the faculties, taking into account the characteristics of the respective departments, and shall be implemented upon the approval of the Senate. The graduation project result shall be recorded either as a grade or as pass/fail.

(2) The scope, content, and amendments related to a program shall be prepared by the relevant department and finalized by the Senate upon the recommendation of the relevant **(Amended expression: Official Gazette 7/11/2022-32006)** school/faculty board.

(3) **(Amended: Official Gazette 22/8/2016-29809)** Matters concerning students' adaptation to amendments in the curriculum shall be prepared by the relevant department and decided by the relevant **(Amended expression: Official Gazette 7/11/2022-32006)** school/faculty administrative board.

Course Registration and Renewal of Enrollment

ARTICLE 21 – (1) Principles regarding course registration and renewal of enrollment are as follows:

a) For students taking courses for the first time in the first semester of their program, course selection shall be carried out through the University's electronic course registration system within the period specified in the academic calendar.

b) **(Amended paragraph: Official Gazette 22/8/2016-29809)** At the beginning of each semester, after paying the tuition fee within the period specified in the academic calendar, students shall renew their enrollment by selecting, through the University's electronic course registration system, the courses determined in the departmental curriculum for that semester or the courses determined in accordance with Article 23, under the supervision and approval of their academic advisor. The academic advisor shall ensure that, with respect to the courses to be taken in the relevant semester, the student:

1) Registers for any courses previously failed with a grade of F and/or withdrawn with a grade of W;

2) **(Amended: Official Gazette 30/9/2018-30551)** Registers for the compulsory courses in the curriculum for the current semester, any prerequisite courses if applicable, and any courses listed in lower semesters that have not yet been taken, and does not register for upper-semester courses without successfully completing these;

3) Grants approval by taking into account the requirement that the student must be able to attend all courses to be registered in the relevant semester without exceeding the attendance limits specified in Article 24 of this Regulation.

Course Credit Values

ARTICLE 22 – (1) **(Amended: Official Gazette 22/8/2016-29809)** The credit value of a course consists of the total of all weekly theoretical hours and at least half of the weekly hours of laboratory work, practical training, workshops, studios, and similar activities.

(2)) Students may take courses outside their program on a non-credit (NC) basis. However, the grades received in such courses shall be shown on the student's transcript.

(3) Students may, with the approval of the relevant administrative board, take courses that are not intended toward obtaining a diploma from Yeditepe University, either for credit or on a non-credit (ND) basis. Such courses are not included in the GPA calculation.

Course Load

ARTICLE 23 – Amended: Official Gazette 30/9/2018-30551)

(1) (1) The course load for associate and undergraduate students is defined in the Student Information System (ÖBS) as the total number of courses offered in the semester in the curriculum of the enrolled department. In addition to the semester course load, a student may register for a

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maximum of two courses previously failed or not taken from lower semesters. Students who have completed at least two semesters in their program and have a cumulative grade point average (CGPA) of 3.50 or above may take one additional course from the upper semester. For students who have completed the standard duration of study, their course loads shall be determined from the courses offered in the relevant semester by the school or faculty administrative boards (**Additional expression: Official Gazette 7/11/2022-32006**).

Attendance

ARTICLE 24 – (1) Students are required to attend all courses, practical work, and laboratory sessions of the enrolled program, as well as any examinations and academic work deemed necessary by the course instructor.

(2) Students are required to attend the entire course. However, absences not exceeding 20% of the course hours and based on valid reasons may be accepted.

(3) A student who fails to meet the attendance requirement shall be deemed unsuccessful in that course.

Course Repetition

ARTICLE 25 – (1) (**Amended Official Gazette-30/9/2018-30551**) At the end of each semester, any courses with a grade of F or W, or courses not taken from lower semesters, must be retaken in the first semester in which they are offered. However, if these are elective courses or courses later removed from the curriculum, the student shall take alternative courses recommended by the advisor and approved by the department.

(2) It is not permitted to withdraw from a course that is being repeated after receiving a grade of F or W.

(3) Students who have passed all courses in their program may repeat courses included in the curriculum in order to improve their cumulative grade point average.

Common Compulsory Courses

ARTICLE 26 – (1) Common compulsory courses specified by the relevant legislation shall be included in the curricula.

Taking Courses from Other Universities

ARTICLE 27 – (1) (**Amended Official Gazette:-22/8/2016-29809**) Students may take from other universities the courses they have failed that are not offered in the summer session, with the approval of the relevant administrative board. Grades earned in such courses shall be included in the GPA and credit calculations.

(2) (**Amended: Official Gazette-30/9/2018-30551**) All courses that a student temporarily takes abroad at a higher education institution under student exchange programs and successfully completes according to the host institution's criteria shall be recorded on the transcript with their original titles and credits upon the decision of the relevant administrative board. Those courses counted toward the student's program requirements shall be recorded with their grades, while those evaluated as outside the program shall be recorded with their grades and the NC notation.

Academic Advisor

ARTICLE 28 – (1) Each student shall be assigned an academic advisor by the head of the department to monitor their educational progress, provide guidance, and grant necessary approvals from the time of enrollment in the University until graduation or termination of enrollment.

SECTION FOUR

Double Major and Minor Programs

Establishment of Double Major and Minor Programs

ARTICLE 29 – (1) A double major or minor program is offered for successful students enrolled in an (**Amended expression: Official Gazette 7/11/2022-32006**) associate or undergraduate program

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who, upon their request and acceptance, may pursue another program within the University and obtain a second **(Amended expression: Official Gazette 7/11/2022-32006)** associate/undergraduate diploma or a minor certificate. The principles for the establishment of double major and minor programs are as follows:

a) Double major and minor programs may be established upon the proposal of the relevant departments and **(Amended expression: Official Gazette 7/11/2022-32006)** school/faculty boards and by decision of the Senate..

b) The courses and credits required for a student in a double major program shall be submitted to the Senate for approval, taking into account the higher education field qualifications determined by the Council of Higher Education, upon the proposal of the relevant departments and **(Amended expression: Official Gazette 7/11/2022-32006)** school/faculty boards.

c) A double major program must include, in addition to fulfilling the total credit hours and other requirements for both majors, a minimum additional course load of 30 credits beyond the total credits of the primary major program.

ç) A minor program must include, in addition to the major program courses, a minimum additional course load of 21 credits.

d) Double major and minor programs and the quotas allocated for these programs shall be determined by the relevant **(Amended expression: Official Gazette 7/11/2022-32006)** school/faculty administrative board and announced to students at the beginning of each academic year.

Application to Double Major and Minor Programs

ARTICLE 30 – (Amended: Official Gazette 7/11/2022-32006)

(1) The principles regarding applications to double major and minor programs are as follows:

a) Applications to a double major program may be made, for associate degree programs, no earlier than the beginning of the second semester and no later than the beginning of the third semester; and for undergraduate programs, no earlier than the beginning of the third semester and no later than the beginning of the fifth semester in four-year programs, the seventh semester in five-year programs, and the ninth semester in six-year programs, within the periods specified in the academic calendar.

b) Applications to a minor program may be made, for associate degree programs, no earlier than the beginning of the second semester and no later than the beginning of the third semester; and for other programs, no earlier than the beginning of the third semester and no later than the beginning of the sixth semester, within the periods specified in the academic calendar.

c) Applications for double major and/or minor programs shall be evaluated by the administrative board of the school/faculty to which the requested program belongs; if deemed appropriate, the decision shall be communicated to the school/faculty of the student's major program.

Admission to Double Major and Minor Programs

ARTICLE 31 – (1) To be admitted to a double major or minor program, a student must:

a) Have successfully completed all courses taken in the major program up to the semester of application,

b) **(Amended: Official Gazette 28/9/2020-31258)** For double major applications, at the time of application have a cumulative grade point average (CGPA) of at least 2.75 in the major program and rank in the top 20% of the class in the major program, or have a CGPA of at least 2.75 and hold a placement score not lower than the base score of the program intended for the double major. For programs where a success ranking requirement is set, the student must also meet the success ranking requirement determined by the Council of Higher Education for the relevant program in the year of initial enrollment, in addition to other conditions specified in this Regulation,

c) For minor applications, have a CGPA of at least 2.50 in the major program at the time of application,

ç) For admission to a double major diploma program that requires a talent examination, also be successful in the talent examination

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d) **(Annex.: Official Gazette 25/4/2025-32881)** Meet the required foreign language proficiency for the relevant program to which admission is sought.

Implementation of Double Major and Minor Programs

ARTICLE 32 – (1) The implementation of double major and minor programs shall be as follows:

a) A student may not register for more than one additional major program at the same time. However, a student may register for a second major diploma program and a minor program simultaneously.

b) To ensure the proper implementation of double major and minor programs in line with their objectives and to assist students, an academic advisor shall be appointed by the heads of the relevant departments.

c) In a double major program, a separate transcript is issued for each major, as well as a combined transcript for both majors. A separate transcript is also issued for minor programs.

ç) A student in a double major program may transfer to the second major diploma program if they meet the conditions for transfer within the higher education institution as required in the major program.

Continuation and Dismissal from Programs

ARTICLE 33 – (1) The principles regarding continuation and dismissal are as follows:

a) **(Amended: Official Gazette 13/5/2024-32545)** During the double major study, the student's major CGPA may drop to 2.50 only once. If the major CGPA falls below 2.50 a second time, the student's enrollment in the second major diploma program shall be terminated.

b) **(Amended: Official Gazette 7/11/2022-32006)** For a student to continue in a minor program, the major CGPA may fall below 2.30 only once. If the major CGPA falls below 2.30 a second time, the student's enrollment in the minor program shall be terminated.

c) A student who does not take any courses from the double major and/or minor program for two consecutive semesters shall have their enrollment in the second major and/or minor program terminated.

ç) Students in these programs who fail to meet the requirements stipulated in this Regulation shall be dismissed from the double major or minor program they are enrolled in, upon the recommendation of at least one of the relevant departments and the decision of the relevant **(Amended expression: Official Gazette 7/11/2022-32006)** school/faculty administrative board. The dismissal decision shall be communicated to the other relevant administrative board and enforced.

d) Courses taken for a second major that is discontinued may, upon the student's request, be converted to non-credit status.

e) A student who withdraws from a double major or minor program is not required to repeat the courses failed in that program.

Graduation from Programs

ARTICLE 34 – (1) The graduation requirements for double major or minor programs are as follows:

a) To graduate from a second major program, the CGPA of the second major must be at least **(Amended expression: Official Gazette 25/4/2025-32881)** 2.00 and all graduation requirements of the programs must be fulfilled.

b) **(Amended: Official Gazette 25/4/2025-32881)** To obtain a minor certificate, the major CGPA must be at least 2.30 and the CGPA of the courses taken for the minor must be at least 2.00.

c) A student enrolled in a double major or minor program shall be awarded the second major diploma or the minor certificate only upon graduation from the first major program.

ç) **(Amended: Official Gazette 22/8/2016-29809)** For students who have obtained the right to graduate from the major diploma program but have not completed the second major diploma program, the duration of study shall be the maximum period specified in the second paragraph of Article 16, starting from the academic year in which they registered for the second major diploma program. For students who have obtained the right to graduate from the major program but have

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not completed the minor program, an additional period of at most two semesters may be granted by the decision of the relevant administrative boards.

Minor Program Completion Form

ARTICLE 35 – (1) Upon completion of a minor program, the student must fill out the minor program completion form, which shows all the courses taken, the grades received, and the overall GPA for the minor program. The minor completion form must be approved by both the head of the minor department and the head of the major department, and copies must be submitted to both department offices, the relevant (Amended expression: Official Gazette 7/11/2022-32006) school directorates/faculty dean's offices, and the Directorate of Student Registration Affairs.

Double Major or Minor Diploma/Certificate

ARTICLE 36 – (1) Article 36 – (1) A student who has obtained the right to graduate from the enrolled (Amended expression: Official Gazette 7/11/2022-32006) associate/undergraduate program and has successfully completed the double major (Amended expression: Official Gazette 7/11/2022-32006) associate/undergraduate program shall be awarded a second (Amended expression: Official Gazette 7/11/2022-32006) associate/undergraduate diploma.

(2) A student who has successfully completed the enrolled minor program shall be awarded a minor certificate.

SECTION FIVE

Examination and Assessment Principles

Examinations and Assessment

ARTICLE 37 – (1) (Amended: Official Gazette 22/8/2016-29809) In the courses offered by the University's faculties and schools, students are assessed through quizzes, midterm examinations, and final examinations.

(2) At the beginning of each semester, the course instructor shall inform students in writing about the midterm exams, final exams, assignments, practicals, and other work for which students are responsible, as well as their weight in the semester grade. The weight of midterm exams and other in-semester work in the semester grade cannot be less than 30% nor more than 70%.

(3) (Amended: Official Gazette 22/8/2016-29809) Quizzes are not included in the academic calendar and may be given by the course instructor without prior notice.

(4) No more than two final examinations may be scheduled for a student on the same day. In exceptional cases, examinations may be held outside working hours and on weekends.

(5) Final examinations are those conducted during the examination period specified in the academic calendar for students following the regular curriculum. The final examination schedule shall be announced on the date specified in the academic calendar. Except for courses such as projects, laboratories, workshops, practicals, and internships for which the relevant administrative board deems an exam unnecessary due to their nature, a final exam shall be held for all courses.

(6) (Annex.: Official Gazette 14/9/2015-29475) At the end of the maximum duration of study, in order to graduate, final-year students shall be granted:

a) Two additional exam rights for all failed courses. After these exams, students who reduce their number of failed courses to five are granted three additional semesters for these five courses; students who, without taking additional exams, already have up to five failed courses are granted four additional semesters; and students who have only one failed course are granted unlimited exam rights for that course without benefiting from student status.

b) Final-year students who have passed all required courses but whose cumulative GPA is below 2.00 out of 4.00 and thus face dismissal shall be granted unlimited exam rights for any chosen courses to raise their GPA. For such exams, attendance is not required for courses without practical components that have been previously taken.

c) A student who does not sit for any of the scheduled additional exams, either consecutively or intermittently, for a total of three academic years shall be deemed to have forfeited the unlimited exam right and cannot benefit from it thereafter.

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Ç) Students who are exercising the unlimited exam right shall continue to pay the exam fee per course taken. However, these students cannot benefit from any other student rights apart from the exam right.

(7) (**Annex.: Official Gazette 27/11/2017-30253**) Students who have completed the regular duration of study and all courses in the curriculum but have only one failed course (with an FF grade) required for graduation shall be granted a single-course exam right on the date specified in the academic calendar, upon the decision of the relevant (**Amended expression: Official Gazette 7/11/2022-32006**) school/faculty administrative board. Students who cannot benefit from this right or fail in this exam may take the final exam and the make-up exam offered in the following semester as well as the single-course exam specified in the academic calendar.

(8) (**Annex.: Official Gazette 27/11/2017-30253**) A student who has completed the regular duration of study and successfully passed all courses in the curriculum but whose cumulative GPA is below 2.00 required for graduation shall be granted, upon the decision of the relevant (**Amended expression: Official Gazette 7/11/2022-32006**) school/faculty administrative board, a single-course exam right for a selected course to raise their GPA to at least 2.00, on the date specified in the academic calendar.

Examination Principles

ARTICLE 38 – (1) Final examinations shall be conducted within the dates specified in the academic calendar.

(2) Students who cannot attend midterm examinations due to valid and justified reasons must submit their excuses in writing to the relevant dean's office or school directorate within seven business days following the end of their excuse period.

(3) Students whose excuses are deemed valid and justified by the relevant administrative board shall take their make-up midterm examinations on a date determined by the course instructor.

(4) Examinations taken during periods covered by a medical report shall be deemed invalid.

(5) No excuses are accepted for final examinations.

Supplementary Examination (Resit Exam)

ARTICLE 39 – (1) The principles regarding Supplementary Examinations (Resit Exam) shall be determined by the Senate.

Submission of Final Course Grades

ARTICLE 40 – (1) Final course grades shall be submitted by the course instructor on the dates specified in the academic calendar.

Objection to Examination Results

ARTICLE 41 – (1) (**Amended: Official Gazette 25/4/2019-30755**) Students may submit a written objection to the results of midterm or final examinations within three business days following the announcement of the results to the dean's office or school directorate of the program in which they are enrolled.

(2) Objection petitions shall be forwarded to the relevant course instructor and resolved within three business days (**Amended expression: Official Gazette 19/11/2014-29180**).

(3) Any changes to the announced grades shall only be made with the approval of the relevant (**Amended expression: Official Gazette 7/11/2022-32006**) school/faculty administrative board.

Grades

ARTICLE 42 – (1) For each course taken, a letter grade is assigned by the course instructor as the final grade, based on the numerical scores from in-semester practical work, laboratory work, other coursework, exams, and academic activities.

(2) The letter grades and their coefficients are shown in the table below:

Letter Grade	Coefficient
AA	4.0
BA	3.5
BB	3.0

In case of discrepancy, the Turkish version of this Directive will apply.

In case of discrepancy, the Turkish version of this Directive will apply.

CB	2.5
CC	2.0
DC	1.5
DD	1.0
FA	0.0 Fail – did not qualify to sit for the final exam due to absenteeism)
FF	0.0 Fail – (Amended expression: Official Gazette 7/11/2022-32006) did not achieve a passing grade at the end of the semester)

(3) In addition, the following abbreviations are used based on students' academic status:

a) I – Incomplete: Assigned to students who, due to valid excuses, have not completed the required work for a course. These students must complete the deficiencies required by the I grade no later than the add/drop date of the following semester; upon completion, the student shall receive the appropriate grade. If the deficiencies are not completed by this date, the I grade is automatically converted to FF.

b) L – Leave: Used for students who are on an approved leave in accordance with this Regulation.

c) NC – Non-Credit: Used for courses taken on a non-credit basis.

ç) ND-ND – Non-Degree: Used for courses taken for credit or non-credit that are not intended toward obtaining a diploma from Yeditepe University; these are not included in the GPA calculation.

d) P – Pass: Assigned to students who successfully complete courses that are not included in GPA calculations.

e) R – Repeat: Indicates that the course has been repeated.

f) RR – Repeat Resigned: Indicates a course repeated for the purpose of improving the grade.

g) **(Amended: Official Gazette 30/9/2018-30551)** T – Transfer: Assigned to courses transferred from another program within or outside the higher education institution or taken through international exchange programs, provided the courses have been successfully completed and approved for equivalency by the relevant administrative board; these are included in the GPA calculation.

ğ) W – Withdrawal: Assigned to courses withdrawn from within the period specified in the academic calendar after the add/drop deadline, with the approval of the academic advisor.

h) X – In Progress: Assigned to students who are continuing work on projects, theses, or similar coursework.

Grade Point Averages

ARTICLE 43 – (1) At the end of each semester, both the semester grade point average and the cumulative grade point average (CGPA) are calculated to determine the student's academic standing.

(2) The total credit earned from a course is calculated by multiplying the course's credit value by the coefficient corresponding to the final letter grade received.

(3) The semester GPA is calculated by dividing the total credits earned from all courses registered in the semester by the sum of the credit values of those courses.

(4) The cGPA is calculated by dividing the total credits earned from all courses taken up to and including the current semester by the sum of the credit values of those courses..

(5) The averages obtained in calculations are expressed rounded to two decimal places. In rounding, if the third digit is less than five, the second digit remains unchanged; if it is five or greater, the second digit is rounded up by one.

(6) In the cGPA calculation, only the most recent grade earned in a repeated course is included.

SECTION SIX

Principles Regarding Graduation, Diploma, Withdrawal, and Leave of Absence

Graduation Grade Requirement

ARTICLE 44 – (Amended: Official Gazette 22/8/2016-29809)

In case of discrepancy, the Turkish version of this Directive will apply.

In case of discrepancy, the Turkish version of this Directive will apply.

- (9) In order to graduate from an associate or undergraduate program, a student must successfully complete all courses in the curriculum within the duration specified in Article 16 and must have a minimum cumulative GPA of 2.00 out of 4.00.

Graduation with Honors and High Honors

ARTICLE 45 – (1) Students who complete their studies within the regular duration of study or at most one additional semester beyond it, without receiving any disciplinary sanctions, shall be awarded:

- a High Honor Certificate if their cGPA is between 3.50 and 4.00,
- an Honor Certificate if their cGPA is between 3.00 and 3.49.

(2) For double major students, the semester in which they began the second major program; and for students who have transferred internally or externally (horizontal or vertical transfer), the **(Amended expression: Official Gazette 7/11/2022-32006)** adapted semester shall be taken into account for the same criteria.

Diploma

ARTICLE 46 – (Amended: Official Gazette 22/8/2016-29809)

(1) Students who complete their associate or undergraduate program within the period specified in Article 16 and in accordance with the provisions of Article 44 shall be awarded a diploma upon the decision of the relevant administrative board.

(2) Diplomas shall indicate the name of the **(Amended expression: Official Gazette 7/11/2022-32006)** associate/undergraduate program studied and the degree conferred.

(3) Undergraduate and associate diplomas shall bear the signatures of the dean or the school director and the Rector.

Withdrawal of Enrollment

ARTICLE 47 – (1) The principles regarding withdrawal of enrollment are as follows:

a) **(Amended: Official Gazette 13/5/2024-32545)** A student who has been expelled from the higher education institution pursuant to Article 54 of Law No. 2547 shall have their enrollment terminated by the decision of the relevant administrative board.

b) A student may voluntarily withdraw permanently from the University. In such cases, the student must personally submit a petition to the relevant dean's office or school directorate. This request shall be reviewed and decided by the relevant administrative board.

c) A student whose enrollment is terminated shall be issued, upon request, a document showing their academic status.

ç) **(Annex.: Official Gazette 14/9/2015-29475)** Students' enrollment shall not be terminated due to non-payment of tuition fees and failure to renew enrollment within the maximum duration. However, with the decision of the University's authorized boards and the approval of the Council of Higher Education, students' enrollment may be terminated if tuition fees are not paid and enrollment is not renewed for four consecutive years.

Temporary Leave of Absence

ARTICLE 48 – (1) Upon the student's request and with the decision of the relevant administrative board, a student may be granted permission to suspend their studies for one or two semesters.

(2) A student may request temporary leave more than once; however, the total leave of absence cannot exceed four semesters.

(3) Periods of temporary leave are not counted toward the regular or maximum duration of study.

(4) Students granted temporary leave remain liable for the full tuition fee.

Clearance Procedures

ARTICLE 49 – (1) Students who graduate or permanently withdraw from the University must personally complete clearance procedures with the relevant units of the University.

SECTION SEVEN

Miscellaneous and Final Provisions

In case of discrepancy, the Turkish version of this Directive will apply.

In case of discrepancy, the Turkish version of this Directive will apply.

Repealed Regulations

ARTICLE 50 – (1) The Yeditepe University Associate and Undergraduate Education, Instruction, and Examination Regulation published in the Official Gazette dated 9/6/2000 and numbered 24074, and the Yeditepe University Double Major and Minor Regulation published in the Official Gazette dated 3/4/2002 and numbered 24715, have been repealed.

Adaptation

PROVISIONAL ARTICLE 1 – (Amended: Official Gazette 22/8/2016-29809)

(9) This Regulation shall be applied to all students enrolled at the University as of the beginning of the 2016–2017 Academic Year, following the necessary adaptations.

Maximum Duration

PROVISIONAL ARTICLE 2 – (Annex.: Official Gazette 14/9/2015-29475)Repealed: Official Gazette 22/8/2016-29809)

Entry into Force

ARTICLE 51 – (1) This Regulation shall enter into force on the date of its publication, effective as of the beginning of the 2013–2014 academic year.

Execution

ARTICLE 52 – (1)The provisions of this Regulation shall be executed by the Rector of Yeditepe University.

	Official Gazette in which this Regulation was Published:	
	Date	Number
	25/9/2013	28776
	Official Gazettes in which the Amending Regulations were Published:	
	Date	Number
1.	19/11/2014	29180
2.	14/9/2015	29475
3.	22/8/2016	29809
4.	14/5/2017	30066
5.	27/11/2017	30253
6.	30/9/2018	30551
7.	25/4/2019	30755
8.	28/9/2020	31258
9.	7/11/2022	32006
10.	13/5/2024	32545
11.	25/4/2025	32881

In case of discrepancy, the Turkish version of this Directive will apply.