



**İSTANBUL OKAN UNIVERSITY  
POST-GRADUATE EDUCATION-  
INSTRUCTION  
AND EXAMINATIONS  
REGULATIONS**

<b>Doküman No</b>	YT.OKN.001	
<b>Yayın Tarihi</b>	01.Kasım.2015	
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<b>Senato Karar No</b>		
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**SECTION ONE**

**Aim, Scope, Legal Grounds and Definitions**

**Aim**

**ARTICLE 1 – (1)** The purpose of this Regulation is; (Additional phrase:OG-15/12/2019-30979) It regulates the procedures and principles regarding education, examinations and student affairs at the associate and undergraduate levels in the faculties, conservatories and vocational schools affiliated to Istanbul Okan University.

**Scope**

**ARTICLE 2 – (1)** This Regulation; (Additional phrase:OG-15/12/2019-30979) Regulation of associate and undergraduate education programs implemented in faculties, conservatories and vocational schools affiliated to Istanbul Okan University, determination of exams and success, student admission, interruptions in education, diplomas and titles, internships. and includes provisions regarding graduation studies and academic consultancy procedures.

**Legal grounds**

**ARTICLE 3 – (1)** These regulations are prepared with reliance upon the Article 14 of the Higher-Education Law, no. 2547, dated 4 November 1981

**Definitions**

**ARTICLE (4 )– (1)** The terms contained in the present Regulations denote the following definitions:

a) Educational studies: (**Additional phrase:OG-15/12/2019-30979**) It refers to theoretical courses, applied courses, seminars, projects, homework, graduation studies and similar studies according to the characteristics of the faculties, conservatories and vocational schools affiliated with Istanbul Okan University.

b) Educational program: It refers to all of the educational studies and diploma program prepared by the relevant boards and approved by the Senate, based on the common principles accepted by the Senate regarding the minimum educational studies determined by the Council of Higher Education for the relevant programs.

c) Academic year: It refers to the academic year consisting of the fall and spring semesters, including the registration period, at least a fourteen-week course period and semester/year-end exams.

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ç) Relevant board: (**Additional phrase:OG-15/12/2019-30979**) It refers to the faculty board in the faculties affiliated with Istanbul Okan University, the conservatory board in the conservatory, and the vocational school board in vocational schools.

d) Relevant board of directors: (**Additional phrase:OG-15/12/2019-30979**) It refers to the faculty board of directors in faculties affiliated with Istanbul Okan University, the conservatory board of directors in conservatories, and the vocational school board of directors in vocational schools.

e) Board of Trustees: (**Additional phrase:OG-15/12/2019-30979**) Refers to the Board of Trustees of Istanbul Okan University.

f) Rector: (**Additional phrase:OG-15/12/2019-30979**) Refers to the Rector of Istanbul Okan University

g) Senate: (**Additional phrase:OG-15/12/2019-30979**) Refers to the Senate of Istanbul Okan University

ğ) University Board of Directors: (**Additional phrase:OG-15/12/2019-30979**) Refers to the Board of Directors of Istanbul Okan University.

h) University: (**Additional phrase:OG-15/12/2019-30979**) Refers to Istanbul Okan University.

ı) Summer school: With the recommendation of the relevant boards and the approval of the Senate, a period of at least seven weeks of education aimed at intensive education in addition to the fall and spring semesters,

i) YÖKSİS: Refers to Higher Education Information System

## SECTION TWO

### Conditions Related to the Levels of Education-Instruction

#### Associate's degree education and instruction

**ARTICLE 5 – (1)** Each four-semester education and instruction program in the vocational schools of the University is managed by the articles of the present regulations.

#### Bachelor's degree education and instruction

**ARTICLE 6 – (1)** Each education and training program of eight, ten and twelve semesters in the faculties and conservatories affiliated with the university is carried out in accordance with the provisions of this Regulation.

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**Language of instruction**

**ARTICLE 7 – (1)** The Associate’s and Bachelor’s programs of the University are divided into the following three groups:

- The programs in which the courses are given in a particular foreign language;
- The mixed programs in which minimum 30% of the courses are given in a particular foreign language;
- The programs in which while the language of instruction is basically Turkish, some elective courses can be given in a foreign language either in part or in entirety

**Foreign language preparatory program**

**ARTICLE 8 – (1)** A one-year compulsory foreign language preparatory program is applied to the Associate’s and Bachelor’s programs in which the medium of instruction is either entirely or 30% English by the ruling of the Senate and approval of the Council of Higher Education. The students who are enrolled in Turkish language instruction programs may attend the preparatory class on a voluntary basis.

**(2)**The procedures and rules to be applied to foreign language instruction and examinations in Associate’s and Bachelor’s degrees are regulated within the procedures set by the obligations in the Regulations on the Procedures of Foreign Language Teaching and Teaching through Foreign Languages published in the Official Gazette dated 23 March 2016, no. 29662 on the Article 49 of the Law no. 2547 and the procedures determined by the Senate.

**(3)**The procedures mentioned in this Article also apply to intra- or inter-university transfer students.

**Education fees**

**ARTICLE 9 – (1)** Annual education fees, extra service rates, exemptions, discounts, dates of payment, and the other fees mentioned in the present Article are determined annually by the Board of Trustees.

**(2)** The rates of housing, meals, transportation and such additional services are not included in the education fees. Those rates are separately determined.

**(3)** The fees of the summer school are determined outside the amount paid during Autumn and Spring semesters.

**Scholarships**

**ARTICLE 10 – (1)** The scholarships granted to students are managed through the Senate decisions taken at the beginning of each academic year

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**SECTION THREE  
Admissions and Registrations**

**Capacity**

**ARTICLE 11 – (1)** The numbers of the scholarship students and non-scholarship students to be admitted the University are determined annually by the recommendation of the Senate, approval of the Board of Trustees, and ruling of the Council of Higher Education.

**Admissions**

**ARTICLE 12 – (1)** The admissions to the Faculties, Conservatory, and Vocational Schools of the University are processed according to the results of the examination organized by the Center of Measurement, Selection and Placement (ÖSYM) and to the procedures set by the Council of Higher Education. Besides, students can also be admitted upon the results of special ability examination given in certain fields according to the procedures set by the Council of higher Education.

**Registration**

**ARTICLE 13 – (1)** The candidates who become eligible to be a student in one of the programs of the University should apply to the Rectorate either in person or by a legal representative for registration within the time period set by ÖSYM. For the students admitted on special ability examination, the time period is set by the Senate, the required documents are set by ÖSYM and Directorate of Student Affairs.

**(2)** The original copies of the documents required for registration are seen and formally duplicated by the University. Military duty status can be displayed upon integration with the Ministry of Defense. Residence and criminal records are processed upon the candidate's declaration. The registration of the students whose documents are incomplete, flawed, or faked are cancelled.

**(3)** The students who are seen to have already registered in another formal higher education institution and/or to fail to possess the required conditions for registration are denied admission or their registration is cancelled if completed

**Admissions of international student**

**ARTICLE 14 – (1)** Admission of international students to the University are processed by the procedures set by the Council of Higher Education and decisions of the Senate.

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**Exchange students and special students**

**ARTICLE 15 – (1)** The credits of the courses or practicums that students registered in a domestic or overseas university have previously taken from another higher education institution of the same level within the framework of national or international student exchange programs or as special students can be counted, by the decision of the relevant administrative board, for the requirements of the degree programs they are enrolled in. This process is done according to the obligations stated in Regulations on Transfers Between Associate’s and Bachelor’s Programs in Higher Education Institutions, Double Majors, Minors and Credits Transfers Between Institutions published in the Official Gazette dated 24 April 2010, no. 27561, and the procedures set by the Senate.

**Admissions of lateral transfer students**

**ARTICLE 16 – (1)** The transfers of the Associate’s and Bachelor’s students between the degree programs in the Faculties, Conservatory, or Vocational Schools of the University or the equivalent degree programs in other institutions of higher education are done according to the obligations in Regulations on Transfers Between Associate’s and Bachelor’s Programs in Higher Education Institutions, Double Majors, Minors and Credits Transfers Between Institutions and the procedures set by the Senate.

**Admissions of vertical transfer students**

**ARTICLE 17 – (1)** The transfers of the graduates of the Associate’s programs of vocational schools and the Open University and of the Associate’s programs of the University to the Bachelor’s programs by means of the vertical transfer examination are done according to the obligations in Regulations on Transfers of the Graduates of Vocational Schools and Open University Associate’s Programs Towards Bachelor’s Education, published in the Official Gazette dated 19 February 2002, no. 24676 and the procedures set by the Senate

**Double-majors and minors**

**ARTICLE 18 – (1)** In double major and minor programs, the obligations in Regulations on the Procedures of Transfers between Associate’s and Bachelor’s Programs in Higher- Education Institutions, Double Major, Minor, and Transfer of Credits between Institutions and the procedures set by the Senate apply.

**University ID card**

**ARTICLE 19 – (1)** The student who has registered in the University or renewed her/his registration is given, by the Directorate of Student Affairs, an ID card with the student’s photograph

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on it, which is valid for the current academic year with the expiration date. When the card expires, it is replaced with a new one depending on the status of the student. Lost or worn-out cards are replaced with new ones.

**Residency statement and notifications**

**ARTICLE 20 – (1)** During the entire period of their education, students have the full liability to follow the written/electronic notifications made by the University on instruction, course and exam programs, success grade sheets and other issues.

**(2)** The changes in students' e-mail/mail addresses should be updated, by the students themselves, in the student information system. If any notification is sent to the students' latest address registered in the system, the notification is accepted to have been delivered to the students even if this address is outdated, inaccurate or incomplete

**SECTION FOUR  
Procedures for Education and Instruction**

**Periods of instruction**

**ARTICLE 21 – (1)** Students can study associate degree programs with a two-year education period for a maximum of four years, and undergraduate programs with a four-year education period for a maximum of seven years, regardless of whether they register for each semester, starting from the semester in which the courses for the program they are registered in are given, excluding the one-year foreign language preparatory class. Students must complete five-year undergraduate programs in a maximum of eight years, and six-year undergraduate programs in a maximum of nine years. The preparatory training period is a maximum of two years. Students will not be dismissed due to non-payment of tuition fees within the maximum period or failure to re-register. However, with the decision of the University authorized boards and the approval of the Council of Higher Education, students may be dismissed due to non-payment of tuition fees for four consecutive years and failure to re-register. The procedures and principles and maximum study periods of horizontal transfer and double major education are determined in accordance with the provisions of Article 44 of Law No. 2547 and the Regulation on the Principles of Transfer Between Associate and Undergraduate Programs in Higher Education Institutions, Double Major, Minor and Inter-Institutional Credit Transfer. The period of suspension is excluded from the period of education.

**(2)** The period of suspension is excluded from the period of education

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(3) The Senate determines whether or not the period which the students who have suspended their enrollments due to the reason to learn a foreign language abroad spend in that country is included in the period of foreign language learning.

(4)The semesters spent in the universities abroad within the exchange programs are included in the period of education.

(5)The periods of expulsion penalty given according to the Disciplinary Regulations of Higher Education Institution Students published in the Official Gazette dated 18 August 2012, no. 28388, are included in the period of education.

**Summer school**

**ARTICLE 23 – (1)** Summer school is organized to cover seven weeks including the examinations as stated in the following:

a) The total hours of a course opened in summer school is equal to the total hours of that course in Autumn or Spring semester.

b) Summer school is outside the set period of education, and the period spent in summer school is not added to the period of education.

c) Taking courses in summer school is dependent on the student’s wish and supervisor’s approval.

ç) Summer school fees are charged for the education-instruction services offered in the summer school.

(2) The summer school procedures are determined by the Senate.

**The scope of education-instruction**

**ARTICLE 24 – (1)** The education-instruction program is comprised of the theoretical courses, applied courses, seminars, projects, assignments, final studies and the like according to the requirements of the Faculties, Conservatory, and Vocational Schools of the university.

(2) The courses and practices of the semesters in Associate’s and Bachelor’s programs, their weekly credits/hours, their total credits/hours, rules of admission to clinical work, or their elective status and such issues and the other issues related to the required education-instruction studies are determined by the Boards of Faculties/Conservatory/Vocational Schools based on Departments’ recommendations, and put into effect upon the approval of the Senate.

(3) The changes in the education-instruction programs are determined through the procedures set in the present Article. The decisions also include the practices specified for the students who are to be affected by the changes. The changes are put into effect as of the next semester at the earliest.

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### **Enrollments**

**ARTICLE 25 – (1)** Each student completes course enrollments of her/his academic program in the student information system within the time span given in the academic calendar by fulfilling the financial responsibilities determined by the Board of Trustees and completing the enrollments with her/his supervisor’s approval. The student who has not completed the enrollments may not benefit from the rights of the students.

### **Period of enrollments**

**ARTICLE 26 – (1)** All the students should complete their enrollments within the dates announced in the academic calendar according to their year and status by fulfilling their financial responsibilities. Those students who do not complete their financial registration with no acceptable excuse pay late registration fees. Those students who, on the other hand, complete their financial registration but not course enrollments also pay late registration fees. Late registration fees are determined by the Board of Trustees annually.

**(2)** The students who do not renew their financial registration pass on to the status of non-registered students. The non-registered students may not attend the courses, sit for the examinations, nor may they benefit from students’ rights during the period of their non-registration. The procedures of resumption of registration and dismissal for those students are carried out according to the Articles 44 and 46 of the Law no. 2547 and the procedures set by the Council of Higher Education and the Senate.

**(3)** The time period spent on the status of non-registered student is included in the period of education.

**(4)** Non-registered students may renew their registration upon the decision of the relevant administrative board starting as of the next semester/year with their course adaptations done for the semester/year of their application on the provision that they apply first to their Faculty Dean/Vocational School Director/Conservatory Director and fulfill their financial responsibilities at any semester during the four semesters for the Associate’s, eight semesters for the four-year Bachelor’s, ten semesters for the five-year Bachelor’s, and twelve semesters for the six-year Bachelor’s, by the end of the semester’s course add-drop period.

### **Weekly schedules and academic supervision**

**ARTICLE 27 – (1)** The weekly class schedules of the students are made by the Chair of their Departments/Programs for each semester. Due to compelling reasons, classes/applications/laboratory studies/examinations can be scheduled for weekends.

**(2)** A sufficient number of academic supervisors are appointed by the Chair of the related Department/Program to aid the students with the arrangement of their education-instruction

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programs, and the names are submitted to the related Faculty Dean/Conservatory Director/Vocational School Director.

(3) Supervisors monitor the students during their term of education and guide them through Associate's/Bachelor's education and relevant statues. Supervisor's approval is required for the student's enrollment, add-drop, and withdrawal procedures for the courses.

**Credits and course load**

**ARTICLE 28 – (1)** The credits of a course of one semester are determined by the addition of the half of the number of applied, laboratory or other studies' weekly hours to the number of its theoretical weekly hours. For the year-long courses, the total credits of a course is calculated as twice as many. The credits and grades of year-long courses count as of the semester in which the final grade is submitted.

(2) Course load is the sum of the credits of the courses which a student takes in any semester. For the Associate's and Bachelor's students, normal course load of Autumn and Spring semesters is the course load of the program they are enrolled in for the related semester.

(3) Students must first take the FF and/or VF courses they failed in a semester. **(Amended phrase: OG-13/05/2020-31126)** Students who have taken all the courses in their curriculum in the previous semesters, have been successful and have no unsuccessful courses, and have a GPA of 3.00 or above can take a course from the upper semesters. A maximum of two courses can be taken in a semester, excluding courses in the upper semesters, on top of the prescribed course load. Only double major students, students who came with a vertical transfer exam, undergraduate students at the graduation stage who have achieved 60% of the total credits required for graduation, and associate degree students at the graduation stage who have achieved 30% of the total credits required for graduation can take additional courses through the system.

(4) **(Amended:OG-19/12/2022-32048)** In courses that are registered for the first time and failed due to absenteeism (VF), if there is a complete conflict in the weekly course schedule, the student cannot register for that course. If there is a conflict of up to 1 hour in the entire weekly course schedule, the faculty You can register for the course by the decision of the board of directors of the conservatory/vocational school.

(5) For the repeat courses which overlap with the hours of other courses, the rules are determined by the Faculty/Conservatory/Vocational School Administrative Board.

(6) In order to increase the CGPA, students may re-take a course previously taken.

(7) The European Credit Transfer System (ECTS) credits of a course cover all the practical work, seminars, field studies, individual studies, examinations, and all such work which students do inside and outside the class hours to attain the learning outcomes targeted for that course.

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**Pre-requisite course**

**ARTICLE 29 – (1)** A course that a student should pass so that she/he can take a certain other course is the pre-requisite of the latter.

- (2) Students cannot enroll in the courses the pre-requisites of which they have not fulfilled.
- (3) An exempted course may serve to fulfil the pre-requisite of another course.
- (4) The practices related to pre-requisite courses also apply to summer school.

**Course add-drops**

**ARTICLE 30 – (1)** Within the dates indicated in the academic calendar, students can change the courses in which they have already enrolled. This period is called course add-drops, and course enrollments cannot be possible after this period terminates.

**Withdrawals**

**ARTICLE 31 – (1)** Students may, upon their request via the system and their supervisors' approval, withdraw from a semester course by the end of the seventh week of the related semester, and from a yearly course by the end of the fourteenth week of the related semester. Withdrawals from courses are done based on the following:

- a) Except for the first year, it is possible to withdraw from maximum two courses in Associate's programs, and from maximum four courses in Bachelor's programs during the whole period of education.
- b) Students cannot withdraw from a single course they enrolled in.
- c) Students may withdraw from the same course only for once during their education.
- c) Fees are not refundable in case of withdrawals

**Attendance**

**ARTICLE 32 – (1)** Students are liable to attend each class, applied and laboratory study, the examinations of the program they enrolled in, that they or the course tutor requires. It is essential that students attend the classes in their entirety. The students who fail to attend 70% of the theoretical courses and 80% of the applied courses are accepted to have poor attendance. The student who does not fulfill the attendance requirement is accepted to have failed the course and may not be admitted to semester-final/year-final/re-sit examinations. The courses failed due to poor attendance require the fulfillment of attendance when repeated.

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(2)The periods for which the students have a medical report in accordance with the rules set by the Senate and the periods during which the students join domestic and overseas sports, cultural, scientific and artistic activities to represent Turkey/University do not count for absenteeism.

(3) Students' attendance is screened by the course tutor.

**SECTION FIVE  
Examinations and Rules of Assessment**

**Examinations and assessment**

**ARTICLE 33 – (1)** The tutor of each course or educational study announces, at the beginning of each semester, in printed or electronic format, the examinations, assignments, applications and other work for which the students are responsible along with their ratios in the final grade. In the evaluation of the final grade in a course, a student's level of success shown in the studies of the course, the average score of her/his examinations and studies of the semester/year (GPA) and the score taken in the semester-final/year-final examination are all considered. In clinical practice, the evaluation report from the clinic and attendance status are also taken into consideration. In-term examinations and other studies may not weigh less than 40% and more than 70% in the final grade. If the course tutor finds it appropriate, s/he can evaluate the assignments, laboratory and such work and quizzes as separate or a single mid- term exam score. However, if one mid-term exam is only given in a semester, it can weigh maximum 40%. The semester-final/year-final examinations are the examinations which are given following the normal educational program and take place in the academic calendar. Except for the courses of project, clinical practice, laboratory courses and such courses for which the relevant board does not deem examinations to be necessary based on their characteristics, all the courses have their semester-final/year-final examinations.

(2) Except for the Faculties which offer year-long education-instruction, Faculties/Conservatory/Vocational Schools do not give re-sit examinations. In the Faculties which offer year-long education, re-sit examinations are given to the students for the courses they failed at the year-final examinations. The students who do not meet the requirements to sit for the year-final examination may not be admitted to take the re-sit examination. The score earned at the re-sit examination counts as the year-final examination score in the calculation of the final grade.

(3) The students who fail such courses which do not require re-sit examinations as laboratory, application, workshop, project, clinical practice and final projects may not have the right to take the re-sit examination.

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(4) The students of the Faculties which offer year-long education can only take the re-sit examinations of the courses they enrolled in for their current year.

(5) Re-sit examinations are not given for additional examinations and single course examinations.

(6) Re-sit examinations do not have any excuse examinations. Excuse examinations do not have any make up examinations.

(7) If the students take examinations during the time period they are excused for, those examinations become void.

(8) If necessary, examinations can be given on Saturdays and Sundays, too.

(9) In distant education programs, the contribution of the testing-evaluation activities administered with no on-site observers can be determined, by the decision of the relevant unit board, to an extent of not more than 20%.

(10) The examination sheets are preserved in the Office of the relevant Faculty Dean/Vocational School Directorate/Conservatory Directorate for five years from the date the examination is given; at the end of the fifth year, the examination sheets are destroyed.

### **Rules for examinations**

**ARTICLE 34 – (1)** The dates and venues of the semester-final/year-final examinations are determined by the relevant administrative board upon the recommendation of the relevant department chair and announced at least one week prior to the examinations.

(2) Students should sit for the examinations at the venues and dates as announced beforehand and make their University ID's and other required documents and auxiliary course tools ready with them while taking the examination.

(3) In order for the student to be admitted to the semester-final/year-final examinations, s/he should have:

- a) enrolled in the relevant course,
- b) attended at least 70% of the theoretical classes,
- c) attended at least 80% of the applied classes,
- ç) fulfilled the other requirements of the course, if any.

(4) After examining their official validity, to accept the health-issue excuses the administrative board of the relevant academic unit considers all the sick leave reports described below, as well as the documents related to accidents, death of a relative and the like:

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a) The authorized reports which students take from university hospitals or the hospitals of the Ministry of Health and of the foundation universities having public corporal identity, where the students are sent by the social security institutions serving them,

b) For psychiatric disorders, the reports taken from private health institutions. In case of doubt about the reports, the Faculty of Medicine/Faculty of Dentistry hospitals of the University act as the referral board.

**(5) (Added:OG21/02/2024-32467)** Students who cannot take the exam due to any of the excuses in the fourth paragraph can apply for an excuse exam to the relevant deanery/school directorate with the excuse reasons within seven working days from the exam date at the latest. The ongoing evaluation of the excuse is decided by the board of directors of the relevant faculty deanery/directorate.

**Administration of examinations**

**ARTICLE 35 – (1)** The semester-final/year-final examinations of a course are administered by the tutor of the course or, should compelling reasons occur, under the responsibility of another faculty member appointed by the relevant Department/Program Chair. The students are informed of the duration of the examination and whether or not books or other resources can be allowed during the exam. A list signed by the students who took the examination and by the persons in charge is given to the relevant course tutor at the end of the examination. Students should follow all the instructions of the persons in charge of the examination. The persons in charge of the examination can change the seats of the students.

**(2)** Students should make their University ID's available with them during the examination. The persons in charge of the examination are authorized to deny access to or dismiss from the examination hall the students who do not have their University ID's with them, who are not identified, or who are unable to establish their identities in any other way.

**(3)** Spoken examinations are administered open to faculty members and to the students who take the course. The questions asked and answers given are recorded in minutes and submitted to the relevant Dean's Office/Directorate.

**(4)** The necessary support is provided to the persons in need for their examinations by the relevant Dean's Office/Vocational School Directorate/Conservatory Directorate.

**Behavior disrupting the order of examinations**

**ARTICLE 36 – (1)** In any type of examinations, applications, laboratory, workshop, assignment, projects and such other studies, a student who, in whatever way, cheats, plagiarizes, attempts to do them, aids those who do them, or understood to have cheated upon a later inspection on her/his examination sheets is accepted to take the score of zero. The students who, in whatever

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way, disrupt the general order of the examination during the examination are dismissed from the examination hall and they are accepted to take the score of zero. In those cases indicated, the rules of the Disciplinary Regulations of Higher Education Institution Students are further applied.

**Announcement of examination results**

**ARTICLE 37 – (1)** The results of the in-term examinations and semester-final/year-final examinations, and re-sit examinations which are given by year-long Faculties are announced in the student information system by the course tutor within a week at the latest following the examination period.

**Appeals against examination results**

**ARTICLE 38 – (1) (Amended:OG-19/12/2022-32048)** Students may object to the results of midterm, final semester/year or make-up exams due to factual errors within three business days following the date the exam results are announced. Students cannot object to the faculty member's grade assessment. Objections made after the deadline will not be accepted.

**(2) (Amended:OG-19/12/2022-32048)** The objection is made by applying to the faculty deanship/conservatory/vocational school directorate with a petition to be submitted to the relevant board of directors.

**(3) (Amended:OG-19/12/2022-32048)** Upon objection, the exam paper is reviewed by the course instructor within three business days following the date on which the issue is notified to him/her. The result is notified in writing to the relevant faculty deanery/conservatory/vocational school directorate.

**(4) (Added:OG-19/12/2022-32048)** Changes in the announced grades become valid only with the approval of the relevant board of directors. Corrections made in this way will not affect the success scores of other students.

**Course grades and success status**

**ARTICLE 39 – (1)** As the result of the required examinations and such assessments, the students are given, for each of the courses they have taken, a grade of between zero and one hundred, which is called the raw score. The tutor of a course determines what raw score range corresponds to which letter grade, and the semester-final grades are submitted to the Rectorate as letter grades. All the grade sheets of the students are kept for a period of ten years.

**(2)** The grades and other symbols are indicated in the table below:

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a)

<b><u>Semester/Year</u></b>	<b><u>CourseGradeQuotient</u></b>
AA	4,00
BA	3,50
BB	3,00
CB	2,50
CC	2,00
DC	1,50
DD	1,00
FF	0,00
VF	0,00

b)

**Other grades and symbols**

G-Passed

T-Transfer

ERA-Erasmus

E-Incomplete

R-Repeat course K-Failed

Ç-Withdrawal from course

AG-Academic Development

(3) What the letter grades and other symbols denote is indicated below:

a) Grade FF: The students who get FF from a course should repeat that course in the first semester/year it is offered. Students can take another elective course in place of the elective course that they should repeat, and they can take some other courses in place of a changed or abolished courses upon the approval of the Department/Program Chair provided that their credits are equal or close, in which case attendance is compulsory for the new course taken.

b) Grade VF is given to the students who are not admitted to take the examination due to failure to fulfill adequate course attendance or the conditions related to the course practices. Those students may not take the semester-final/year-final/re-sit examinations. This grade counts as the grade FF in the calculation of grade average (GPA). The VF course should be taken in the first semester/year it is opened, and attendance is compulsory.

c) Grade E is given to the students who, despite their success in the semester/year, could not complete the required conditions of the course. If a student gets E from a course, s/he should complete her/his work within a period of one month following the announcement of the semester-final/year-final grades and get a grade. The E grades which are not turned into a grade within one

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month from the last date of announcements of re-sit examinations as indicated in the academic calendar automatically turn to FF.

c) Letter G is used for the non-grade courses for which exemption examinations are given upon the decision of the relevant administrative board, or for the non-grade courses which are taken and passed, or for the courses which have been taken in other higher education institutions and which do not have their corresponding grades. These courses are added to the sum of credits; however, do not affect the grade average.

d) Symbol T shows intra-University transfers and the transfer courses which the student have previously taken from other higher education institutions and passed and for which course adjustments are made. The grades of such courses are added to the sum of credits and average.

e) Symbol ERA shows the course taken during the Erasmus Program. The grades of such courses are added to the average.

f) Symbol R shows a repeated course. For these courses, the last grade that is taken is considered for the calculation of semester grade average (GPA)/general grade average (CGPA).

g) Grade K is used for the non-grade courses taken from other higher education institutions and for the courses taken at the University, which have no corresponding grades, which have been failed, which are added to the sum of credits but do not affect the grade average.

ğ) Symbol AG shows the courses which the students take outside their programs to increase their skills with no effect on credits and average.

h) Grade Ç is given in case of withdrawals from courses. Even though these courses are displayed in the transcripts, they are not included in the credits and average calculations.

ı) Grade O.K.D. is the grade of the course which is only included in ECTS's but not included in University credits or CGPA/GPA calculations.

### Success

**ARTICLE 40 – (1)** GPA is calculated by the credit hours of each course the student enrolled in for the relevant semester multiplied by the grade coefficients stated in Article 39 all summed up and then divided by the total credit hours of that semester. CGPA is calculated by the credit hours of all the courses the student has enrolled in since the beginning of the program, including the current semester, multiplied by the grade coefficients stated in Article 39 all summed up and then divided by the total of the credit hours. Only the enrolled courses count in the calculation of GPA and CGPA; the courses which could not be taken from previous semesters are not considered. For the repeat courses, only the last final grade taken from that course is considered. While all the courses are shown in the transcript, only the last grade which the student takes for a repeated course is shown in the graduation transcript. In the calculation of averages (GPA's) two digits extend in the fraction. The students with the GPA of at least 2,00 are qualified successful students.

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**Students with special needs**

**ARTICLE 41 – (1)** The student enrolled in the University whose special need conditions and degree are proven with medical reports is obliged to abide by the rules of the present regulations related to enrollments. However, if the student faces difficulty due to her/his special needs in fulfilment of the requirements of a course, necessary alterations, adaptations, arrangements are made to overcome the difficulties upon the approval of the student’s supervisor and the course tutor so that the student will take the lesson. If the student is unable to fulfill the requirements of the course despite all the arrangements made, s/he can take another course equivalent to the course, if any.

**(2)** The student with special needs who enrolled in the University is obliged to take the examinations stated in Article 33; however, so that the student’s performance can be better assessed, the venue, duration, and type of the examination can be changed upon the approval of the course tutor based on the student’s special need. Special alphabet, computer, magnifying glass, and such auxiliary devices to be used during the examination as well as persons to assist the student with reading and writing are provided.

**SECTION SIX**

**Graduation Study, Internships, Graduation and Diploma**

**Graduation study**

**ARTICLE 42 – (1)** Graduation study is a piece of work which shows that the student has reached the required level of professional or academic knowledge and skills. The Senate decides, upon the recommendation of the relevant Faculty/Vocational School/Conservatory Board, which units require graduation studies and rules of the graduation studies.

**Internships**

**ARTICLE 43 – (1)** Internship is the applied work done in an establishment inside or outside the University preferably during summer months to provide for the student the desirable level of professional or academic knowledge or skills. The Senate decides, upon the recommendation of the relevant Faculty/Vocational School/Conservatory Board, the rules related to internships. Due to the Article 44 of Law no. 2547, the students who have used their right of examinations at the end of the designated maximum periods, can attend the graduation pre-requisite internship practices by paying fees on the number of credits for the credit- internships and by paying no fees for the non-credit-internships, as the internship practice is regarded as “one course”

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### **Graduation**

**ARTICLE 44 – (1)** For a student to be able to graduate from the program s/he enrolled in, s/he should have all the courses and other requirements of the program completed with success and has a CGPA of at least 2,00.

**(2)** The student who successfully completes the courses and other liabilities of the related program at the end of the seventh semester (except for year-long education Faculties) in Bachelor’s programs and at the end of the third semester in Associate’s programs and who has fulfilled all the financial liabilities of four years except for the preparatory year in Bachelor’s programs and all the financial liabilities of two years except for the preparatory year in Associate’s programs, and who gains a grade average (CGPA) of 2,00 is eligible for early graduation.

**(3)** The students with a CGPA of 3,00 – 3,49 out of 4,00 are given honors and those with a CGPA of 3,50 and above are given high honors documents.

### **Grade increase examination**

**ARTICLE 45– (1)** For the students who do not have any failed course, yet failed to obtain the CGPA of 2,00 required for graduation, a grade increase examination is given within one month following the semester-final/year-final examinations for any single one of the courses of their choice that they have previously taken.

**(2)** The grade taken at the grade increase examination counts as the final grade of the course and entered into the transcript.

**(3)** Those students who despite their success in the grade increase examination could not obtain the CGPA of 2,00 may take another grade increase examination of their own choice within one month following the next period of semester-final/year-final examinations

### **Single course examination**

**ARTICLE 46– (1)** For the students who have met all the required conditions for graduation except for a single fail course and who can obtain a minimum of 2,00 CGPA as the result of the single course examination, this examination is given to those students on the provision that they have fulfilled the requirements of that course and by the relevant Faculty/Conservatory/Vocational School administrative board within one month following the semester-final (or, for the Faculties which offer year-long courses, following the re-sit) examinations.

**(2)** For the students who fail at the single course examination, another right is granted for a single course examination within one month following the end of the next semester (or, for the Faculties which offer year-long courses, at the end of the re-sit examinations). A student may only take the single course examination once per semester.

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(3) The grade taken at the single course examination is entered into the transcript as the final grade of the course.

(4) The students who, at the end of the Summer, fulfill all the conditions for graduation set in Paragraph (1) have the right to take the single course examination.

(5) Single course examinations are not given for such courses which do not apply semester-final/year-final examinations as laboratory, application, clinical studies, workshop, projects or final projects.

(6) Students may not take the single course examination for a course which has not previously been taken or for a failed course due to poor attendance.

(7) The students who cannot obtain the required grade for graduation enroll in more than one courses in the next semester/year.

### **Diploma**

**ARTICLE 47–** (1) A diploma is granted to the students who have successfully completed their education-instruction in the program they enrolled in and fulfilled all the financial and administrative liabilities. The Dean’s/Conservatory Director’s and Rector’s signatures are placed on Bachelor’s diplomas, the Vocational School Director’s and Rector’s signatures are placed on Associate’s diplomas.

(2) The students who receive education on the Bachelor’s level may get an Associate’s diploma upon their request on the provision that they successfully completed the courses of the first four semesters, excepting the preparatory year, and the other liabilities of the related program, that they have a CGPA of minimum 2,00, upon the decision of the relevant administrative board and the rules set in the Regulations on Granting Associate’s Diplomas to Those Who Did Not or Could Not Complete Their Bachelor’s Education and Their Transfers to Vocational Schools published in the Official Gazette dated 18 March 1989, no. 20112.

(3) The adjustment of those who did not or could not complete their Bachelor’s education to vocational schools is carried out according to the rules set in Law no. 2547 and the Regulations on Granting Associate’s Diplomas to Those Who Did Not or Could Not Complete Their Bachelor’s Education and Their Transfers to Vocational Schools.

(4) By the time Diplomas are made ready, the student can receive a temporary graduation document via e-devlet or, upon request, a document with a wet signature. In case of loss of the diploma, a new temporary graduation document/diploma is issued provided that the loss is properly publicized in a newspaper and application is made with a petition. In this case, the back of the diploma bears the number of issuance. The diploma is presented to the student in person or her/his legal representative by signature.

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**Diploma supplement**

**ARTICLE 48– (1)** The students who are eligible to receive their diplomas are also given a diploma supplement by the Directorate of Student Affairs. This document contains the courses in the student’s curriculum and the information found in standard diploma supplements.

**(2)** Diploma supplements may not be used in place of diplomas.

**SECTION SEVEN**

**Dismissals, Deferrals without Permission, and Suspension of Studies**

**Dismissals**

**ARTICLE 49– (1)** Students are dismissed from the University in the following cases:

- The student requests withdrawal of registration.
- The student gets the penalty of expulsion from the institute of higher education according to the rules in relevant statutes.
- According to the Article 44 of Law no. 2547, students are not dismissed from University for the reason of failure to pay for the contribution rate or education fees within maximum periods of payment. Nonetheless, by the decision of University Administrative Board and approval of the Council of Higher Education, the students who fail to pay for the contribution rates or education fees for four consecutive years may be dismissed from University.
- An official document from the higher education institution to which the student has transferred for any reason is in and the student submits a petition.
- The students who fail to successfully complete within a total period of two years the preparatory class of the programs where the language of instruction is either in entirety or in part a foreign language as stated in the Article 44 of Law no. 2547 are dismissed from the program. Those students who are dismissed from the preparatory class of the programs where the language of instruction is either in entirety or in part a foreign language may enroll in an equivalent Turkish-instructed program in their institution of higher education.

**(2)** In order for the students who has left University or dismissed from University for any reason to get the documents in her/his file back, the student should not have any liabilities to University and s/he should have returned to University, in perfect order, the property and equipment loaned by University.

**(3)** If the student leaves University within the course add-drop period, the courses s/he enrolled in during the related period are extracted from her/his records. If students leave University after the end of this period, the process of withdrawal from courses is applied for the courses which

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do not have final grades. The courses which have final grades are saved into records with current grades.

**Deferrals without permission**

**ARTICLE 50– (1)** If students do not renew their registration with no permission and on no excuse, they defer education and pass on the status of non-registered students. The students in this status are seen as pending students in the YÖKSİS Data Base. The rules in Paragraphs 2 and 3 of Article 26 apply to those non-registered students.

**Resumption of studies**

**ARTICLE 51– (1)** When the non-registered students apply to resume their education, the rules in Paragraph 4 of Article 26 apply.

**Suspension of studies**

**ARTICLE 52– (1)** When the following reasons exist and upon the student’s request, the student may be allowed to suspend studies for a period of one semester or one year by the decision of relevant administrative board:

a) The student has health issues documented with medical reports taken from health establishments.

b) The student is compelled to suspend studies due to natural disasters documented by a report issued by the greatest local government authority of the region where s/he resides as permanent address.

c) The student proves that there is nobody else to take care of her/his first degree relatives in their emergency sickness.

ç)The student loses his right to defer military service or his deferral is annulled and he is taken to military service.

d) The student is under custody or arrest.

e) Other reasons accepted to be appropriate by the relevant administrative body.

**(2)** Applications for suspension of studies can be filed by the end of the seventh week of the related semester or by the end of the fourteenth week in Faculties which offer year-long education, except for compelling reasons.

**(3)** The period of suspension may not exceed over two educational years or, for yearly students, two years. Consecutive suspension is possible for only two consecutive semesters/years. For compelling reasons, these periods may be extended by the decision of the University Administrative Board. The suspended semesters do not count in the total period of education.

**(4)** The students who are allowed to suspend their studies by the decision of the University Administrative Board pay half of their education fees.

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(5) The student who suspend studies in her/his major is accepted to suspend studies in the double major or minor programs as well.

**Termination of suspension**

**ARTICLE 53– (1)** The students who are permitted to suspend studies resume education at the end of the permitted period.

(2) The students who were permitted to suspend studies due to health issues should provide medical reports issued by health establishments which testify that they are fit to resume their education.

(3) The students who are suspended are accepted to have permission for the period of semester/year of their suspension. When their permission term ends, those students should complete again their financial registration and enrollment processes for the next semester/year.

**Disciplinary acts**

**ARTICLE 54 – (1) (Amended:OG-22/01/2024-32437)** Disciplinary actions and procedures of students are carried out in accordance with the provisions of Article 54 of Law No. 2547.

**SECTION EIGHT**

**Miscellaneous and Final Issues**

**Cases not mentioned**

**ARTICLE 55– (1)** In cases which are not included in the present regulations, the rules in other related statues and the decisions of the Council of Higher Education, University Administrative Board, and relevant Faculty/Vocational School/Conservatory Boards apply.

**Annulled regulations**

**ARTICLE 56– (1)** Okan University Associate’s and Bachelor’s Education-Instruction and Examinations Regulations published in the Official Gazette dated 1 November 2015, no. 29519, is annulled.

**Effect**

**ARTICLE 57– (1)** The present regulations are in effect as of the date they are published.

**Executive office**

**ARTICLE 58– (1)** The executive power for the present regulations is the Rector of İstanbul Okan University.

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**Revisions**

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YT.OKN.001	00	Senate desicion number:2	15.09.2003
YT.OKN.001	01	Senate desicion number:28	27.02.2006
YT.OKN.001	02	Senate desicion number 45	12.02.2008
YT.OKN.001	03	Senate desicion number:101	17.10.2012
YT.OKN.001	04	Senate desicion number:144	19.08.2015
YT.OKN.001	05	Senate desicion number:210	06.11.2019
YT.OKN.001	06	Senate desicion number:11	08.04.2020
YT.OKN.001	07	Senate desicion number:24	19.10.2022
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**The Official Gazette in which the regulation was published**

<b>Date</b>	<b>Number</b>
11/11/2003	25286
<b>The Official Gazette in which the regulations amending the regulations was published</b>	
10/05/2006	26164
15/09/2008	26998
<b>Repealed Regulation (Regulation: ARTICLE46 – (1)- 17.10.2012 dated and Senate Meeting No. 101)</b>	
<b>Date</b>	<b>Number</b>
11/11/2003	25286

**The Official Gazette in which the regulation was published**

<b>Date</b>	<b>Number</b>
23/11/2012	28476
<b>Repealed Regulation (Regulation: ARTICLE 57 – (1)- 19.08.2015 dated and Senate Meeting No. 144)</b>	
<b>Date</b>	<b>Number</b>
23/11/2012	28476

**The Official Gazette in which the regulation was published**

<b>Date</b>	<b>Number</b>
01/11/2015	29519

<b>SENATE DECISION</b>		<b>APPROVAL</b>
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<b>DATE</b>	24.01.2024	



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<b>Yayın Tarihi</b>	01.Kasım.2015	
<b>Revizyon No</b>	09/2	
<b>Senato Karar No</b>		
<b>Revizyon Tarihi</b>	24.01.2024	
<b>Sayfa No</b>	24	24

<b>Repealed Regulation (Regulation: ARTICLE 56 – (1)- 06.11.2019 dated and Senate Meeting No. 210)</b>	
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<b>The Official Gazette in which the regulation was published</b>	
<b>Date</b>	<b>Number</b>
15/12/2019	30979
<b>The Official Gazette in which the regulations amending the regulations was published</b>	
13/05/2020	31126
19/12/2022	32048
22/01/2024	32437
21/02/2024	32467

<b>SENATE DECISION</b>		<b>APPROVAL</b>
<b>NUMBER</b>	2	
<b>DATE</b>	24.01.2024	