

ONDOKUZ MAYIS UNIVERSITY REGULATION ON ASSOCIATE AND UNDERGRADUATE EDUCATION

PART ONE

Initial Provisions

Aim

ARTICLE 1- (1) The purpose of this regulation is to regulate the procedures and principles regarding the associate and undergraduate education and training activities and examinations carried out in faculties, colleges and vocational schools of Ondokuz Mayıs University.

Scope

ARTICLE 2- (1) This regulation covers the provisions regarding the associate and undergraduate education and training activities and examinations carried out in faculties, colleges and vocational schools of Ondokuz Mayıs University.

Basis

This Regulation has been prepared based on the 14th, 44th, and 46th articles of the Higher Education Law numbered 2547 dated 4/11/1981.

Definitions

Article 4 - (1) In this Regulation;

- a) Academic board: The committees composed of all faculty members working in the relevant department/main science/main art field,
- b) European Credit Transfer System (ECTS): A workload-based system that enables the transfer of course credits/grades successfully completed by students at a higher education institution from one institution to another, domestically or abroad,
- c) Relative evaluation system: A system that determines the success grade average, which is determined by the weights of students' laboratory work, assignments, and other in-term studies, as well as mid-term, end-of-term, and makeup exam grades according to the success level of the students who take that course,
- d) Unit: The faculties/schools/conservatories/vocational schools affiliated with Ondokuz Mayıs University,
- e) Unit board: The committees of the relevant faculty/school/conservatory/vocational school,
- f) Supervisor: The faculty member assigned to deal with the education and training of students at Ondokuz Mayıs University,
- g) Course competency and adaptation committee: The committee established to implement course competencies and adaptations,
- ğ) Term: Each semester of the academic year, or each academic year in units with annual education,
- h) General weighted grade point average (GPA): The value obtained by dividing the results obtained by multiplying the success grade coefficient of each course with the national credit of that course by the total national credit of all courses taken,
- ı) Law: The Higher Education Law numbered 2547 and dated November 4, 1981,

- i) Teaching staff: Teaching members, lecturers, and research assistants working in higher education institutions,
- j) OSYM: The Measurement, Selection, and Placement Center Presidency,
- k) Rector: The Rector of Ondokuz Mayıs University,
- l) Senate: The Senate of Ondokuz Mayıs University,
- m) Exam review committee: The committee composed of teaching staff assigned in the department or program, and/or by relevant unit managers outside the department or program when necessary,
- n) University: Ondokuz Mayıs University,
- o) University Board of Directors: The Board of Directors of Ondokuz Mayıs University,
- ö) Summer term: The education term applied in the summer months for associate, undergraduate, and graduate programs at Ondokuz Mayıs University, excluding the fall and spring semesters of an academic year,
- p) YÖK: The Council of Higher Education.

PART TWO

Principles and Duration of Education and Training

Principles and Duration of Education and Training

ARTICLE 5- (1) Formal and/or distance education and training are applied in university units. Education and training are organized according to semester and/or academic year basis.

(2) Atatürk Principles and Revolution History, Turkish language, foreign language, occupational health and safety, professional foreign language, elective foreign language, pedagogical formation courses and other courses and exams when necessary can also be held on Saturdays or Sundays outside of working hours or national and religious holidays upon the decision of the relevant unit boards. These courses can also be given through formal or distance education.

Academic Calendar

ARTICLE 6- (1) Academic calendars are determined by the Senate by the end of June of the previous academic year.

Academic Supervising for Students

ARTICLE 7- (1) In order to contribute to the academic development of the student, a teaching staff member who has the qualification to teach is appointed as a counselor.

(2) The counselor is recommended by the department/main science/main art branch head and appointed by the unit management board. In order to prevent any disruption in the counseling process, if the counselor cannot perform his/her duty for a period longer than one semester due to a valid excuse such as being on leave or being assigned to a different unit or city, a temporary teaching staff member is appointed in the same way. The counselor appointments are announced to the relevant students and reported to the Student Affairs Department.

(3) The counselor follows the student throughout his/her education and makes recommendations to the student about the courses that the student will take each semester/year within the framework of the program he/she is currently enrolled in and about any changes that may be made to them. The counselor also provides guidance to the student on career planning. The academic counseling hour/hours, which will be carried out within the framework of the relevant directive, are specified in the weekly course schedule; however, they are not taken into account in determining the students' national credits and ECTS credits.

(4) Counseling services are provided within the framework of the University's quality policy.

Education period and single course

ARTICLE 8 - (1) The maximum periods allowed for students studying at the associate and undergraduate levels to complete their education are as follows: four years for two-year associate programs, seven years for four-year undergraduate programs, eight years for five-year undergraduate programs, and nine years for six-year undergraduate programs, starting from the semester in which the courses related to their program are offered, except for the one-year foreign language preparatory class, regardless of whether they register for each semester or not. Students who exceed the maximum period can participate in courses, practical applications, internships, and exams within the scope of this article, but cannot benefit from other student rights.

(2) In order to graduate from the registered educational program after the maximum education period, senior students are given two additional exam opportunities for all courses they have failed. If the grade received in these exams is at least CC without requiring a midterm, the student is considered successful in the relevant course.

(3) Students who reduce their number of failed courses to five or less after the additional exams are given three semesters for these courses, and two years for programs that are yearly. Students who reduce their number of failed courses to one are given the right to take the exams opened according to the academic calendar each semester. A student who does not take the exams for a total of three academic years consecutively or at intervals is considered to have waived the exam right and is terminated.

(4) Students who have failed in five or fewer courses before the additional exams at the end of the maximum education period are given four semesters in units where education is given based on semesters, and two academic years in units where education is given based on years.

(5) Procedures related to students' maximum periods are reported to the Student Affairs Directorate upon the proposal of the department academic board and the decision of the unit management board upon their written applications.

(6) Students who have only one course left for graduation take the single course exam that will be held at the University on the dates specified in the academic calendar, regardless of whether the course is offered on a semester or yearly basis. If requested by the student, they can take the single course exams specified in the academic calendar without registering for the course. If the grade received in these exams is at least CC without requiring a midterm, the student is considered successful. Students who have only one course left cannot take the single course exam if they have never taken the course or have not fulfilled the attendance requirement. Even if they have not completed their internships, students who have only one course left can benefit from the single course exam right; however, they can only obtain the graduation right after completing their internships successfully.

PART THREE

Registration, Course Registration, Re-registration, Horizontal and Vertical Transfers, Double Major, Minor, Student Contribution Fee and Tuition Fee

Registration

ARTICLE 9- (1) The final registration of students placed in higher education programs affiliated with the university by OSYM and students accepted through special exams is carried out within the framework of principles determined by YÖK and the University.

(2) Those who do not apply on time and do not complete the requested documents lose their registration rights.

Course registration, re-registration

ARTICLE 10 - (1) Students select the courses they will take through the student information system within the period determined in the academic calendar at the beginning of each term/year. Course registration is finalized with the approval of the academic supervisor. The student must follow the process related to the finalization of the course registration.

(2) Students who do not register for courses within the period specified in the academic calendar lose their right to continue their education for that term. The lost term is counted towards the total education period. The registration of students who do not register for courses within the specified period can be made within the period specified in the academic calendar, provided that their application is accepted by the relevant unit management board, with a valid and reasonable excuse.

(3) The total ECTS credits of the courses that students will register for in a term/year cannot exceed the total ECTS credits determined for that term/year plus half of it. If the total ECTS credits of the courses that students are obligated to take in the term/year they register for is below the maximum ECTS credits that can be taken in a term/year, they can take courses from higher classes, provided that they do not exceed the ECTS credit limit for that term/year. The ECTS credit limit for students pursuing a minor or a double major is determined by the relevant unit management board.

(4) For an elective course to be offered, the number of students registered for the course should be at least ten for courses with higher theoretical application in the national credit calculation and at least fifteen for other elective courses. In cases where the number of registered students in the relevant term is less than thirty, elective courses cannot be taken from different departments/programs or if there is no alternative course for the elective course, the decision to open the course with fewer students, based on the recommendations of the department board, must be approved by the Senate, considering the characteristics of the courses.

(5) If the number of students registering for elective courses is insufficient or the course is not opened due to other reasons, the registration of students whose registration is cancelled within the period specified in the academic calendar is carried out through the system by the supervisor for the available elective courses. At this stage, courses with the same content offered at the university can be preferred, taking into account the opinion of the instructor who will teach the course, in cooperation with the relevant department/program head; however, common social elective courses with the same content as any course in the curriculum of the program in which the student is enrolled cannot be taken.

(6) Students register for courses defined in the curriculum for each term/year. Students who are taking previous term/year courses for the first time or repeating them must register for these courses first. If the previous term/year courses to be taken for the first time or repeated are from different terms, the registration of the courses will be made starting from the earliest term/year courses.

(7) Grades obtained through exemption courses are not included in the GPA calculation aimed at increasing the ECTS credit load in the semester. This provision does not apply to those who take courses from the summer school, special students, and students participating in national and/or international exchange programs.

(8) In the semester that students will register for courses, they can take courses from the upper level after completing all the relevant semester courses, primarily taking the failed and missed courses from the lower level. The total number of ECTS credits for the semester in which course registration will be made may be increased by 6 ECTS credits for students with a GPA between 1.80-2.49, 10 ECTS credits for students with a GPA between 2.50-2.99, 12 ECTS credits for students with a GPA between 3.00-3.49, and 15 ECTS credits for students with a GPA of 3.50 and above. In addition to this, the student can take courses from the upper levels according to the ECTS credits of the courses exempted, but supervisor approval is required for prerequisite or systematically sequential courses.

(9) The ECTS credit values stated in the eighth paragraph are applied twice in units that implement an annual program.

Transfers, double major, and minor programs

ARTICLE 11-- (1) Transfers, double major, and minor programs within the institution through transitions from other higher education institutions to the university are implemented in accordance with the Regulation on the Principles of Transfer, Double Major, Minor, and Credit Transfer among Associate and Bachelor's Degree Programs in Higher Education Institutions published in the Official Gazette dated 24/4/2010 and numbered 27561, and the decisions of the Higher Education Council and the Senate. The adaptation of these students to their educational programs is carried out by the relevant unit's management board.

Vertical Transfers

Article 12 - (1) The adaptation of associate degree graduates will be prepared by the relevant course competency and adaptation commission in accordance with the principles determined by the Senate and will be finalized by the decision of the relevant unit management board.

Article 13 - (1) Students who are required to pay tuition fees/contributions according to the program they are registered in must pay the student contribution/tuition fee specified in the relevant legislation within the periods specified in the academic calendar for each academic term/year. Students who do not pay the contribution/tuition fee cannot register for courses and cannot benefit from student rights; however, these terms/years are counted as part of the total study period.

(2) Students who cannot graduate within the maximum period from the program they are registered in (including minor/double major students) can continue their education by registering and paying the contribution/tuition fee determined by the relevant legislation for the relevant term. The calculation of the contribution/tuition fee is made in accordance with Article 46 of the Law.

(3) Except for those studying in the preparatory class, the tuition fee to be paid by second shift students who take the minimum courses determined for each term/year in their department and are successful

and rank in the top 10% according to the GPA calculation is calculated in accordance with Article 46 of the Law.

(4) Fees for courses given via distance education are determined in accordance with Article 46 of the Law.

PART FOUR

Curricula, Curriculum, Courses, Attendance to Courses, Competencies, and Exams

Curricula

ARTICLE 14- (1) Curricula are presented to the Senate upon the decision of the relevant unit council following the recommendation of the relevant academic council. The curriculum includes the codes, names, weekly theoretical and practical hours, national credits, and ECTS credits of the courses.

(2) Curricula are accepted by the decision of the relevant academic council, the proposal of the unit councils, and the approval of the Senate.

(3) Except for the courses specified in the first paragraph (1) of Article 5 of the Law, which are required to be taught and the pedagogical formation courses, the curricula of vocational schools at the associate degree level must include at least 60 and a maximum of 80 national credit courses, while the undergraduate curricula must include at least 120 and a maximum of 160 national credit courses. The curricula of Law Faculty may include a maximum of 190 national credit courses, while the five-year faculties may include a maximum of 200 national credit courses, and the Faculty of Medicine may include a maximum of 225 national credit courses. These courses are 120 ECTS credits for two-year programs, 240 ECTS credits for four-year programs, 300 ECTS credits for five-year programs, and 360 ECTS credits for six-year programs. The ECTS credit of the internship course is added to the total ECTS credit. The calculation of the ECTS credit is determined by the Senate.

(4) When more than one section is desired to be created for a course by a unit management board decision; for mandatory courses where the number of students in each section is higher than the number of theoretical or practical applications, there must be at least 40 students in each section, and for elective courses where the number of students in each section is higher than the number of theoretical or practical applications, there must be at least 15 students in each section. In case of special circumstances, the fourth paragraph of Article 10 shall apply. Relevant unit management boards may set an upper limit within the above criteria.

(5) The curriculum consists of theoretical courses and/or seminars, workshops, laboratory, clinic work, field applications, and similar practices. It is determined by the relevant boards which courses will have application or which courses will only be in the form of application. In programs with internship requirements, internships are conducted in accordance with the internship program and principles determined by the unit board. Internships can be conducted at the relevant units of the university, other public institutions and organizations, and domestic and foreign institutions whose equivalence has been accepted by the relevant management board.

(6) Students, with the approval of their supervisors and provided that the national credit of the course is compatible, can take another elective course offered by other departments/programs or units instead of one of their own elective courses prescribed by their own study programs.

(7) Undergraduate students must take and pass two common social elective courses outside of their registered department/program before graduation, while associate degree students must take and pass one course.

Curriculum

ARTICLE 15- (1) The curriculum includes the courses to be offered based on the relevant semester/year in the approved educational programs by the Senate for the diploma programs, the assigned faculty members, the minimum and maximum credit hours that can be taken per semester/year, the prerequisite and co-requisite conditions of the courses, and the quotas.

(2) Each unit determines the faculty members assigned to the courses for all diploma programs in the relevant semester/year by deciding on the curriculum in the department/main science branch/main art branch committee and unit management boards before the semester/year, and sends it to the Rectorate for approval.

(3) The weekly course schedules prepared according to the unit's curriculum are processed into the student affairs automation system by preparing them at least fifteen days before the start of the academic semester/year according to the academic calendar.

Courses

Article 16- (1) Courses are grouped as compulsory courses, common compulsory courses, elective courses, common elective courses, prerequisite courses, non-major courses, and prerequisite courses.

a) Compulsory courses are the courses that the student is obliged to take in the program they have enrolled in.

b) Common compulsory courses are Atatürk's Principles and Revolution History, Turkish language, foreign language, and occupational health and safety courses in faculties that train graduates who can become occupational health and safety specialists according to the Occupational Health and Safety Law numbered 6331 and dated 20/6/2012. These courses can be conducted face-to-face, through distance education, or both, in accordance with the decision of the Senate. Students can take common compulsory courses face-to-face or through distance education. Students can also take common compulsory courses through distance education in the summer term. The exams for these courses, regardless of whether they are conducted face-to-face or through distance education, are held face-to-face, except in mandatory cases. Whether or not summer term applications will be made for other courses is decided by the Senate based on the proposal of the unit committees.

c) Elective courses are courses that are optional for students. These courses can be courses related to their profession and competence, opened in the department they are registered in, or common elective courses that contribute to their professional competence, opened in other departments or units.

d) Common social elective courses are the elective courses that the student takes from programs outside of his/her department to increase his/her knowledge, good manners and general culture, provided that they are not substituted for the courses in his/her own curriculum.

e) Prerequisite courses are courses that depend on the completion and success of one or more prerequisite courses.

f) A prerequisite course is a course that the student must have taken and passed in order to register for the prerequisite course.

(2) A prerequisite course can be connected to more than one prerequisite course. In this case, the relevant unit determines each connection separately for each prerequisite course that the prerequisite

course is connected to. Regulations for units where these conditions cannot be applied are determined by the Senate.

(3) Face-to-face education is essential in formal education programs. However, with the appropriate content, it is possible to conduct some courses partially and some courses completely through distance education by the decision of the Senate. In mandatory cases, all courses can be conducted through distance education. Teaching staff must perform and record online synchronous delivery of courses conducted through distance education. In exceptional cases, the decision on how to conduct courses is made by the Senate based on the proposal of the unit committee.

Attendance Rules in Courses

Article 17- (1) Attendance status in courses is determined by the attendance records taken by the instructor of the course. In formal education, students are required to attend at least 70% of the theoretical hours of face-to-face courses, and at least 80% of the practical hours, workshops, and laboratory courses. The same percentages apply as 80% and 90%, respectively, in formal education courses given through distance education. The percentages of laboratory and practice hours may be changed by the decision of the unit management board according to the nature of the courses and the demand of the related unit. Students appointed by the university for sports, cultural, and scientific activities are considered to be on leave during their appointment period. However, the total absence period, including the period in which a student is on leave, cannot exceed 50% of the total hours of a course in that semester/year. This requirement is not required for students who have actually participated in national or international scientific or sports-oriented camps or other organizations and documented it, with the approval of the relevant unit management board. Absences other than those with excuses or medical reports are considered as absences in the calculation.

(2) Attendance is mandatory for repeating courses for which the attendance requirement has not been met. It is mandatory to participate in midterm evaluations in courses without an attendance requirement. The list of students who do not fulfill the attendance requirement in the courses is delivered to the relevant department/unit by the responsible instructor within the last two working days before the end of the courses, to be announced to the students. Depending on the nature of the education program, units may require students who have failed but fulfilled the attendance requirement to continue attending the courses. This practice is realized with the decision of the unit board and the approval of the Senate."

Credit value of the courses

Article 18 - (1) The credit value of a course is determined by the sum of all the weekly theoretical course hours and half of the weekly hours of application, laboratory, workshop, clinical work, and other activities for that course. The credit value for each course is specified in the curriculum. Course credits are determined by the Senate upon the proposal of the relevant unit board. Both the ECTS and national credit systems are used together as the credit system in the university.

Course repetition

Article 19 - (1) In the case of students who are unable to graduate within the maximum study period, in the event of a change in the curriculum or course content, which previously successful courses will be retaken is determined by the Senate upon the proposal of the relevant unit/department board.

(2) With the approval of their academic advisor, a student may take another elective course instead of a failed elective course, provided they continue in the next term/year.

Midterm evaluation

ARTICLE 20 - (1) Midterm evaluation can be conducted using one or more methods such as exam, application, laboratory, project, homework, fieldwork, student product file, determined by the responsible instructor based on the nature of the course.

(2) Programs for midterm measurement and evaluation activities are announced by the relevant department/unit within fifteen days after the start of the semester. The schedule for midterms, mid-year/final exams and makeup exams are announced on the department's and unit's website at least fifteen days before the exams.

(3) The impact of methods such as exam, homework, application, laboratory, project, fieldwork, student product file on midterm evaluation, and the rate of midterm evaluation's impact on success are announced to the students verbally during the first week of the semester and through the course information package by the relevant instructors before the start of the semester. For units where the passing system is applied and in departments that award degrees at the level of the main discipline, the evaluation method is determined by the recommendation of the department academic board and the approval of the relevant unit board based on the nature of the course.

End of term/year and makeup exams

ARTICLE 21 - (1) To be eligible to take the end of term/year and makeup exams for a course, the student must have completed the course registration on time and fulfilled the attendance requirement.

(2) Students who have the right to take the end of term/year or makeup exams but do not take the exams, with or without an excuse, and those who fail despite taking the exams can take the makeup exam.

(3) In units where the passing system is applied, the makeup exam is held after the end of term/year exams.

(4) Exams are held on the dates specified in the academic calendar. The end of term/year and makeup exam schedules are announced on the department's and unit's website at least two weeks before the exam period specified in the academic calendar.

(5) With the decision of the relevant unit management board, exams can be held outside of working hours. The exam score of a student who is not eligible to take the exam but takes it will be considered invalid.

Make-up exam

Article 22- (1) Students who are unable to take mid-term exams due to being excused or due to a justified and valid excuse accepted by the relevant administrative board are given the right to take a make-up exam if they apply within the specified period.

(2) In faculties applying the passing grade system, students with valid and justified excuses accepted by the administrative board are given the right to take a make-up exam for the end-of-year exams that they were unable to take, provided that they are used within the same academic year.

(3) Students who have actively participated in national or international scientific or sports camps or other organizations and have documented this can be given the right to take a make-up exam outside the exam schedule determined by the relevant department's administrative board for mid-term, end-of-semester, and final exams.

(4) Any application related to an excuse must be made within one week at the latest from the end date of the excuse. A student whose valid and justified excuse is accepted by the relevant administrative board cannot attend classes or take exams during the days they are excused. Exams taken by the student on days when they are excused will be considered invalid, taking into account the date and time the excuse started.

Exemption exam

ARTICLE 23 - (1) Students are subject to a centralized exemption exam held on the date determined in the academic calendar in order to be exempt from foreign language courses. The evaluation of the exams is made in accordance with Article 29. Students who demonstrate sufficient success in the exam are exempt from these courses and are deemed to have completed the credit specified in the curriculum, and the scores they receive from the exam are recorded as success points. Exemptions for students coming through horizontal and vertical transfers are determined by the relevant commissions in accordance with the principles determined by the Senate.

(2) Students who receive at least B2 level in foreign language education in the preparatory class; other students who provide evidence of their success at B1 level are entitled to exemption from foreign language courses.

(3) Students cannot apply for exemption from foreign language courses based on their mother tongue.

Proficiency exams and adaptation to courses/ equivalent exams

Article 24- (1) Students can apply for course proficiency exams, which are held on the dates specified in the academic calendar, for a maximum of two courses per academic year. Foreign language courses and courses that are the continuation of each other are exempt from this limitation. If the grade obtained in these exams is at least CC, the student is considered successful in the relevant course/courses without the requirement of a midterm exam. The number of courses for which the student can be exempted based on the exam results is determined by the commission, taking into account the note ranges specified in the relevant directive. Application requirements, implementation principles, and other issues are determined by the directive.

(2) Applications of students are evaluated by the course competency and adaptation commission, which is established by the relevant unit in accordance with the relevant directive. Those whose proficiency status is documented or declared and deemed suitable are exempted from the relevant courses if they are successful in the course competency exam, and the scores they receive in the exam are recorded as course grades.

(3) Exemption and adaptation procedures related to courses that students have previously taken and succeeded in or been exempted from at any higher education institution are carried out by the department/program course competency and adaptation commissions in accordance with the relevant directive, and are decided by the unit management board.

(4) Students who have participated in scientifically, culturally, and artistically accredited events at a sufficient level are exempted from common social elective courses outside their departments/programs, in accordance with the principles determined in the relevant directive by the course competency and adaptation commission decision of the university/department.

(5) The decision about whether there will be a summer school program within the university is made by the Senate. The procedures regarding the conditions for students to apply to summer schools

opened in other higher education institutions and the transactions related to the courses they have taken and succeeded in summer schools are carried out by the department/program course competency and adaptation commissions within the framework of the relevant directive, and are concluded by the unit management board.

(6) Students can be exempted from the appropriate course(s) if they have taken courses planned by the university and if the course(s) are not less than the semester/annual hours of the course, subject to approval of the course name and content.

(7) The evaluation of certificates or competencies acquired outside the university is carried out by the commission established by the unit, provided that there are courses in the relevant curriculum related to their contents.

(8) Students who have carried out social responsibility projects within the scope of community service, published studies in national or international journals, presented papers at national or international congresses, obtained degrees or pre-evaluation for patents in jury competitions related to their fields of study, will be exempt from the graduation project/assignment and/or research techniques or course(s) approved by the commission if they apply with their supporting documents. If the relevant activity is interdisciplinary, the commission decides on who will benefit from the exemption and other matters.

The Conduct of Examinations

Article 25 - (1) Examinations are primarily conducted face-to-face and in writing. However, due to the nature of the course, the academic board of the unit may decide, upon the recommendation of the instructor, to conduct the exam in a mixed form, including oral, practical, or written/oral/practical formats. Oral exams are conducted with at least two teaching staff authorized to give the course, but in cases where there is not enough teaching staff available, the exam can be conducted by a single instructor who records it on camera, upon the decision of the unit management board. A student may take a maximum of two exams for the relevant term/year in a single day. Exams for distance education courses, Atatürk's Principles and Revolution History, Turkish language, foreign language, occupational health and safety courses, and make-up exams are not included in this context.

(2) The number of exams to be conducted, the announcement and evaluation procedures for the examinations held in faculties where the class pass system is applied, are determined by the Senate.

(3) Students are required to take the exams on the announced day, time and place and present their student ID card and other requested documents.

(4) Exam papers are kept in the relevant unit archive for at least two years.

(5) The Senate decides how the mid-term exams of distance education associate degree, undergraduate completion, and undergraduate students will be conducted.

Exam Results

Article 26 - (1) Exam results are announced by the relevant instructor through the student information system within the dates specified in the academic calendar.

(2) In cases where measurement methods other than midterm exams are used to determine success, the results of the midterm evaluations are announced at least one week before the end of the course.

(3) The distribution of exam questions according to topics and a report on the general success status of the students in the course are prepared by the relevant instructor, evaluated by the unit

measurement and evaluation committee, submitted to the unit management, and archived in electronic format by the unit.

Appealing Exam Results and Correction of Exam Results

Article 27- (1) After the exams, a copy of the answer key is uploaded to a system prepared by the University, accessible only by the relevant unit managers. Students can request a review of their exam papers within five working days after the announcement of the results in writing to the relevant department. The review is conducted by the relevant instructor within three working days, and the review form, filled according to the result, is submitted to the department chairmanship. If there is a change in the grade, the form is sent to the Student Affairs Department Presidency by the decision of the management board of the relevant unit.

(2) An objection can be made within three working days of the review. In case of an objection, the exam paper is reviewed by the Exam Review Commission, taking into account the answer sheet prepared by the relevant instructor. The process is concluded within three working days, and the objection evaluation form is filled out. If there is a change in the grade, the form is sent to the Student Affairs Department Presidency by the decision of the management board of the relevant unit.

(3) The exam result notification/correction form regarding material errors noticed by the instructor is submitted to the relevant unit within sixty days from the announcement of the grades. The relevant unit management board decides on the proposed change in the grade and informs the Directorate of Student Affairs.

PART FIVE

Success and Evaluation

Success

ARTICLE 28 - (1) In units where the passing system is applied at the university, except for foreign language preparatory classes, the success grade of a course is the sum of 40% of the midterm evaluation grade and 60% of the final exam or makeup exam grade. The contribution ratios of in-term evaluation and end-of-term exams to the success grade of a course can be changed by the unit board's proposal and Senate approval. The resulting decimal point is rounded up to the nearest whole number. To be considered successful in a course, the exam grade at the end of the term/year or makeup exam must be at least 50 out of 100. In units where makeup exams are not held and in-term evaluation is weighted more heavily, there is no requirement to obtain a minimum grade in the end-of-term exam to be successful in the course.

(2) In units where the class passing system is applied at the university, the contribution ratios of the in-term and end-of-term exams to the evaluation grade of a course are applied with the proposal of the unit management board and Senate approval.

(3) The success score is at least 70 out of 100 in the Faculty of Medicine and at least 60 out of 100 in the Faculty of Dentistry. The criteria to be based on in calculating this score are determined by the Senate. However, the success score for common compulsory courses is 60 out of 100. The graduation success degrees of graduating students are determined by the average scores of all classes. Common compulsory courses and common social elective courses are not reflected in the average scores in faculties.

Evaluation

ARTICLE 29- (1) The grade point represents the 4-point scale equivalent of the raw grade point average calculated by taking into account the midterm and final exam scores of the students according to the prescribed weights. Relative or absolute evaluation system is used in the calculation of students' grade points. Whether the relative or absolute evaluation system will be used in the units is determined by the proposal of the unit council and the approval of the Senate.

(2) The principles of measurement and evaluation for relative and absolute evaluation systems, the conditions and limits for participation in the grade point calculation in the relative evaluation system, and the principles regarding the success levels are determined by the Senate.

(3) In both evaluation systems, students who do not take the final exam or makeup exam for a course and who cannot score at least 50 points out of 100 in this exam are considered unsuccessful. This limit may be changed by the proposal of the relevant unit council and the Senate decision. In units where makeup exams are not held and where midterm evaluations are weighted, there is no minimum grade requirement for passing the course from the final exam.

(4) The courses for which the student receives KM and G grades are not taken into account in the calculation of the CGPA.

(5) The letter grades and their weight coefficients/meanings announced are as follows for the academic units of the university (except for the Faculty of Medicine and the Faculty of Dentistry):

Percentage	Letter Grade	4.00 Scale	Definition
90-100	AA	4,00	Excellent
85-89	BA	3,50	Very Good
75-84	BB	3,00	Good
70-74	CB	2,50	Average
60-69	CC	2,00	Satisfactory
40-59	DC	1,50	Fail
20-39	DD	1,00	Fail
0-19	FF	0,00	Fail
	FD	0,00	Absent
	FG	0,00	Fail(did not enter the exam)
	KM		Exemption from cancelled courses
	G		Pass(for no credit courses)

b) The final grades to be applied in the Faculty of Medicine are specified below:

Percentage	Letter Grade	4.00 Scale	Definition
90-100	AA	4,00	Excellent
85-89	BA	3,57	Very Good
80-84	BB	3,35	Good
75-79	CB	3,14	Average
70-74	CC	2,92	Satisfactory
40-69	DC	2,71	Fail
30-39	DD	1,42	Fail
0-29	FF	0,00	Fail
	FD	0,00	Absent
	FG	0,00	Fail(did not enter the exam)
	KM		Exemption from cancelled courses

c) The final grades to be applied in the Faculty of Dentistry are as follows:

Percentage	Letter Grade	4.00 Scale	Definition
90-100	AA	4,00	Excellent
85-89	BA	3,57	Very Good
80-84	BB	3,35	Good
70-79	CB	3,14	Average
60-69	CC	2,71	Satisfactory
40-59	DC	2,28	Fail
30-39	DD	1,42	Fail
0-29	FF	0,00	Fail
	FD	0,00	Absent
	FG	0,00	Fail(did not enter the exam)
	KM		Exemption from cancelled courses
	G		Pass(for no credit courses)

Graduation, diploma, diploma supplement, honor certificate, and certificate

Article 30 - (1) Students who have fulfilled the obligations specified in Article 14 of the program they are registered in, and whose GANO (Grade Point Average) is 2.00 or higher in the pass/fail system, 2.71 or higher in the class-passing system in the Faculty of Dentistry, and 2.92 or higher in the Faculty of Medicine, are eligible to receive a diploma.

(2) Students who have completed their undergraduate education with a GANO of 3.50 or higher graduate as honor students. This situation is specified on the student's diploma and diploma supplement.

(3) Students in double major programs cannot receive a diploma for the second major undergraduate program without completing the requirements for the first major undergraduate program. However, if a student has obtained the right to graduate from the first major undergraduate program, they can still receive the diploma for the first major program even if they have not successfully completed the double major program.

(4) Students who have earned the right to graduate from joint programs receive separate or joint diplomas from both universities.

(5) Students who cannot graduate from the first major undergraduate program cannot receive a certificate for the minor program. The relevant certificates are issued by the unit to which the program is affiliated, and the name of the student's major program is also specified on the certificate. Students who have obtained the right to graduate from the first major undergraduate program can still receive the diploma for the first major program even if they have not completed the minor program.

(6) A student who leaves the double major program can receive a certificate for the minor program if they have fulfilled all the requirements for the minor program.

(7) Students who graduate from a double major program benefit from the rights and privileges granted in the double major field in exchange for a bachelor's and associate degree diploma. However, students who complete a minor program cannot benefit from the rights and privileges granted in the minor field in exchange for a bachelor's and associate degree diploma.

(8) Students who have not completed a bachelor's program or failed to do so but have been successful in all courses of at least the first four semesters of the relevant bachelor's program can receive an

associate degree diploma if they apply for it. Applications for associate degree diplomas are not limited by any period of time.

(9) A diploma supplement is given to the student along with the diploma. The diploma supplement indicates the student's qualifications, academic performance, and other information related to the program.

(10) The first business day following the end of the exam period in which the right to graduate is obtained is considered the graduation date.

PART SIX

Excuse and Enrollment Freeze, Enrollment Cancellation

Excuse and enrollment freeze

Article 31- (1) In case of significant excuses that the students can document or external opportunities such as scholarships, internships, research, and similar activities that will contribute to their education, with the decision of the management board of the relevant unit, enrollment can be frozen for a maximum of two terms/one year at a time, up to a maximum of four terms/two years during the education period. The student who freezes the enrollment cannot continue their education and cannot take the exams for the period/year they froze the enrollment. At the end of the enrollment freeze period, the student continues their education from where they left off, starting from the beginning of the year/term they left. The term(s) that the enrollment is frozen will not be counted in the period calculation.

2) Leave granted with a valid and justifiable reason that would significantly impede one's education for an extended period due to an illness or accepted by the relevant management board is added to the period stated in Article 8. At the end of the registration freeze period, the student continues their education from where they left off, provided that they start from the beginning of the period/year they left.

(3) Valid and justifiable excuses are as follows:

a) Excuses related to health that are documented by a medical board report stating that the student has a health problem that would prevent them from continuing their education for at least one semester.

b) Natural disasters or financial impossibilities that would adversely affect the student's education for at least one semester, provided that they are documented by a document issued by the district governorships or provincial governorships.

c) The absence of another person to take care of them in the event of the death or serious illness of their first-degree relatives, provided that it is documented.

d) Being called up for military service due to losing the right to deferment or having the deferment revoked by the student.

e) The conviction or detention of the student that does not remove their status as a student or does not require their expulsion, provided that they do not exceed the maximum period specified in the Higher Education Institutions Student Discipline Regulation published in the Official Gazette No. 28388 dated 18/8/2012.

(4) Any application related to an excuse must be made to the relevant unit within one week at the latest from the end of the excuse period or during the excuse period. Applications not made within the specified time will not be processed.

Registration Cancellation

Article 32- (1) Those who have received expulsion penalty from the higher education institutions according to the Higher Education Institution Student Discipline Regulation and other relevant legislation, and students who have voluntarily cancelled their registration, will have their affiliation with the University terminated.

(2) In case of those who have not paid the tuition and contribution fees for four consecutive years and undergraduate students who have not renewed their registration, and with the proposal of the relevant units and the decision of the Senate approved by the YÖK, their affiliation with the University will be terminated.

(3) The affiliation of students who cannot reduce the number of unsuccessful courses they have taken to one, as part of the third and fourth paragraphs of Article 8, will be terminated.

(4) Students who have cancelled their registration upon written request, cannot re-register at the University unless they are re-placed by OSYM or gain the right to register based on the measurement and evaluation results conducted by the University.

PART SEVEN

Miscellaneous and Final Provisions

Notification and Address Reporting

Article 33- (1) Any kind of notification to the student shall be made through the postal address, e-mail address, phone number declared by the student in the official records or the e-mail address provided to the student by the University.

(2) The student is obliged to follow the messages sent to the e-mail address provided by the University and to notify the relevant department/program in which he/she is registered in case of any changes in the communication information or update it through the University's relevant system in a timely manner.

Foreign Language Preparatory Class

Article 34- (1) Students registered in associate and undergraduate programs that provide instruction in a foreign language or offer foreign language instruction are admitted to the proficiency exam organized by the School of Foreign Languages according to the principles determined by the Senate. Based on the success score determined by the Senate decision, it is decided whether the students are successful or unsuccessful. Those who obtain the success score have the right to enroll in the departments/programs they are affiliated with. Students who score below the success score and those who do not take the exam are enrolled in the two-semester foreign language preparatory class. The proficiency exam is repeated at the end of the first semester. Successful students have the right to enroll in the departments/programs they are affiliated with. Students who are unsuccessful in the proficiency exam held at the end of the fall semester and the year-end exams or who do not participate in these exams take the proficiency exam again, which is held at the beginning of the academic year.

(2) Students whose program of study is entirely in Turkish can also register for the foreign language preparatory class if they wish. Students who enroll in the optional preparatory class can continue in

their associate or undergraduate program even if they are unsuccessful in the year-end exam, but they must attend the foreign language courses that are mandatory.

(3) Students who are unsuccessful in the associate or undergraduate program that is taught in a foreign language either continue in the second year of the preparatory class or improve their foreign language skills on their own and take the proficiency exam at the end of the semester or at the beginning of the next academic year. If they are successful, they can continue in the higher education program they are affiliated with.

(4) Students who register for an associate or undergraduate program that is partially or completely taught in a foreign language and who continue in the foreign language preparatory class but cannot successfully complete the preparatory class within two years will be dismissed from the program.

(5) Students who meet the success criteria determined by the Senate from one of the national and international foreign language exams recognized by ÖSYM may be exempt from preparatory class with a decision of the unit management board if they submit their documents.

Disciplinary Affairs

ARTICLE 35 - (1) Disciplinary affairs of the students during their education and internship are conducted in accordance with the provisions of the Higher Education Institutions Student Discipline Regulation. Students who receive a dismissal penalty cannot participate in any educational or social activity and cannot enter the facilities of the University during the penalty period.

Cases without provisions

ARTICLE 36 - (1) In cases where there is no provision in this Regulation, relevant provisions of other legislation and Senate decisions shall apply.

Regulation repealed

ARTICLE 37 - (1) The Ondokuz Mayıs University Associate and Undergraduate Education and Training Regulation published in the Official Gazette dated 11/10/2017 and numbered 30207 has been repealed.

Validity

ARTICLE 38 - (1) This Regulation shall enter into force on the date of its publication and shall be valid from the beginning of the 2022-2023 academic year.

Execution

ARTICLE 39 - (1) The provisions of this Regulation shall be executed by the Rector of Ondokuz Mayıs University.