

REGULATIONS**ISTANBUL AYDIN UNIVERSITY ASSOCIATE AND BACHELOR'S DEGREE AND
EDUCATION AND EXAMINATION REGULATIONS****PART ONE****Objective, Content, Basis, Definitions****Objective**

ARTICLE 1-(1) The purpose of this Regulation is to arrange the principals to be applied in education in associate and bachelor's degree vocational high schools and graduate schools, preparatory education in foreign language and students affairs.

Content

ARTICLE 2-(1) This Regulation includes the provisions relating to associate and bachelor's degree education, testing, evaluation and student admission in Istanbul Aydın University.

Basis

ARTICLE 3-(1) This Regulation is prepared based on the Higher Education Law no2547 dated 4.11.1981.

Definitions

ARTICLE 4-(1) In This Regulation;

- a) President : Chairman of the Board of Trustees
- b) Head of Department : Head of Faculty
- c) CAE: Certificate in Advanced English Test
- d) Double Major Programme: A second undergraduate programme in addition to the undergraduate programme student studies
- e) Advisor: The teaching staff assigned by the college board determined by the head of department to deal with students' educational and other problems.
- f) Dean: Faculty Deans
- g) Course Credit: One credit is the time unit which refers to one-hour course or seminar, two hours lab course, workshop, clinic work and application and other activities.
- h) FCE: First Certificate in English Test
- i) Secretary-General: General secretary of Istanbul Aydın University
- j) IELTS: International English Language Testing System test
- k) Relevant Committee: In faculties Faculty Committee, College Committee
- l) Relevant Board of Directors: In faculties Faculty Board, College Board
- m) Director: Directors of colleges or vocational high schools
- n) Board of Trustees: Istanbul Aydın University Board of Trustees
- o) Head of Department of Student Affairs: Istanbul Aydın University Head of Department of Student Affairs
- p) Prerequisite Course: A course which students are required to take and be successful in one or a few courses in the previous mid-terms in order to take
- q) The Head of The Programme: The head of the vocational high school programme
- r) Rector: Rector of Istanbul Aydın University
- s) Elective Course: A course which a student can take from his/her field or other fields apart from the compulsory subjects. Student can also take the course named elective course among the compulsory and elective courses of other programmes in the same term.
- t) Senate: The Senate of Istanbul Aydın University

- u)TOEFL: Test Of English as a Foreign Language examination
- v) University: Istanbul Aydin University
- w)Minor Programme: The programme which allows a student to improve himself/herself in another field related to his/her programme.
- x)Board of Directors: Istanbul Aydin University Board of Directors
- y)Academies / Vocational School: Academies and vocational schools affiliated with Istanbul Aydin University
- z)Compulsory Subject: The prescribed course a student has to take in a programme

The Principles for Education

Study Period

ARTICLE 5-(1) The study period is four years in faculties affiliated to the University. Time elapsed in English preparatory programme is not included in this period. Undergraduate students have to complete their education in seven academic years excluding preparatory class if they do not have a probable cause mentioned in this Regulation. In vocational schools, study period is two years. Time elapsed in English preparatory programme is not included in this period. Vocational school students have to complete their education in four academic years excluding preparatory class if they do not have a probable cause mentioned in this Regulation. The provisions of Article 44 of the Law No.2547 are applied to the students who can not complete their education at the end of this period.

Academic Calendar

ARTICLE 6-(1) One academic year consists of two semesters including fall and spring and every semester consists of at least 70 workdays

(2) The academic Calendar includes registration-acceptance, education and examinations and is determined by the Senate. In addition to semesters, the senate may decide to open summer schools with the approval of the Turkish Council of Higher Education (YÖK) when needed

Tuition Fee

ARTICLE 7-(1) In every academic year students are charged a tuition fee determined by the Board of Trustees. Students who attend summer school are charged a tuition fee which is determined by The Board of Trustees. The fee of supplementary facilities such as dormitory, transportation, dining and so on are not included in the tuition fee and are determined by The Board of Trustees.

The Language of Instruction

ARTICLE 8-(1) In some departments and programmes, the medium of instruction is Turkish. Some departments and programmes can be carried out in English with the approval of YÖK.

Syllabus

ARTICLE 9-(1) Education at unversity is done on the basis of passing a course. The courses and their distribution by semesters is determined by the related faculty, graduate school or vocational school and become definite by the Senate's decision.

Compulsory, Elective, Prerequisite Courses

ARTICLE 10-(1) Courses are arranged and taught in three groups as compulsory, elective and prerequisite.

(2) Students are obliged to take the compulsory courses of the department or programme they registered .

- (3) Elective courses are determined by the Head of the respective department considering student's demand. The additional courses a student takes within the scope of elective course are taught upon the student's request with the approval of the academic advisor within the course add-drop period.

Internship

ARTICLE 11-(1) Internships to be done by students and the evaluation of the internships are carried out according to relevant board and The Regulation Terms regarding the Basis and Procedures related to Vocational School Students' Education, Application and Internship within the Vocational and Technical Education District which was published in the official journal dated 22/5/2002 no.24762

Project Works

ARTICLE 12-(1) Whether students are obliged to project or not in order to complete their education, if so, the terms related to the deadline, process and evaluation are determined by the respective board with the suggestion of the head of the programme.

The Credit Value of the Courses

ARTICLE 13-(1) The credit value of a course consists of all of the course hours per week and, if there are, half of the course hours of laboratory, workshop and studio courses. Credit hours value is not determined for the courses which are decided not to be included in the grade point average by the respective board and approved by the Senate. In this case, faculty, graduate school or vocational school determines the weekly course hours of theoretical and applied courses. In studies, one to two hours are calculated as one credit, three to four hours as two credits, four to six hours as three credits, six to eight as four credits, and eight to twelve as six credits. The on-site applications performed one day a week are considered as three credits.

Course Load

ARTICLE 14-(1) The total credit of the courses which are taught in a semester in the programme student enrolled is Course Load. The normal course load a student is going to take is stated in the department or programme he/she belongs to. Courses are determined on the basis of credit by the Senate with the approval of the head of the programme. The course load of the students to be graduate may be increased up to maximum forty hours considering their demands, the suggestion of the advisor, the approval of the head of department and student's attendance.

Attendance , Absence , Excuse Examination

ARTICLE 15 -(1) Students are obliged to attend the courses, applied courses and examinations . Compulsory attendance is 70% of the total education period in that academic year for theoretical courses, 80% for the applied courses and English preparatory classes. Permissions given by the relevant Executive Board for the students representing the university in sports, cultural, scientific or art events inside or outside Turkey is not considered in the scope of absence. These students take excuse examination with the decision of relevant Board when they can not take the examinations within the leave of absence period.

Repeating Courses

ARTICLE 16-(1) Students who fails the courses as a result of the year or semester final examinations is required to repeat the courses he/she failed primarily in the same semester of the next academic year.

(2) Students who have the required attendance of the course do not have to attend the course when they repeat. This right is valid in the case of curriculum change. However, students are obliged to attend and fulfill the obligations of the projects, laboratory and practice of the courses.

PART THREE

The Principles for Enrollment and Acceptance

Quota

ARTICLE 17-(1) The number of the scholarship and non-scholarship students is determined by The Board of Trustees with the suggestion of the Senate.

Student Acceptance

ARTICLE 18-(1) Students who have passed the examination conducted by The Student Selection and Placement Center (ÖSYM) or special aptitude test and can prove this by documents, and the students who are graduates of vocational secondary education schools and placed to the vocational schools affiliated to the University by OSYM are accepted to the University.

Precision Registration

ARTICLE 19 – (1) Prospective students entitled to register , in accordance with the principles determined by the Executive Board and Turkish Council of Higher Education (YÖK), personally apply with a petition find the undermentioned documents attached within the declared durations. The address student affirm in written during registration is the permanent address and the University is not responsible for the notification failure due to address errors. Students are obliged to inform any address changes to The Head of Department of Student Affairs within a month.

(2) The registration of students who do not pay the tuition fee in due time is not approved. Students in this circumstances can not take advantage of the student's rights. Students can not register with incomplete documents and by mail. However, student can register through a substitute if there are acceptable excuses or contingency on condition to document. Prospective students who do not register the units which take students with special aptitude tests in due time lose registration rights and waiting students are taken instead.

(3) Turkish and foreign national students are asked to hand in the documents below for precision registration.:

- a) Turkish students are asked the following documents
 - 1) Student Selection and Replacement(ÖSYM) Exam result or printout,
 - 2) The original high school diploma or if the diploma is not prepared the original graduation certificate or the copy of the certificate which is approved by the University; for students who have completed their high school education abroad the Ministry of Education equivalence certificate or its certified copy,
 - 3) Identity Number statement,
 - 4) For male prospective students, a written statement regarding no outstanding obligation with the military.
 - 5) Six passport photographs (4.5x6 cm)
 - 6) If it is required for the provisions of the programme/department, a health certificate taken from a healthcare organisation regarding his/her health status is suitable,
 - 7) A receipt showing the student has paid the tuition fee determined by the Board of Trustees
- b) Foreign national students are asked the following documents:
 - 1) Foreign Student Exam (YÖS) or equivalent exam results or printout
 - 2) Student visa and passport and notarised copies of these documents,
 - 3) The receipt showing the tuition fee has been paid,
 - 4) The original or certified copy of certificate of residence received from the provincial security directorate
 - 5) Six passport photographs (4.5x6 cm)

(4) Students must deliver the tuition fee receipt to the relevant office and register in accordance with the procedure assigned by the relevant executive board in due time

stated in the academic calendar of the faculty or graduate school students have registered.

- (5) Students who do not reregister without an excuse stated in Article 37 Regulation and who have not been accepted by the relevant executive board are considered as failing in that academic year/semester.

Enrollment in Programme and Reregistration

ARTICLE 20-(1) Students are obliged to determine the courses they will take through the semester by consulting their advisor within the time span stated in the academic calendar at the beginning of the academic year and must register online on Aydın Student Information System (AYSIS) and receive the written approval of the advisor.

(2) Students who have not registered can not take advantage of the students' rights in that semester. Students who have not reregistered in due time stated in the academic calendar, but whose excuses are accepted by the relevant executive board can register within the additional time given. Reregistration for students who have not delivered the reregistration form although they have paid the tuition fee is considered as unsuccessful

(3) Students are obliged to pay the tuition fee for the academic year or semester they have not reregistered. The period of time students have not reregistered is included in the maximum study period. The Provisions of Law no. 2547 Article 44 are applied to the students whose completion of graduation is determined as unsuccessful within the maximum study period.

Academic Consultation

ARTICLE 21- (1) An academic consultant is attained for every student who completes his/her registration with the university by the deanship or directorship.

- (2) Academic consultant keeps track of a student, guides and helps the student in means of his/her educational process. Manager of department or program; if necessary can request a report on educational activities and development of students. Working principles of academic consultants are determined by the Senate.

Undergraduate Transfers

ARTICLE 22- (1) Undergraduate transfers in programs of associate's degree and bachelor's degree in university are executed according to the laws and rules of transfer among associate's and bachelor's programs, double major undergraduate programs, lateral undergraduate programs and credit transfer among establishments, which were published in the official gazette as of 27561 on the 24/4/2010. The education span of undergraduate students who have transferred is calculated in regard to their class attendance in their previous university.

- (2) Internal undergraduate transfers among departments and programs of the university are done according to the laws and rules of transfer among associate's and bachelor's programs, double major undergraduate programs, lateral undergraduate programs and credit transfer among establishments.

Student interchange with foreign universities

ARTICLE 23- (1) In the framework of agreements with a foreign university, students can be sent to those universities for one or two semesters. The Senate has the right to decide on the length of time period in which students are sent abroad. During this time abroad, registries of these students are put on and this is accepted as a part of regular educational period. Students attend the equivalent classes instead of absence the classes they have to attend in their own university and are only

responsible for these classes, which they attend in the foreign university. Selection of these classes are held under control of consultants and are determined with the approval of related department and faculty directorate. Grades received from these classes are then transferred to the student's transcript after a calculation has been completed in terms of grading system mentioned in the 25th clause of these regulations and are recorded into his/her academic records. If the student fails to receive passing results, he/she must then attend to the classes, which he/she failed during the time abroad, and which are found appropriate by the consultant and are approved by the directorate of the university.

PART 4

Examinations, Notes, Lesson Retakes and Lesson Dispensation

Examinations and evaluation

ARTICLE 24- (1) For the lessons completed in faculties and vocational schools mid-term and final examinations are held.

- (3) The location and dates for mid-term examinations are determined by administration of the department or program. Any alteration of the location and dates of examinations are done with the confirmation of dean / director. Quizzes, apart from mid-term examinations, can be done without giving a specific time by the instructor.
- (4) Students must take the examinations on the exact date and in the exact place that has been previously determined before, and bring his/her ID cards and necessary documents.
- (5) End of year examinations are held in the location and on the dates which have been determined by the deanship or directorate. Passing grade of a student is calculated from 40% of term examinations such as quizzes and mid-term examinations and assignments such as projects homework etc., and 60% of end of year examination.
- (6) Within the framework standards determined by YÖK, students who can't take the examinations with excuses that are found acceptable by the related administration, have the right to take an make-up examination approved by the administration. Students must inform the deanship or the directorate in writing about their excuses for their absence from the examination within 5 following work days in a written format. No mid-term or final examinations are done for internships. Only their work and files related to their work are assessed and given a grade of P or F after that assessment. Health reports taken from any health institute or center can be accepted as an excuse by related administration in the internship. To take an alternative examination students must have a reason which is acceptable by the administration or a health report from any health institute or center.
- (7) Mid-term exams and/ or courses must be taken which do not require a final exam are determined by the administration of department or program and are notified to the head of the Student Affairs Office. In this case, a final grade is given, taking into account the works of student throughout the semester. One course and implementation and / or laboratory of that course can be evaluated separately. Each semester or end of year grade must be listed and notes must be entered into the computer and they must be given to the department/ program presidencies or directorates by teaching staff within following seven business days. The dean or manager must send the original copies of all final exams for the period to the Student Affairs Head Office within the following fifteen days of the completion of a course.

Notes

ARTICLE 25- (1) For each course a students takes, one of the following letter grades according to

the relative evaluation system is given by the instructor as a final course grade:

a) Letter grades and their equivalents out of 100 points are shown below:

<u>Point</u>	<u>Mid-term grade</u>	<u>Coefficient</u>
90-100	AA	4.0
85-89	BA	3.5
80-84	BB	3.0
75-79	CB	2.5
70-74	CC	2.0
60-69	DC	1.5
50-59	DD	1.0
40-49	FD	0.5
00-39	FF	0.0

b) Besides, letter grades;

1) I: Incomplete; Although the course was a success, illnesses or other reasons for students to complete course work are required for the period from the date of final examination within three business days, shall be given to the adoption of the documents depending on the instructor's decision. For the course with "I" grade, students must complete the requirements and receive a passing grade within the next fifteen days specified in the student information system given in the academic calendar as the deadline for entry notes. Otherwise, "I" grade changes into FF for credit courses, F for non-credit courses. However, if the students excuse is prolonged due to prolongation of compulsory reasons, upon application of the instructor, the board of directors has the right to prolong this time, until one day before the start of the following registration period. The "I" grade that given the day before the start of the next registration period must be converted into letter grades.

2) NA: absentee grade; is given to students who can't fulfill the conditions related to attendance or application. This is processed as FF while calculating the semester grade point average and overall academic success.

3) P: Pass grade; is given to students who are successful in non-credit courses.

4) F: Failure grade; is given to students who fail non-credit courses.

5) M: Exemption grade; is given for the courses exempted as a result of the exemption exam.

6) T: Transfer grade; are accepted through undergraduate transfer and vertical transfer for students from equivalent classes.

7) W: Withdrawals are given for classes within the period of withdrawal. This grade is given with the approval of a request on forfeiting the case of course upon the expiry of the normal course add and drop courses in the student's program of courses, in the semester's/ year's first nine weeks. Students can give up 1 / 3 of their undergraduate / graduate education courses at most taken during their education. Apart from courses previously receiving a passing grade and taken in order to raise the grade point average, students cannot withdraw from courses during the first two semesters of the graduate education. A student is not allowed to withdraw from courses leaving the course load below 2/3 of a normal course load. A student is allowed to withdraw at most one course one semester and six courses for the duration of all graduate education with regard to the advisor and the instructor's permission.

8) E note; Evaluating is given for the courses that the evaluation process hasn't been completed, and the grade has not been entered. This grade remains until the instructor evaluates the course. "E" is converted into one of the other grades as a final result. If not changed; "E" will be treated as "FF".

(2) Students' grades received over 100 points are converted taking into account the standard deviation of that class and grade point average and evaluated with the relative evaluation method

of the letter grades. A relative grading system is applied according to the principles set by the Senate.

- (3) The student's letter grade is not lower than the scores table provision. Students who get "AA", "BA", "BB", "CB", and "CC" grades, will be successful in that course. Students who get "DD" or "DC" grades for any lessons must have an annual average of at least 2.00 out of 4.00 to declare a Pass in that course, at the end of the second two-year for degree students, and for graduate students at the end of the second, fourth and sixth semester, including the following summer semester. Undergraduate students who complete four semesters of education and undergraduate students who complete eight semesters of education need to take lessons again, regardless of the annual average with grades of "FF", "FD", "NA", "I", "M". With the approval of the advisor, the students can take the lessons which having "DD" and "DC" grades again if they desire to do so.
- (4) Students who are below the received annual average of 2:00 are considered as having taken "FF" and "FD" grades from the courses they have received "DD", "DC" grades, and therefore must take these courses again. However, from the students who came to the stage of graduation and took all the courses;
 - a) "FF" and "FD" students in two courses at most are given a right to take a make-up exam regardless of the semester averages. A student who has taken two make-up exams is not allowed to take an upgrade exam. A student who takes a single make-up exam is allowed to take a note upgrade exam on a single course. If the result of the cumulative grade point average is less than 2:00 out of 4.00 in the make-up exam, the student enters an upgrade exam in the next period. To enter the make-up exam, students must fulfill the requirements of attendance to the lessons and must have taken the exams in the last two semesters. Two additional make-up exams are given to students who attended all the courses and completed the maximum period of education for all the lessons they failed. At the end of these exams, students who have decreased number of courses failed are given the right to take exams from the courses failed for three semesters and four semesters for students who have failed up to five courses without taking additional exams. And unlimited right to take exams of those courses is given to students who are unsuccessful in three or less courses. Students should apply with a petition that states they want to use the rights to enter a make-up exam. Student should receive not less than 50 points out of 100 for "DD" to be considered as successful in make-up exam.
 - b) Students who have taken all the required courses and have received a passing grade but who have a cumulative grade point average of under 2: 00 out of 4.00 are given an unlimited opportunity who have a raise their average by taking exams from the last two semesters for undergraduate students, and from the last four semesters for graduate students. Upgrade exams and make-up exams are to be completed the dates which are determined by the board of directors before the beginning of the following period. These students must apply in written form to choose the courses of examination and exam entry.

Objection to the test results

ARTICLE 26- (1) To object to the result of an examination, a student can make an objection, no later than five working days after the date of announcement from AYSIS in a written form to the Dean's Office or the directorate. The result of the examination of the complaint is re-examined within the following three days by the instructor of that course after being reported on the subject. By the dean's Office/ Directorate, the results of objection shall be notified in written form at the head of student affairs office.

Main grade point averages

ARTICLE 27- (1) The final main grade point average (DNO), is calculated by dividing total credit hours of the course to a total credit value obtained by multiplying the total credit value of courses

taken that semester with the success factor scores. Average obtained is shown as two digits after the comma. GPA is calculated by taking into account all the courses the student has taken since the entrance of the university and registered with the department or program. The grades ranging from AA to FF are taken into account while calculating both the period and GPA. In the calculation of GPA, the last letter grade taken from repeating courses is used.

Repetition of courses

ARTICLE 28- (1) Students considered unsuccessful in courses according to “FF”, “F”, “NA”, “W”, “T”, “E” grades and this regulation in article 25, taken DC and DD grade in these courses, must take the courses in the first following semester again. If lessons to be repeated are non-compulsory optional courses, the students may repeat other optional courses that are approved by the department or program instead of those courses. In addition, students can take lessons of “DD” and “DC” grade again, in order to raise their cumulative grade point average. In such cases, the last grade taken from the repeat course is used in the student's final GPA calculations.

Course exemption

Article 29- (1) Students who have continued to another higher education institution before and have received passing grades in some courses, can apply to be deemed exempt from the same courses that are accepted by OSYM in their new program. Exemption from courses is decided by the board of directors. Exemption from non-credit courses exempted in this way (T) is treated as not included in the calculation of the GPA. All students attending English preparatory program, must complete their applications at the beginning of the first year of education.

PART 5

Special Students, Summer School, Double Major and Minor Degrees and Principles of English Preparatory Program

Special Student

ARTICLE 3 (1) Special students are those who are allowed to attend classes in the University to learn a specific subject.

(2) Applications of special students for any semester are decided based on the decisions of the related department and examined by the related board of directors.

(3) Exemption provisions are not applied to the lessons that are attended by special student status. Special students are not entitled or are given diplomas. However, a document can be given that shows the registered courses and grades. Special students are required to pay fees which are determined by the Board of Trustees.

(4) Special students who have the right to register to the university with the special abilities test or by the central examination given by ÖSYM can be exempted from the courses that they have attended under the special student status and from the equivalent courses in their departments.

Summer School

ARTICLE 31

(1) Objectives; To assess the education facilities of the University during the summer months, to enable students to succeed in the courses they have failed in previous terms or to retake the courses to increase their grades, to increase the quality of education by preventing the classes being overpopulated in the departments, to allow students to take courses they have not taken before to

graduate earlier and for students to succeed who have failed in the English preparatory programme to succeed.

(2) The Summer School is held between the spring and fall semester. It is required to pay a tuition fee. An attendance 70% is compulsory. Scholarship students are required to pay a fee. The Summer School fees per course credit are determined by the Board of Trustees and the University Administrative Board.

(3) Courses to be held in the Summer School Programme are determined at least two weeks after the Spring Semester final examinations determined by the relevant Departments and announced in the academic calendar. The duration of Summer School is seven weeks. That duration does not include the exam dates. The amount of class hours for each course offered in the Summer School Programme is equal to the total class hours of that course in a regular semester. Association degree or undergraduate courses to be offered in the Summer School are determined by the relevant Department Heads. Summer School is announced by the Student Affairs after the decision finalized about the courses to be offered has been approved by of the Senate. Students who will register for the Summer School should complete final registration procedures on the dates stated by relevant departments. A student is allowed to take three courses at most. There is no add/drop or withdrawal period during the summer school. Compulsory courses in undergraduate and associate degree programs are required to be held in due terms and these courses cannot be given extentions. The number of students required to offer a course in Summer School is decided by the relevant departments. At the end of the final registration, student numbers are calculated and a final resolution is taken whether the course to be given or not.

Courses can be given for foreign language preparation class when there is a substantial number of students in the Summer School. If a course is not given in the Summer School, students are allowed to take courses from other universities' Summer School Programme and their grades are recorded upon the approval and accredited by the Executive Committees of the relevant units. Grades are recorded on transcripts as letter grades. Students from other universities are allowed to register for Summer School by presenting a certificate of conformity from the related unit concerned.

(4) Summer School achievement assessment is evaluated according to the Article 24 and Article 25 of this Regulation.

(5) During the Summer School, at least one midterm and a final exam is conducted for each course. If the mid-term and final exam is inapplicable for the course or for the practice other assesment criterias are applied according to the quality of teaching.

(6) Courses taken in Summer School are indicated under the title of 'Summer School' in the transcript and they are accounted for the cumulative grade point average in the same manner as in regular semesters. The grade in the previous term is not accounted for the GPA. The GPA for a year is accounted in the end of the Summer School.

(7) Students in the last term of their associate degree and bachelor's degree programmes and within the education terms according to Article 5 and Article 44 of Law Numbered 2547 of this Regulation, can graduate by taking the courses that is given additional period of education. The additional period of education is not for Summer School courses. Students who are dismissed during the fall or spring semesters aren't allowed to benefit from Summer School teaching. If they

register before the dismissal, the registration is cancelled, students having course repetition are required to take courses starting from the first sub-semesters.

Double Major and Minor Major Degrees

ARTICLE 32

(1) The aim of the double major and minor degree programs are to provide successful undergraduate students with the opportunity to attain a second bachelor's degree in another field of study by providing the required and necessary conditions.

(2) Double major programs allow academically successful students to work towards a second undergraduate degree in another department by taking at least 36 credits courses.

(3) Minor Degree Programs are offered to successful undergraduate students in their own departments and who want to pursue another field of their interest by taking at least 18 credits course.

(4) Double major and minor degree programmes are specified upon the recommendation of the related Department and determined by the University Senate and conducted by the related units. Credits and courses for the double major program are determined by the chairs of departments and announced in the beginning of the academic year.

(5) Quotas for the double major program shall be determined by the university board in the frame of proposals made by the chairs of departments and faculty board decisions; the quotas are announced in the beginning of the academic year. Students may apply to a double major program no earlier than the third and no later than the fifth semester of their major program. For minor degrees students may apply at the beginning of their 3rd semester and the latest at the beginning of their 6th semester. Applications meeting the relevant criteria shall be processed by the Student Affairs Office by the time of application; To be eligible for a double major or minor degree program, a student has to be successful in all the courses taken so far. Students should have a cumulative grade point average of at least 3.00 out of 4.00, and be in the top 20% of the class rank in their major program. For minor degree program, students should have a cumulative grade point average of at least 2.50 and meet any other criterion which has been announced for the specific minor program.

(6) The requirements for completion of the primary and the secondary major or minor degree program shall be distinct. The success or graduation of students in their major program should be affected in no way by their double major or minor degree program.

(7) Separate grade reports and transcripts are issued for double major and minor degree program. Courses to be counted in both programs must be agreed upon by the two concerned departments and be announced in the time of acceptance. Those courses are indicated on both transcripts. Courses used for the second major degree are Transfer courses and shall appear in the transcripts as T. Apart from the courses which are counted in two programs students have to take all the other courses in the second major program. If the credits are less than 36, students are given elective courses by their advisors and they complete 36 credits.

(8) A student cannot register at the same time to both a double major program and a minor program or to more than one double major program.

Success and Graduation in the major and minor degree programs

ARTICLE 33

- (1) Students may withdraw from the double major or minor degree program at any time.
- (2) A student who is eligible for graduation in a major program and has completed a double major program with a grade point average of at least 2.00 will be given a second major undergraduate diploma. A student who is eligible for graduation from in a major program and completed the Minor Program with an average of at least 2.00 will be given the Minor Program Certificate.
- (3) The related dean's and the President's signatures are issued on the double major diplomas and minor degree certificates. Double major program's name is indicated on the diploma. Minor degree program's name is indicated on the certificate.
- (4) Students who have fulfilled the requirements for graduation for the primary degree but not for the secondary degree or for minor degree have to register for the courses pay tuition.
- (5)The students who have fulfilled the requirements for graduation for the double major or for minor degree but not for the primary degree shall not be granted their diploma sor certificates.

English Preparatory Program

ARTICLE 34

(1)The objective of English preparatory education is to provide the students with the skills required to understand and comprehend English courses that they are required to attend in the undergraduate or in the associate degree program in which they are registered. And to help them to obtain the abilities necessary for speaking and writing in order to follow and watch the broadcast related with their courses, to participate actively in the seminars and discussions, to translate the texts from English to Turkish, Turkish to English and also to provide communication competence in social life.

(2)The duration of education at consistency at English Preparatory Program is two semesters. This period is not included in the associate degree. In the undergraduate, graduate education program that the student registered. Students must take the English Placement Exam (ISTS) of university in the beginning of each academic year. Students who get a score of 70 and above as a result of this examination have to take English Proficiency Test (IYS), which is held before the start of the academic year. Base grade of success in IYS is at least 70 points out of 100. Students who are successful in IYS are exempt from the English Preparatory Program. Students who don't participate in this examination or who fail the exam are required to follow the two-semester term English preparation program. Students will be considered exempt from the English Preparatory School by documenting the grades they scored from international language examinations which are accepted by the university senate according to the exemption principles. International exam results are valid for three years from the date of the examination. The table below shows the lowest scores that will be accepted from international exams.

MINIMUM SUCCESS POINT

EXAM	POINT
TOEFL-iBT (Internet-basen)	79
TOEFL-CBT (Computer-based)	200
TOEFL-PBT (Paper-based)	500
TOEIC	950

IELTS	6.50
FCE	C
CAE	C

(3) Students who have any of these documents regarding the above examinations should submit their documents and petitions stating their desire to be exempted from the English Preparatory Program at least three days before IYS. Documents are evaluated by the School of Foreign Languages.

Students whose documents are approved are exempted from the English Preparatory Program.

(4) Students who fail IYS, whose submitted documents are not approved and who has to follow an academic year in preparatory school are placed in level groups according to their points from ISTS. Depending on academic reasons, the students' level group can be changed in the end of the first two weeks by the head of English Preparation Program.

(5) Students who certify their documents showing that they have successfully completed the English Preparatory Program in any national higher education institution in the previous academic year shall be exempted from the English Preparatory Program. The documents before the stated date aren't acceptable. Those students have to enter IYS.

English Preparation Program Assessment Criteria

ARTICLE 35

(1) The achievement criteria principles for the English Preparatory Program are:

a) End of year success grade is evaluated according to the integrated evaluation of End of Level Assessments (SLICE- Student's Language In-Class Evaluation- that involves class participation, project works, quiz and portfolio works), End of Level Examination (ELAT-End of Level Achievement Test) and the final exam (TOEFL-iBT internet based TOEFL) in the end of the Academic Year. Students are obliged to attend at least 85% of their classes to attend the final exam. Regarding the contents and objectives of the Academic program students are given a minimum of four mid term exams.

b) End of year success of a student is graded out of 100 points. There are four tracks during the two semesters. Track percentages for the grade point average are: 10% of cumulative grade point of Track 1, 20% of cumulative grade point of Track 2, 30% of cumulative grade point of Track 3, and 40% of cumulative grade point of Track 4 are taken for the assessment of respective level averages. The final grade for the English Preparatory Class is determined by taking forty percent of a student's respective level averages and sixty percent of the final exam.

(2) Students with a final grade of at least 70 or above out of 100 are regarded as successful. Students who score at least 79 in TOEFL-iBT test at the end of the academic year are exempted from this obligation.

(3) In the announcement of the general assessment results success level of students are stated as A, B, and C. Each levels numerical values is determined before the start of the academic year. At the end of each assessment period, general assessment results are declared as successful and unsuccessful.

(4) Students who fail in the end of the year general assessment results shall participate in the summer. Students who fail in the end of the summer general assessment results shall take IYS exam before the beginning of academic year. If they are successful they shall register to their own departments.

(5) Objections to the exam results (ELAT exams, final exams and proficiency exams except TOEFL-iBT and optical reader exam results) are given to the school administration within three days after the results are announced.

Failure in English Preparation Program

ARTICLE 36

(1) Students who have registered to the associate degree, undergraduate or graduate programs with the language of instruction in English have to repeat two semesters if they fail in their first year. On condition of being unsuccessful, students are placed into a Turkish equivalent program by ÖSYM if they opt for according to the Foreign Language Teaching and Principles on the of Foreign Language Teaching Regulation published in the Official Register dated 4/12/2008 and numbered 27074, twelfth provisions of Article 7.

PART 6

Leave of Absence, Deregistrate and Withdrawal

Leave of Absence

ARTICLE 37

(1) Provided that students have paid the tuition, registered students shall reserve legitimate and valid reasons by the related decision of board of trustees for at least one semester and at most two semesters for associated degree programs and for undergraduate programs at most four semesters but not more than two semesters to at a time.

(2) Unexpected and unforeseeable reasons such as illnesses, natural disasters, military obligation shall also constitute grounds for a leave by being documented.

(3) Students on leave shall not be allowed to continue their education or take the mid-terms and final examinations held at the end of the semester. Leave of absence requests should be made at the beginning of the semester and before the end of the registration period. during which they were granted leave. After this period students shall only apply due to the health problems. Students must submit a health report taken from a health center. The reports should cover the duration of the mandatory semester.

Deregistrate

ARTICLE 38

(1) Students shall be deregistered without consideration if they have completed the teaching period stated in the relevant article of this regulation under the below terms in accordance with the decision of the relevant board of trustees;

a) Students who fail to register and fail to pay the tuition fee for two semesters in the associate degree program and four semesters in undergraduate program consecutively.

b) Students who do not take the courses they have failed even though it is opened for two semesters in associate degree program and four semesters in undergraduate program consecutively.

c) Students who do not complete their teaching period during the maximum time that is stated in the relevant regulation.

2) Student whose registration is cancelled shall be handed the documentation that states the situation and high school diploma upon request. Other documentations submitted for registration and certified copies of the high school diplomas shall not be returned.

3) Students in the undergraduate program whose registration is cancelled shall be handed associate degree diplomas in accordance with the decision of the relevant board of directors upon application if they have completed successfully all the courses in the first two academic years.

Withdrawal

Article 39

(1) Students will be dismissed from the university for the following reasons:

a) Students shall voluntarily withdraw from the University.

b) Students shall be expelled from the University according to the procedures stated in the Higher Education Institutions Student Discipline regulations (dated 13/1/1985 – 18634 and published in the official gazette).

c) Students who have been unable to and will not be able to fulfill the teaching period during the end of the time accordance with Article 44 of the Higher Education Law 2547.

PART 7

Miscellaneous and Final Provisions

High Honor and Honor Students

ARTICLE 40

(1) Students with a GPA of 3.50 to 4.00 and with no NA, I, FF and FD grades while carrying a normal course load are referred to as "Distinction" students. Those with a GPA between 3.00 and 3.49 and with no "NA", "I", "FF" and "FD" grades qualify as "Honor Roll" students. Determining the highest scoring students of the University, vocational school and departments including transfer students: if the students average of success is sufficient, these students are given priority.

(2) Students with a cumulative GPA of 3.50 and above graduate as "Distinction" students; those with a GPA between 3.00 and 3.49 graduate as "Honor Roll" students. Distinction and Honour Roll standings are specified on the diplomas.

Diploma

ARTICLE 41

(1) A diploma is granted to students who have completed successfully the University's educational programs, lectures and other activities with the decision of the board of directors in accordance with the provisions of relevant regulation.

(2) Students should have at least 2.00 cumulative grade point average for graduation.

The name of the department and the program they attended when they first registered to the University is written on the diploma. The ID number, diploma number, date of graduation and period are written on the diplomas. In the faculties, the signatures of the dean and rector and in vocational schools the director's and rector's are appended.

(3) Transfer students from other universities shall receive a diploma if they have been in Istanbul Aydın University at least for two semesters.

Scholarship

ARTICLE 42

(1) With the suggestion of the relevant Committee and with the approval of the Board of Trustees scholarship students are allocated to the decided programs. Principles of scholarships determined by the Senate.

Identification Card

ARTICLE 43

(1)In accordance with the provisions of this Regulation, students who pay their tuition fee and who have final registration are given identification cards with photo and the validity period of a year by the Student Affairs Office.

Discipline

ARTICLE 44 - (1) Discipline procedures of the students attending the university carried out according to the provisions of the Disciplinary Regulation of the Higher Education Institutes.

States with no provisions

ARTICLE 45 - (1) In the case of absence of provisions in this regulation, other relevant regulation provisions and the decisions of the Board of Trustees, the Senate and the relevant of the board of directors are applied.

Repealed Provisions

ARTICLE 46

(1). The “Istanbul Aydın University Associate Degree and Undergraduate Degree Education and Assessment Regulations” published in the official gazette dated 14 July, 2009 and numbered 27288, is hereby repealed.

Enforcement

ARTICLE 47

(1)These regulations shall take effect on the day of publication

Implementation

ARTICLE 48

(1)The provisions of these regulations herewith shall be implemented by the Rector of Istanbul Aydın University.