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**AKDENIZ UNIVERSITY'S  
REGULATION FOR ASSOCIATE AND BACHELOR'S DEGREE PROGRAMMES  
AND EXAMS**

**SECTION ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**Article 1** – (1) The purpose of this regulation is to regulate the rules to be applied to the registration, education, testing and evaluation in the associate and bachelor's degree programmes in the faculties, high schools, conservatories and vocational high schools affiliated to Akdeniz University.

**Scope**

**Article 2-** (1) This regulation includes provisions for the rules of registration, education, testing and evaluation in the associate and bachelor's degree programmes carried out in the faculties, high schools, conservatories and vocational high schools affiliated to Akdeniz University.

**Basis**

**Article 3** – (1) This regulation was prepared on the basis of articles 14,43,44 and 49 of the Higher Education Law No. 2547 of 4/11/1981.

**Definitions**

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

- a) ECTS (European Credit Transfer and Accumulation System): The credit that implies the whole work the student has to do in order to complete a course successfully;
- b) Relative Evaluation: Success grade's average which is determined by the student's all grades from mid term and term examsdetermined by other students grades success level.
- c) Minimum Limit for Success Grade (BLN): The minimum score required to succeed a course or an application;
- ç) Unit: Faculty, high school, conservatory and vocational high school affiliated to Akdeniz University;
- d) Head of Unit: Dean in faculties, Director in high schools, conservatories and vocational high schools;
- e) Department chair: Department chairs affiliated to the Rectorate;
- f) Advisor: Lecturer assigned to handle with the educational problems and other problems of the students;
- g) Limit for Evaluation (DKL): The minimum amount of scores out of 100 points to be included in statistical evaluation;

- ğ) Repeating courses: Retaking the course if the student fails;
- h) Diploma programme: The education programme that gives education on a particular area;
- i) Equivalent diploma programme: The diploma programme that has the same title or recognized equivalent by the relative board;
- ı) Faculty: Faculties of Akdeniz University;
- j) General Weighted Average (GANO): The weighted average calculated with all the courses taken by the student;
- k) Evening education: The education that starts following the formal education;
- l) Relevant sub-committee: Faculty/High School/Conservatory/Vocational High School committees for the Senate, department committee for faculty/high school/conservatory/vocational high school, department programme committee for department committee;
- m) Relevant committee: Faculty committees in the faculties, high school committees in the high school, conservatory committees in the conservatories, vocational high school committees in the vocational high schools, department committees in the departments, department committees in the department branches, programme committees in the programmes.
- n) Relevant board of management: Faculty board of management in the faculties, high school board of management in the colleges, conservatory board of management in the conservatories, vocational high school board of management in the vocational high schools, department board of management in the departments affiliated to the Rectorate;
- o) Law: Higher Education Law No. 2547;
- ö) Tuition Fee: The sum of the fee determined according to Law No.2547 Article 46 Clauses (ç)(d)(e) and contribution for formal education students studying at higher education institutions or tuition for students of evening schools;
- p) Personal improvement course: Courses which are not on the education programme, yet taken by the students in order to improve themselves;
- r) Student: The students registered in faculties, high schools, conservatories and vocational high schools;
- s) Formal education: Type of education that requires students to attend classes and applications during education;
- ş) Rector: The Rector of Akdeniz University;
- t) Senate: The Senate of Akdeniz University;
- u) Distance education: Type of education that does not require students to attend classes in a classroom by using information technologies;
- ü) National Credit: Credit of theoretical and practical hours of classes calculated according to Article-11 Subclause-1 of this regulation
- v) University: Akdeniz University;
- y) Minimum Limit for End of Semester (YSSL): Minimum score required in the midterm/final exams to succeed a course

z) High school: High school, conservatories and vocational high schools affiliated to Akdeniz University.

## **SECTION TWO**

### **Principles for the Education**

#### **Medium of instruction**

**Article 5** – (1) In the university, medium of instruction is Turkish.

(2) However, with the proposal of relevant sub-committees, the decision of the Senate and the approval of Turkish Council of Higher Education<sup>1</sup>, the education can completely or partly, on condition of not being less than 30%, be in a foreign language.

#### **Scope and Types of Education**

**Article 6** – (1) Education at the university consists of formal education and evening schools, distance education, mass education, and summer school.

(2) Scope of education includes teaching-learning activities such as theoretical classes, practical classes, laboratory studies, dissertations, homework, job-training, seminars, practical studies workshops, clinical applications, etc according to the characteristics of the relevant academic unit.

(3) Courses to take place in the associate and bachelor's degree programmes are determined by the relevant committee, considering whether the courses are required or optional, hours and credits and ECTS credits of those courses and suggestions of the relevant sub-committees and finalized with the approval of the Senate.

(4) Principles concerning education activities such as job-training, dissertation and thesis and rules concerning evaluation of such activities are determined by the relevant committees and finalized with the approval of the Senate.

#### **Student affairs**

**Article 7** – (1) Registration of the students, preparation and approval of the students' identity cards, suspension transactions for military service, delivering student certificates, keeping personal files, drafting diplomas and similar transactions are carried out by the student affairs office.

(2) Transactions relating to cancelling or deleting the registration of the university students or freezing registration, undergraduate transfers between double major - minor programmes and diploma programmes, adaptations and undergraduate transfers of students coming from other universities, transactions relating to education and exams are carried out by the student affairs office with regard to the decisions of the relevant boards of management.

#### **Academic Year**

**Article 8** – (1) The academic year is organized in two semesters or one year

- a) In two-semester units, the semesters are called Fall and Spring semesters.
- b) One semester consists of at least seventy working days and one year consists of at least one hundred and forty working days.
- c) National holidays and midterm/final exams are not included in this period.

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<sup>1</sup> Referred as "YÖK".

(2) The academic calendar of the university for the following year is sent by the Senate to YÖK in May the latest.

(3) When necessary, exams and/or classes can take place on Saturdays and/or Sundays with the proposal of the relevant board of management and the approval of the Rector.

(4) Summer school programmes are included in the academic calendar. It is conducted in accordance with the provisions of the relevant regulation by the Summer School Coordination Committee which consists of members chosen by the Senate in April. Other rules regarding summer school are as follows:

(a) Duration of the summer school cannot be shorter than seven weeks excluding registration and exam days.

(b) The duration of summer school is not included in the Fall or Spring semesters.

(c) Students can take courses for the upcoming year. Such courses shall be entered into the automation system as if they were taken in the completed year. However, in order to take classes in this way, students;

1) have to have at least 2.00 in the general weighted average and cannot have failed in more than two courses from the previous year/semesters.

2) have the right to start the diploma programme after passing the exam at the end of the English language preparation year.

ç) Attendance is compulsory in summer school.

### **Determination of quotas for student enrollment and type of score**

**Article 9** – (1) Units determine the quota for student enrolment, type of score and other conditions for the upcoming year in the relevant committee considering the suggestions of the relevant sub-committees and send them to the Senate to be discussed.

(2) The quotas for student enrolment accepted by the Senate are sent to the YÖK to be approved and published in the guide.

### **Duration of Education**

**Article 10** – (1) Starting with the first semester when the courses of the diploma programme are taken, without considering whether the students are registered each year, the duration of education is as follows:

a) Maximum four years in associate degree programmes

b) Maximum seven years in bachelor's degree programmes

c) Maximum nine years in the programmes giving associate and bachelor's degrees together.

(2) Those who cannot complete the diploma programme successfully in these time limits;

a) can register in order to continue the education on condition that they pay the amount of contribution for the relevant year according to the conditions in the Law 46,

b) can continue the education, join the classes and exams without enjoying other rights provided that they pay the tuitionfee specified in clause (a).

### **Credit value and hours of the classes**

**Article 11** – (1) Credit of each course is specified in the syllabus.

a) When calculating the national credit, theoretical courses get the amount of credits which is equal to the weekly hours of that course. Practical courses get the amount of credits which is half of the hours of that course in a week. The amount of credits of a theoretical and practical course is the sum of theoretical hours and the half of that course's weekly hours.

- b) ECTS credit is the number indicating how much work the relevant course requires in order to complete an academic year in a higher education institution.
- (2) Both theoretical and practical courses have 50 minutes in each class. Weekly schedules are organized in order to leave ten-minute breaks between hours.

## **Syllabus**

**Article 12** – (1) It is the list of courses that a new student has to take during his/her education life in the relevant programme. The procedure regarding the organization of and updating the syllabus are specified according to “The procedures of organizing and updating the course catalogue” accepted by the Senate.

- a) Syllabus are designated considering the suggestions of the relevant sub-committee, by the relevant committee by May every year. They are finalized after the approval of the Senate. However,
    - 1) In syllabus finalized in the previous years, some modifications may be needed as a result of developments in science.
    - 2) In these modifications, the procedure is the same as in the organisation of syllabus in the first organization.
  - b) Equivalent diploma programmes have to use the same syllabus.
    - 1) For the equivalent diploma programmes in vocational high schools, in the board of vocational high school directors,
    - 2) For other equivalent diploma programmes, directors of the relevant unit and diploma programmes presided by the Vice Rector appointed by the Rector formalize the syllabus and it is finalized as a monotype for each diploma programme by the Senate.
- (2) The syllabus includes the information on the courses to be taught in each semester/year and the information whether they are required or optional, theoretical hours, practical hours, national credit, ECTS credit and whether they are prerequisite courses. However,
- a) The sum of the ECTS credits of these courses has to be 30 for each semester.
  - b) The sum of the ECTS credits of prerequisite courses cannot exceed 10% of the total ECTS credit.
- (3) The ECTS credit of the required courses and other activities in the syllabi cannot exceed 75% of the total ECTS credit
- (4) The entrance of courses to take place in the syllabus and, if there is a modification to be made by the relevant committees, the entrance of these modifications into the automation system shall be made by the officers appointed by the unit director.
- (5) Student groups are given a syllabus number in order to protect the students from being negatively affected by the modifications in the syllabus. However,
- a) Student groups in English preparatory classes are not given a syllabus number.
    - 1) The number indicating the year when English preparatory class students start their diploma programme is given as the syllabus number to those students.
    - 2) Students who skip preparatory class and start the diploma programme are given year of fall semester as the syllabus number without depending on it is fall or spring semester when they start the diploma programme.
  - b) The syllabus numbers for students who start/continue the education apart from central placement are determined by the board of management.

## **Courses**

**Article 13** – (1) Courses are classified as required, optional and common courses.

- a) Required courses: The courses students have to take in the programme they are registered.
- b) Optional courses: The courses that also take place in the programme the students are registered and depend on the choice of students. However,
  - 1) Those courses can be either about the area the students study or general knowledge, abilities or other interests.
  - 2) There are optional courses that can be chosen by the students of a particular unit or a particular department or the entire university.
- c) Common courses: The courses in Law Article 5, Cl. 1, Sub-clause (1) and informatics courses accepted by the Senate.
  - (2) Some courses are classified as prerequisite courses and prerequisites courses.
    - a) Prerequisite courses: The courses that the student has to succeed in order to take prerequisite courses.
    - b) Prerequisites courses: If the course that the student will take depends on the success in one or more courses, it is a prerequisite course.
  - (3) A prerequisite course may depend upon one or more prerequisite courses. In this case;
    - a) For each prerequisite course the prerequisite course depends upon, the relevant unit specifies each condition separately in the syllabus.
    - b) A course in the Fall semester cannot be the prerequisite course for a prerequisites course in the Spring semester of the same year.
    - c) For each prerequisite course suggestion, prerequisite courses are determined by the relevant committee with the reasoned suggestions of the relevant sub-committee and finalized by the Senate.
  - (4) Course code consists of 3 letters and 3 numbers to define the course. Besides;
    - a) The former 3-letter part has to be an abbreviation describing the field of the course. However, the relevant committee can designate it between 2-5 letters.
    - b) In the latter 3-number part, the hundreds digit has to indicate the target grade who mainly takes the course, but there are no rules for the other digits.
  - (5) All courses, excluding the personal improvement courses, are included in the average and the ECTS credit specified in this regulation, Art. 38, Cl. 1, Sub clause (a).

### **Principles of course opening**

**Article 14** – (1) What courses shall be opened each semester/year is determined by the Senate as the relevant semester/year. Principles regarding these courses are as follows:

- a) Which instructors these courses will be taught by is agreed on by the relevant board of management in accordance with the suggestions of department/programme committees. Courses shall be divided among the instructors balancedly. However, when there is not an academic reason, they shall be divided in this order: in the department, in the unit, in the university, in the higher education institutions and other institutions. If more instructors are still required, an instructor who at least has a bachelor's degree shall be appointed to teach the relevant course. Days and hours of appointments are entered into the automation system by the relevant unit.
  - b) Weekly hours of theoretical and practical hours, determinations of classrooms of the courses in the unit's course catalogues and entering those into the automation system is the responsibility of the officer appointed by the unit director.
- (2) For required courses, number of students taking the course is not taken into consideration. For optional courses, if the number of students taking the course;

a) is ten or more or if the relevant diploma programme has less than ten students, the course shall be opened.

b) is less than ten, the relevant board of management has the authority to decide.

c) If the course is not opened, those students whose course is cancelled are registered in the optional courses with the request of the student and when he/she does not request, with the suggestion of the student's advisor by the relevant board of management.

(3) According to the principles determined by the Senate, students enjoy the summer school in accordance with the goals of summer school. By the time Summer School Coordination Committees is formed, the following are determined by the relevant board of management considering the suggestions of relevant sub-committees and sent to the Rectorate to be approved:

a) which courses may be opened

b) which instructors may teach these courses

### **Division of the classrooms into sub-groups**

**Article 15** – (1) More than one sub-group can be opened for one course with the decision of the relevant committee. However,

a) More than one sub-group can be formed with the decision of the relevant board of management on condition that the average number of students in these sub-groups shall not be less than 25 in theoretical courses and 10 in applications and optional courses.

b) If the sub-groups are smaller than the ones specified in sub clause (a), the reasoned decision made by the relevant committee has to be approved by the Senate.

### **Course description form**

**Article 16** – (1) For each course, a course description form is prepared according to the Principles of Constitution and Updating Course Catalogue Information and announced to the students before re-registration period starts.

(2) In the course description form, objects, theoretical and practical content, weekly hours and days of the course and titles of the subjects to be studied, tools and sources, teaching methods and techniques relating to the course and contact information of the instructor and evaluation tools and standards are included.

(3) Number of midterm exams, applications, and other studies and the contribution of these and the final exam to the average score are specified in the course description form by the instructor according to this regulation Article 32, Clause 1.

### **Student Advisory**

**Article 17** – (1) Each student is appointed an instructor as the advisor to help him/her follow an academic programme in accordance with this regulation. Also;

a) A coordinator to coordinate the advisors may be appointed by the relevant board of management if required.

b) Advisory duty shall be balancedly divided among faculty members, teaching assistants, and lecturers in this order.

(2) The advisor guides the students in his/her responsibility to solve their educational and procedural problems.

(3) The advisor guides the students/relevant committees decide on re-registration, adding courses, graduating, etc. Also;

- (a) The advisor who cannot hold office due to a valid excuse shall inform his/her director on it in written form. Another advisor according to the principles in Clause 1 shall be temporarily appointed and announced to students.
  - (b) Courses to be taken by the student are determined in the syllabi. The advisor guides the student on which courses he/she should take.
  - (c) Students have to organize the courses in the add-drop period together with their advisors. The organized courses shall be approved by the advisor.
  - (d) At the end of each semester, the advisor checks over the courses of the student and if no problem is observed, he/she checks the box “this student has taken all the courses in the syllabus”.
  - (e) In the last semester prior to graduation, the advisor checks the necessary details and checks the box “this student has taken all the necessary courses”.
- (4) The advisor works in accordance with the principles specified by the Senate.

### **Special Student**

**Article 18** – (1) Special student is the student who is allowed to take only some of the courses although he/she is not a student of the university. Affairs and transactions related to the special student are regulated by the regulation accepted by the Senate. However,

- a) Special students are not awarded a diploma or title. However, they are granted a document indicating courses they are registered and their grades for these courses.
- b) Special students having attended courses in the university and then entitled to enrol in the university in the following years can be exempted from the courses they passed.

(2) Acceptance of special students to the courses is granted by the unit board of management with the suggestion of the relevant department head.

### **Course exemption**

**Article 19** – (1) Exemption requests shall be made at the first registration or within the first five days when courses start. Requests made later than that will result in full responsibility of taking all the courses of that semester.

(2) If students apply to be exempted from courses taken and succeeded in other higher education institutions or accredited institutions, the applications shall be decided on by the board of management of the relevant unit considering the suggestions of the relevant sub-committees.

a) Applications shall be made in written form in the specified time. Students enclose the certified copies of the following:

- 1) Content and outcomes of the courses if available
- 2) A document indicating the credits and academic standing of the courses
- 3) Regulation reference or grading system of the relevant institution

b) If the time period specified in this regulation Art. 10, Cl. 10 is exceeded, the request for exemption cannot be made.

c) If the student has not succeeded in the course, the request for exemption cannot be made under any circumstance.

(3) The assessment of the course from which an exemption is required is conducted by the board of directors of the related department by taking the learning outcomes ( priority is given to this criterion though ), credit / hour value of the course, its content and if necessary the status of it ( associate degree or bachelor’s degree ) are taken into account.

(a) Course grade is not a criterion for assessment. It’s sufficient if a student is approved successful by the institution where the s/he has completed the course.



(b) The value of the letter grade received from a specific course at the related institution is converted into letter grade system by the university.

(c) It's compulsory to enter this letter grade into automation system as numerical grade. Thus, the arithmetic mean of score range of the letter grade is recorded in the automation system as the grade of the student.

### **Foreign language / Foreign Language Preparatory Program**

**Article 20** ( 1 ) Foreign language education is administered according to the article 49 of the Law and Principles based on the Regulations Of Foreign Language Teaching in Higher Education Institutions and Education in foreign language which is published in State Official Newspaper dated 4 / 12 / 2008 and with registration number 27074 and regulated through a guideline approved by the Senate.

(2) The foreign language levels of the students, who are admitted to the programs whose some or all of its medium of instruction is in foreign language, is determined by Foreign Language Placement and Proficiency Exam administered by the School of Foreign Languages.

(3) Those whose language levels are found to be inadequate by the proficiency exam are enrolled to the Preparatory School. The foreign language level of the student is determined by the proficiency exam administered by the School of Foreign Languages.

(4) Training period in Preparatory classes is maximum two years.

### **Id Card**

**Article 21** –(1) Students are provided with an electronic ID card with photo upon their final registration.

(2) Student who loses his ID card will be provided with a new one which will be valid during the same period if he applies in written document, with a notice of loss, to the department he's registered in.

(3) In case the ID card is too worn out to be used, a new ID is arranged provided that the student returns the old one.

### **Permission For A Leave Of Absence / Excused Circumstances**

**Article 22** - (1) Students can only be excused for a leave of absence, provided that their excuses are justified and valid, and that with the decision of Executive Board upon the written request of their legal representative.

(a) Medical reasons documented by a medical report that must be obtained from a health institution (1)

(b) In accordance with the first item of the Article 7 of the Law, due to the cases that would cause a failure in education, the YÖK shall exercise an interval.

(c) A student may have to suspend his education due to the natural disasters. In this case, a valid documentary evidence must be obtained from the highest ranked local authority and submitted to the Student Affairs Office.

(ç) A student may have to suspend the education due to the death of his first degree relative(s), his spouse or his brother/sister, or they may suffer from a serious illness and there may be nobody to look after them. A documentary evidence on this case must be submitted to the Student Affairs Office.

(d) A student may lose the right of military deferment and may be recruited by the army after th extermination of deferment.

- (e) To be under arrest or to be sentenced to imprisonment or to be under circumstances except those that involve term suspension or expulsion penalty from a higher education institution according to the Disciplinary Regulations of the YÖK.
- (f) A student's suspension may be caused by circumstances arising from economic reasons.
- (g) A student may be on duty in accordance with the 5th item of Article 29.
- (ğ) If the exams overlap on the same day and the same hour and if this overlapping isn't settled despite the student's submission with written petition before examination term begins,
- (h) If the circumstances emerge which the Executive Board may accept valid ,
- ( 2 ) The documents required for the proof of these excuses and the minimum requirements that these documents must bear are determined by the relevant executive board.
- ( 3 ) Study period of those students whose excuses are accepted through justified and valid reasons may be frozen and leave of absence may be permitted by the executive board
- ( a ) The student may be permitted for a suspension in accordance with the cases stated in the sub-clauses (a),(b),(c) and (ç), during his military service as stated in sub-clause (d) and during under-arrest and sentence of imprisonment periods as stated in sub-clause (e)
- (b) The right of suspension is given on condition that it should be notified within two months at the latest after the justified and valid reasons emerge. This permission can be repeated by means of following same procedures.
- (c) The students whose excused circumstances terminate earlier than the time allocated for suspension may submit with written petition and continue their education, depending on the decision of Executive Board, as of the beginning of a new mid-term or term .
- (ç) The time allocated for suspension is not included in the education period.
- (d) Permission for a suspension is given covering the cases declared in the sub-clauses (a), (b), (c), (ç), (d) and (e) of article 1. According to clause (f) , this permission is given as of the next mid-terms and terms which haven't commenced yet. Student who gets the permission of suspension during the active term is considered not to have received the courses of the active term.
- (4) The students whose duration of their excused circumstances do not necessarily involve a permission for a suspension ;
- (a) Students who are not present at examinations due to their excused circumstances take examination(s) during Make-up exam period as specified in the academic calender. Those students have to submit their written petition to the relevant department within five days following the end-date of their excused circumstance. Students not present at a Make-Up examination due to an excused circumstance do not have the right to take another examination after the Make-Up Examination period. However, they may take the make-up examination during the examination period after the summer school programs.
- (b) The students can not take any exams during the periods in which they are accepted excused. The exams will be considered as invalid if they do. However, they can take the exam if they consult to the head of relevant department with a petition declaring that they abnegate from the rest of their rights.
- (c) The final grade calculated at the end of make-up exam and its statistical values remain constant. The same constant values are assessed according to the grade assessment method which the other students of the same group are subject to.
- (5) In the calculation of unattendance of the student, except the 5<sup>th</sup> item of Article 29 of this Regulation, none of the durations of excused circumstances, even the health report, is taken into consideration

## **SECTION THREE**

### **The Registration, The Amount of Tuition Fee, The Registration Renewal**

#### **Admission and Requirements Of Registration.**

**Article 23** – ( 1 ) Exact registration procedures are fulfilled during the dates determined by the Student Selection and Placement Center.<sup>2</sup> If the students don't register during specified period determined by ÖSYM, they shall lose their rights of registration.

(2) The following conditions are required for the registration :

(a) To be graduated from a secondary school or equivalent vocational school.

(b) To have a right to enrollment for the programme as a result of the examination made by the ÖSYM or to succeed in the exam of the units which have a special skill examination.

(c) To provide all necessary documents specified in the guidelines of the ÖSYM for enrollment to a university.

3- When registering to university ;

(a) The candidates who have a right to register make their applications in person or via their legal representatives.

(b) For the registration, original documents or their copies approved by the university are required.

(c) Registration is not possible if any of the documents are missing or insufficient.

(ç) The procedures are administered based on the candidate's declaration on his military status and judicial record. The address declared in written by the student for the registration is the correspondence address.

(d) When the exact registration is complete, if it's noticed that the documents or information students submitted are incorrect, their registration is abolished. All the documents, including diplomas, are cancelled and legal action is taken against the people in question.

(4) For the departments accepting students according to the results of special skills examination, those, who have the right of registration, lose their rights if they don't register during the registration period specified by ÖSYM. In this case, substitute students are registered. Substitute students also lose their rights if they don't register during the periods stated below.

(a) First two days following the registration deadline of the true candidates are the registration days for the substitute candidates of the first list, as many as unregistered true candidates.

(b) First two days following the registration deadline of the first list candidates are the days for the registration of second list substitute candidates, as many as unregistered first list candidates.

(c) First two days following the registration deadline of the second list candidates are the days for the registration of third list substitute candidates, as many as unregistered second list candidates. For vacancies, registration procedures continue during five days following the deadline of the third list candidates. At the end of these periods, should there be still vacancies, nothing is done.

(5) Foreign students register in accordance with the regulations determined by the Senate .

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<sup>2</sup> Referred as ÖSYM.

### **Acceptance by way of Transfer**

**Article 24** -(1) All the transfers are administered in accordance with the regulations prepared by the senate. These regulations, published on 24 / 4 / 2010 with reg. number 27561 in State Official Newspaper are based on the instructions related to the student transfers between associate and undergraduate programs at universities, credit transfers between institutions, double major and minor.

(2) Lateral transfers can be done within a department or between the departments whose academic programs are equivalent.

a) The programs and quotas for lateral transfers are determined by the board of executives. Transfers are only possible between the second semester including the fifth semester.

b) The quotas within a department and quotas in the other departments in an academic institution can be determined separately.

c) For the lateral transfers within the department for the programs that need special aptitude exams, the candidates are required to be successful as well as fulfilling the other requirements.

(3) The candidate must take all the courses of all the semesters and be successful until the semester s/he would like to transfer. However;

(a) The application of the candidate is not accepted if s/he applies for the levels that s/he already completed.

(b) The application is not accepted if the student is unsuccessful or if s/he hasn't taken the course that he should have taken.

(4) If the program the candidate wants to transfer has got the compulsory foreign language preparatory class, the applicants must be competent in that foreign language so that they can follow the course.

(a) This issue is determined by the School of Foreign Languages.

(b) Those who come from the institutions where instruction is in foreign language or their documents ( like ÜDS, KPDS, TOEFL, ELTS, CAMB AND PROF ) given by national and / or international institutions are assessed by the School of Foreign Languages.

c) Those who are proficient in a foreign language do not take the proficiency exam when they transfer.

5 ) If a student's transfer application is accepted, his orientation is evaluated by the executive board of the department.

6 ) When calculating the study period of the transferring student, the period he spent at previous school is taken into account.

7 ) Transfer applications are assessed by a committee of instructors of the department where he transfers to and finalized by the decision of the executive board of the relevant department.

### **Registration Renewal:**

**Article 25** – (1) Students must renew their registrations at the commencement of every academic year / semester within the period specified in the academic calendar. For the renewal of the registration, the following conditions are required ;

a) The student should've completed his course registration in accordance with the regulations.

b) He should've paid the tuition fee of the courses registered in accordance with the article 46.

(2) If a student doesn't complete the renewal within the allocated time, he must renew the registration during add – drop period. However the following conditions are required ;

a) The student must have a valid excuse and this must be certified. If accepted by the executive board, he's given the right of paying the tuition fee and / or the right of registering regardless whether or not he's ever used these rights before.

b) If a student doesn't renew the registration or doesn't pay the tuition fee without a valid excuse, an extra right is given by the executive board to renew the registration or to pay the tuition fee during his study life.

(3) Neither registration in the automation system nor paying the tuition fee are sufficient for the renewal. For a complete registration renewal, both requirements specified above must be fulfilled.

(4) Those who do not renew their registration can not attend the courses, take the exams or benefit from any rights granted to students. The time lost due to non-renewal shall be deemed within the teaching period according to the Article 44 of the Law and 1st item of the Article 10 of this regulation.

### **Course Registration / Taking a Course**

**Article 26 – ( 1 )**The course load a student can take in one semester denotes the courses of the curriculum of that semester in which the student is enrolled. When calculating the course load, the following requirements are considered ;

a) Except the courses which are taken to increase the grades or those to which attendance is fulfilled in one semester / year, the total credit of the courses can not exceed 30 % in one semester. However, the courses taken for personal improvement are excluded.

b) Including the courses taken to increase the grades, the total credit of the courses in one semester can not exceed 45 credits.

( 2 ) The students must meet the following requirements when registering :

(a) Above all, the students must take the courses in the first place which they couldn't / didn't take in former semesters or years.

(b) In the case of a failure in a course due to non-attendance and if the course hours overlap with those indicated in clause (a) , the student must register for one of those courses. Students, first, must take the course they failed due to non-attendance or the courses indicated in clause (a).

c) Students must first register for prerequisite courses if they meet the requirements.

ç) Registration is either done according to the quotas specified for the course or to the course branch with the least classrooms.

d) If the course is separated more than one branch, the student must first register for the branch which's opened for the program he's already enrolled.

e) Those who fail the courses which are removed from the program take the equivalent courses instead. If there are no such courses, they, based on the decision of executive board, must take alternative courses to complete the credit limit to be graduated.

f ) Students can not attend the courses and can not take the exams of these courses which they haven't registered properly within the allocated time.

(3) If the following special cases occur, the procedures are conducted in accordance with the student's written application, his supervisor's proposal and the views and decisions of the executive board of his department / program.

( a ) If a substitute credit-based elective is not available or if the lesson isn't open when the elective is to be repeated,

( b ) If the student wants to take a new course instead of the elective he's already taken and failed,

( c ) If the student declares in written to take a new course instead of the one he's withdrawn according to the article 28,

( 4 ) If Student's GANO stated in the 34th article of this regulation

( a ) is over 1.80, student can take the courses he hasn't taken before

( b ) is less than 1.80, he can not take them. However,

- 1 ) First year courses are excluded.
- 2 ) Grade average limitation is not applied to those who have registered on transfer basis. This's only valid for the transfer term or year.
- 3 ) Grade average limitation is also not applied to the students who are in the orientation program. This's only valid during the orientation period.
- ( 5 ) A student who chooses one of the orientation groups in order to specialize in an academic program must fulfill the requirements of that program and succeed.
  - ( a ) If the student changes the orientation program, he must fulfill the requirements of the new program and succeed in the courses.
  - ( b ) In this case, the courses that the student's failed from the previous proram are deleted and the rest of the courses are shown in the transcript. The student may apply for being exempted from the courses he succeeded and from the electives.
- ( 6 ) The maximum credit load for a student in one semester is 30 credits. When necessary, and with the decision of the Executive Board, the credit load may be increased maximum 15 ECTS provided that the following exceptions occur ;
  - a ) Any reason, such as course changes between the terms, caused by the department.
  - b ) It should be the year following the exchange program.
  - c ) It should be the transfer year.
  - ç ) The demand of double-major or minor students.
  - d ) GANO must be minimum 3.00 .
- 7) For the each semester of the last year, if there's only one course a student couldn't take, he can take an additional course to graduate if applies in written and if the lessons are not overlapped .
- 8 ) Students with no academic deficiency warning can take personal development courses if approved by their advisors. These courses are out of the normal curriculum and can not exceed the limitations specified in the clause b of the first article. However ;
  - 1 ) If the student fails, he must take the same or equivalent course to graduate.
  - 2 ) The courses mentioned above are not taken into consideration for ECTS credits that the students must complete and for the calculation of GANO.
- 9 ) Students may change, delete or take a new course at the end of renewal period during the add-drop period specified in the academic calendar. A new course can be taken instead of the dropped course provided that the elapsed time is to be considered within attendance limitation.

### **Tuition Fees**

- Article 27-** ( 1 ) The amounts of tuition fees are determined according to the regulations released by the Board of Ministers ( 46th article of the Law ).
- (2) Whatever the reason is, the current students or those who couldn't graduate must pay the tuition fee of the semester / year in question.
  - (3) The tuition fee of an academic year is paid in two equivalent installments.
  - (4) Tuition fee payments begin five days to go to the commencement of registration and due on the last day of registration.
    - a) Failure to make payment by the specified due date may jeopardize the student's continued enrollment and their registrations are not renewed.
    - b) Students who haven't paid the tuition fee shall not participate in classes and exams and shall not benefit from the rights.
    - c) The term / year for which the tuition fee isn't paid will be counted in the education period specified in the 10th article of this regulation.

ç) The students enrolled in yearly-based programs make the payment ( second installment) during the period specified for the those who are enrolled in term-based programs.

d) Amounts of tuition fee of evening classes are determined by the relevant regulations.

(6) Except the preparatory classes, the daytime education students who succeed in the minimum lessons specified by their departments for each term pay the half amount of the tuition fee of the following term on condition that they must be placed in the first ten percentage of the placement designated by the success grade average of the those who receive the same courses at the end of the term.

(7) Except the preparatory classes, the students of the evening education who succeed in the minimum lessons specified by their departments for each term pay as much amount as the formal education students for the following term on condition that they must be placed in the first ten percentage of the placement at the end of the term designated by the success grade average of the those who receive the same courses.

(8) Those who haven't successfully completed their studies and haven't graduated within the period specified in article 44 of the Law ;

a) According to the conditions set forth in article 46 of the Law, students may enroll to continue their education providing that they pay the tuition fee of the term concerned.

b) Students in this situation must pay the tuition fees in accordance with the procedures laid down in this regulation as long as they are registered in the university.

#### **Withdrawal from the courses**

**Article 28 – ( 1 )** Of the term courses, students may only withdraw from maximum 2 courses they're already registered providing that they must submit a written petition and they must receive the approval of their supervisors and head of department. The withdrawal date is due on the last day of ' withdrawal date ' specified in the academic calender. However ;

a) They can not withdraw from the courses of the first two terms of the program.

b) The tuition fee of the courses that the student withdraws is nonrefundable.

c) A student who withdraws from a course is considered to have withdrawn from the common courses in the major, double major and minor programs.

2) If a student withdraws from a course, he must repeat it.

### **SECTION FOUR**

#### **Education, Examinations and Assessment**

##### **Attendance**

**Article 29 – ( 1 )** In order to take the final and semester final exams of courses or application, a student must attend;

a ) at least70% oftheoretical courses,

b) at least80% of application and

c) at least 85 % of foreign language and Turkish preparatory classes

( 2 ) The attendance of students is checked by the instructor through attendance sheet printed out and the results are entered into the automation system.

( 3 ) If a course is both theoretical and applied, attendance is calculated separately. If a student doesn't fulfil the requirements of attendance of either, she or he is assumed not to have attended the whole course.

(4) When the attendance is calculated, the result is rounded to integer and then announced.

(5) The students who are officially appointed by university and by the General Directorate of Sports and who are responsible for representing the university are exempted from absences. However ;

a) should the absences exceed 50 % of the total time allowed, the student is given the right of leave of absence.

(b) In this case, the leave of absence given to student by the authorities mentioned above doesn't count to the leave of absence which is the student's own right to use.

### **Exams and the Announcements of the Results**

**Article 30 – ( 1 )** Exams consist of quizzes, midterms, year final exams, semester final exams, exemption exams, makeup exams, makeup exams for the excused absences, single course exams. These exams can be oral, written, both oral and written, and/or applied. The issues related to the preparation and application of exams are administered by the Senate.

( 2 ) The principles for the exams are as follows :

a) Quizzes : These are the short-time exams conducted as announced or unannounced within a year/semester

b)Midterm Exam: These exams are for the courses suggested by the department and conducted within a year/semester. The GPA is announced before the dates of year final exams and semester final exams.

c) Year Final / Semester Final Exams : These are the exams conducted at the end of the academic year or semester during which the course in question is taught. Only the students who fulfil the requirements of attendance and those who succeed in practices can take these exams.

ç ) Makeup exam for the excused absences : These exams are conducted for the students students not present at the year final, semester final or makeup examinations due to an extenuating circumstance or a justifiable excuse. The extenuating circumstances or justifiable excuses are to be approved by the Executive Board.

d ) Single course exam: As specified in the article 37, this is the exam for the students who should pass a single course to be graduated.

e) Exemption exam: This exam is for the courses determined by the Senate. According to the results, a student may be exempted from a course or courses.

f) Makeup exam: This exam is for the students who've already failed the year / semester final exams, who'd like to increase their grades and who couldn't take the year / semester final exams. The grades of the makeup exam are assessed in accordance with the assessment method of the course that the student is registered during the semester.

(3) At least one midterm test must be administered in departments with training courses semester basis. As for the academic year based courses, at least three of the semester assesment must be used in addition to two midterm tests followed by a full year/semester final test. In ca make-up exams, assigned projects, homework and some other assesment tools can be used ir of midterms and academic year/semester final exams. In such cases ,the decision lies wit related Departmental Committee and all the assesment tools are graded out of 100.

(4) In accordance with the academic calender, the decision of the concerned Departmental Committee regarding all the exam days and times ,with the exception of pop quizzes , will be announced at least ten workdays beforehand. After the announcement, any changes in the exam dates can only be made by the approval of the relevant Departmental Committee.

(5) Examinations, as specified in the third paragraph,article 8 of this regulation, can also be conducted on Saturdays and Sundays.

(6) Students are not entitled to have a make up test for the examination they do not attend and they are considered to have scored (0) point. The same rule applies for the students'



academic year/semester round activities like homework, seminars and panels which are subject to scoring.

(7) The results of all these exams and activities which are subject to grading are announced on the billboards or in the automation system by the teaching staff within 10 workdays at the latest.

(8) All these examination papers must be delivered to the concerned unit within 10 days upon the announcement of the results. The papers must be kept in the concerned unit for 2 years.

(9) Those who cheat or help someone else to cheat in the exams and those who are found out to have cheated are considered failed students. The condition of such students are processed by the concerned department according to the Disciplinary Regulations of Higher Education Institutions.

(10) Students holding proper Id cards and requested papers by the concerned department have to take the exams at the specified time and place.

### **Re-evaluation of the Test Papers**

**Article 31-(1)** Students may object in writing to examination results within five workdays upon the announcement of the results.

(2) The relevant course instructor checks the test material again within five days after he is informed of the request and submits the result in writing to the relevant Departmental Committee.

a) Any changes in grading are subject to the approval of the Departmental Committee.

b) In corrections like these, the calculated statistical values of the class remain constant.

c) Students are not entitled to a second re-evaluation request for their test material.

### **Student's Academic Assessment**

**Article 32- (1)** A student's academic assessment is determined by calculating full academic year/semester final exam grades, make-up exam grades and other assigned homework grades. The assessment principles are as follows,

a) In calculating the student's final grade, the percentage of the academic year/semester final exam is determined by the instructor as 40% at least and 60% at the most. The final grade of the student will be based on the relevant department's grading format.

b) Excluding the rates specified in Article 29, clause 1, the contribution of the remaining portion to the success grade can be taken as minimum 5% and 10% at the most.

c) The contribution rate of each in-academic/in-semester assessment tools shall not exceed the contribution rate of academic year/semester final exam to the success grade.

ç) In final grade determination, the rate of the contribution of the in-class and extra-curricular activities is determined by the instructor.

(2) Those who do not attend the academic year/semester final test are considered failed students. If the final exam eligible students do not attend the exam, they have the right to a make-up exam.

3) Those who have grades below the three borderline grades are considered 'failed' and given 'FF'. These three values are determined by the Senate.

a) The Senate determines the DKL, the lower limit for academic year/semester final exam, and the lower limit for the final exam.

b) The DKL cannot be lower than 20 out of 100. As for the other two, they cannot be smaller than 20 and greater than 40.

(4) Student's grading is done in accordance with the Examination Assessment Regulations approved by the Senate. Student's grading is shown in the table below.

<b>Description</b>	<b>Course Grade</b>	<b>Grade Point Value</b>
Excellent	AA	4.00
Very Good	BA	3.50
Good	BB	3.00
Fair	CB	2.50
Pass	CC	2.00
Failed	DC	1.50
Failed	DD	1.00
Failed	FD	0.50
Failed	FF	0.00
Failed (No –show in Academic year/semester final exam)	SG	0.00
Failed (Attendance Failure)	D	0.00
Failed (Unsatisfactory Work)	BÇ	0.00
Excused Absence	MZ	--
Assessment not Processed Yet	DE	--

(5) Definitions of letter grades are as follows.

a) AA, BA, BB, CB and CC stand for successful letter grades.

b) DC,DD,FD,FF,SG,BÇ and stand for failing letter grades.

c) MZ and DE are for assessment not processed yet.

ç) SG is for non-attendance at exams. If such exam is a final exam then the student is regarded as failed. FF is going to be used for the calculation of ECTS and grade average.

d) D is for the student who did not attend to classes and therefore not allowed to take relevant exam. Similar in the clause ç student fails with the exam and the grade is regarded as FF.

e) BÇ is for unsuccessful work and therefore student is not allowed to take relevant exam. Similar in the clause ç student fails with the exam and the grade is regarded as FF.

f) MZ is for the students who have a right to sit for the exam however is regarded as excused by the executive board of the relevant unit. Since such students grade is not certain, the grade is not calculated for ECTS and grade average. This grade is replaced with the grade as a result of the makeup exam for the excused absences.

g) DE: It is used as the first value for the courses students registered during registration period. This grade is valid in academic year/semester until the final grade of the student is calculated. The course in this category is not included in the calculation of the total credit hours and grade point average.

## **Symbols**

**Article 33-**The symbols used to define a student's status regarding courses are as follows:

a) I (First Time) It is for the course being taken for the first time.

b) TK (Repeat) It is for the course being repeated regardless of the result 'pass' or 'fail'.

c) KG (Personal Development) It is for the course being taken for personal development by the students who are not on academic inadequacy warning.

ç) (TY) (Lateral Transfer) It is used for the courses approved by the related committee regarding the students having lateral transfer from another department, institution or university.

d) (Vertical Transfer) It is used for the approved courses of the students having lateral transfer from an associate degree program to an undergraduate program.

e) YO (Transfer-Summer School) It is used for courses 'taken and passed' in summer schools

the eligibility of which is approved by the university and the related administrative board.

f) DP (Exchange Program) : It is used for the approved courses taken by the students within the framework of student exchange program.

g) T (Transfer) : This is used for transfer that are not described in the above-mentioned circumstances or students who have studied in other institutions and accepted in the relevant executive board.

ğ) M (Exemption) The student is exempt from a certain course.

### **General Grade Average**

**Article 34 - (1)** A student's academic standing is determined by calculating the GANO for all the courses taken excluding personal development courses.

a) GANO; The term CPA is calculated by adding together the coefficient of the letter grades earned for one's grade in each course in compliance with Article 32, multiplied by the number of credit hours each course is worth, with the total points then divided by the total number of ECTS credit hours.

b) The obtained values are rounded to two digits after a decimal point. If the third digit is smaller than 5, it is rounded down to zero. If it is greater than or equal to 5, it is rounded up.

c) In calculations, the last grade for a repeated course is taken into account.

ç) Courses registered but not included in the program yet are ignored in GANO calculations regarding the registered year/semester end.

(2) During graduation,

a) Students with GANO equaling to 2.50 or greater and having letter grade DC

b) Students with GANO equaling to 2.75 or greater and having letter grade DD are considered 'passed' by converting the relevant grade into CC.

(3) Grades scored over a scale of 100 points at Akdeniz University are converted into 4.00 point scales on the basis of conversion table determined by the YÖK and all the resulting values are written in the back of the student's transcript and diploma.

a) For conversion, grades scored at Akdeniz University over 100 points scale and their corresponding coefficients are determined in the conversion table approved by the Council of Higher Education.

b) The final grades and their corresponding coefficients show the student's final standing.

### **Unsatisfactory Academic Record**

**Article 35-(1)**The student's final standing is based on GANO calculated at each semester end. Students with their GANO at least 2.00 and greater are considered successful. Students with smaller GANO are considered unsuccessful and these students receive a warning of academic inadequacy. The status of the students with their GANO lower than 1.80 is determined in accordance with these Instructions and Regulations ,Article 26,Clause 4(b).

(2)The academic inadequacy warning is removed if the students raise their GANO to 2.00 or above.

(3) This period of academic inadequacy is added to the teaching period specified in article 10, clause 1, of *The Rules and Regulations*.

### **Repeated Courses**

**Article 36- (1)** Students failing the course because of non attendance or not taking the course in the specified academic year/semester must retake this course in the first academic year/semester it is offered.

(2) In order to raise their existing GANO , students with their advisor's approval may repeat

a course which they have already taken and passed. These students are responsible for all the specified academic year/in-semester exams.

(3) Students who complied with attendance requirements in theory and practice yet failed the course must take all the academic year/semester exams specified.

(4) In calculating GANO, the last grade is based on for repeated courses.

### **Make-Up Exams For Students Having One Course With A Failing Grade**

**Article 37** -Those students who are not eligible for graduation because of one course only are entitled to take a single exam in the first week of upcoming fall or spring semester to reach 2.00 GANO to graduate if they meet attendance requirements. The rules related to this exam are as follows ,

a) This exam's date is determined by the unit's executive board and is announced 15 days before the exam.

b) The grade scored in this exam is converted into letter grade in accordance with the principles determined by the Senate.

c) In case of failing the exam or not complying with the conditions stated in Article 34 of these Rules and Regulations, the student is considered "not taken" the exam.

## **SECTION FIVE**

### **Graduation, Registration, Cancellation And Leaving By Own Will**

#### **Graduation, Diploma, Diploma Supplement and Certificate**

**Article 38** – (1) Those who have successfully completed all the course requirements theoretical and practice in accordance with the Rules and Regulations are entitled to receive their diplomas.

a) In order to graduate, these students,excluding prep classes, must have a study load of 60 ECTS credits, i.e. the number of terms multiplied by 30, or the number of the academic year multiplied by 60.

b)Students must take the common courses in addition to all the other courses.

c)Students must be successful in all courses.

(2) (a) A student whose GANO is 3.00 - 3.49 is listed as Honor Graduate .

b) A student whose GANO is between 3.50-4.00 is listed as High Honor Graduate. This information is stated in the student's transcript and the diploma supplement.

3) A student who is eligible to graduate from a double major program will not be given a double major undergraduate diploma before the student is eligible to graduate from the major program.

a) A student who is eligible for graduation in major program is entitled to his major undergraduate diploma even if he fails the major program.

b) The diploma for a double major program is awarded by the related department.

c) A student who drops out of a double major program is eligible for the diploma of a minor program provided that he meets all the related requirements of this program.

(4) Eligible students for graduation from International Joint Degree Programs receive one separate diploma from each university.

a) These diplomas have all the information regarding which departments and common programs they belong to and the other university.

b) Students are not awarded with any of the diplomas unless they meet all the requirements of the international programs in these two institutions.

(5) In minor programs, students who are not eligible for graduation from a major program are not awarded with a minor program certificate.

- a) Certificates are awarded by the departments which the programs belong to.
  - b) Diploma information related to the student's major program is also included in the certificates.
  - c) Those who are eligible for graduation from undergraduate major programs are entitled to receive their undergraduate diplomas although they fail to complete the minor program.
  - ç) Student completing his minor program is not entitled to the rights and privileges of the diploma awarded for the undergraduate and associate programs.
  - d) How to make use of the minor programme certificate is at the discretion of the student's prospective employee.
- (6) The principles regarding the documents to be given to all the graduating students are determined in compliance with the Instructions approved by the Senate.
- a) All the graduates are given an Interim Certificate of Graduation and a Diploma Supplement.
  - b) The diploma supplement has all the information regarding the student's academic standing, the type of the diploma and the detailed description of the student's education.
- (7) Students are entitled to the right of raising their GANO by attending summer school. Upon receiving a petition from the student, the student's graduation process may be postponed.

### **Registration Cancellation And Leaving By Own Will**

**Article 39** –(1) Students who want to quit university must apply in writing to the department he has already registered in. The registration cancellation is carried out by the approval of the related board.

(2) In addition to students' own request, registration cancellations are also made by the decision of the related board of directors in cases specified below.

- a) The state of being expelled in accordance with the provisions of related rules and regulations.
- b) The existence of some other cases stated in the related rules and regulations.

(3) All the documents submitted by the student to the Registrar's Office are returned to the student upon his written request and a copy of the diploma, approved by the related official, is kept.

(4) Students whose registration cancellations are made are entitled to receive an associate degree in accordance with article 41 of these instructions or their adjustments are made to a similar program in Vocational High Schools.

5) Upon registration cancellation from the prep classes of schools, students can be placed in programs, in accordance with the principles determined by the YÖK, whose medium of instruction is Turkish.

### **School-Leaving Procedures**

**Article 40-** Those whose registrations are cancelled in accordance with Article 39 or those who leave university following graduation in accordance with Article 38 can get their diplomas and other documents after completing necessary procedures.

### **Conditions For Award Of Associate Degree Programs Or Adjustment To The Vocational High Schools**

**Article 41-(1)** The conditions for getting the pre-degree certificate or adjustment to the Vocational Schools of Higher Education for students who do not or can not complete the undergraduate programs are applied in accordance with the regulations decided by the Higher Education Council.

- a) Students who successfully complete all the courses of the four Fall Semesters and have at least 120 ECTS credits are eligible for associate degree diplomas.

- b) Those who successfully complete the first two years of at least four-year programs and have a minimum of 120 ECTS credits are awarded with an associate degree diploma. An undergraduate diploma is given to those who complete the first four years of the program.
- c) There is no time limit for the application to get an associate degree.
- (2) Those who are successful in all the courses of the first four semesters of a minimum four-year program or those who are successful in at least 60% of the program, whether they do not complete or cannot complete the program, are eligible to have adjustments to similar and proper programs of Vocational High Schools provided they apply within the six months effective from their dismissal from the related department.

**SECTION SIX**  
**Double Major, Minor and Exchange Programs**  
**Double Major Undergraduate Programs**

**Article 42** - (1) Double major programs can be offered in similar academic fields between undergraduate programs in the university.

- a) Not only the undergraduate programs in different faculties but also the undergraduate programs in the four-year high schools have access to double major programs.
- b) Programs registering students according to the results of special skill exams can only offer double major programs between themselves.
- (2) Which academic fields will be paired to open double major programs and the course contents are determined by the university senate upon the proposal of the related departments and the committees.
- (3) Principles regarding double major programs are based on the instructions designed by the Senate.
- (4) Students who attend international common programs and teacher training programs are not eligible for double major programs.

**Minor Programs**

**Article 43-(1)** It is an educational certificate program aimed at enabling successful undergraduate program students to avail themselves to another undergraduate program with a limited access.

- a) Students may be permitted to pursue a minor with another undergraduate program in faculties or undergraduate programs in the four-year high schools in disciplines relevant to their own both within the same or different faculties or high schools.
- b) Programs which are available for students through special skill exam can have minor programs within their fields.
- (2) Which academic fields will be paired and the course/practice content are determined by the Senate upon the proposal of the related departments and committees.
- (3) All the rules regarding minor degree programs are determined in accordance with the Senate.
- (4) Students attending international common programs are not eligible for minor programs.

**Student Exchange Through Higher Education Institutions**

**Article 44**-(1) Students have access to education home or at host universities for one or two semesters in accordance with the reciprocal agreements and protocols made with higher education institutions home or abroad. These students must have a successful record regarding their previous course requirements.

2)The equivalency of the student's course selections, internship and other activities at the host institute abroad are determined beforehand by the related Board upon the proposal of the student's advisor and of the related head of dept./program advisor.

(3) During the semesters being spent at the host higher education institutes abroad, students, in accordance with the academic calender, have to pay tuition fee of their home university and renew their registrations.

(4) Student's grade conversion is done by taking into consideration the coefficient and letter grades mentioned in articles 32 and 33 of these regulations. All these converted grades and values are shown in students' transcript.

(5) If the student fails a course at host university , he/she will be considered 'failed' in his home university in equivalent courses.

(6) The semesters at host university will be fully recognized by the home university.

## **SECTION SEVEN**

### **Special Diploma Programmes**

#### **Principles of Education**

**Article 45-**(1) The special degree programs are determined by the Senate.

(2)Education in our university is carried out in accordance with this set of regulations and the instructions prepared by the related committee and approved by the Senate. Based on these instructions, the university determines the following.

- a) Academic semesters and the related programs and plans.
- b) Compulsory attendance and repeated courses.
- c) Exams/Internship and examination /internship periods.
- ç) Evaluation of internship/examinations and the related rates.
- d) Setting preconditions for taking examinations.

## **SECTION EIGHT**

### **Various and Final Provisions**

#### **Cases without Provisions**

**Article 46-**(1) The decisions of the YÖK, the Senate and the related administrative committees shall apply in cases where no provision is found in this regulation.

#### **Repealed Regulations**

**Article 47-** (1) The rules and Regulations published in the Official Gazette dated 06.09.2005,no.25928, regarding Education,Examinations and Assessment for Associate and Undergraduate programs at Akdeniz University have been repealed.

#### **Adaptation**

**Provisional Article1-**(1) The provisions in favor of students which were repealed by the Article 47 of this regulations shall continue being effective for those who were registered students when these regulations were published.

#### **Common Courses taken previously and taken in 2011-2012 Academic Year**

**Provisional Article 2-**The common courses taken previously and taken in 2011-2012 Academic Year shall be taken into consideration in the calculation of total ECTS credits,specified in Article 38, Clause 1a of these regulations, to be completed by the students and they are included in the determination of average grade specified in Article 34,Clause 1 of

these regulations.

**Entry into Force**

**Article 48-** (1) These rules and regulations shall take effect as of 2011-2012 Fall Semester.

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**Execution**

**Article 49- (1)** The provisions of these regulations shall be executed by the Rector of Akdeniz University.