

**ASSOCIATE AND UNDERGRADUATE  
EDUCATION AND EXAMINATION REGULATION  
OF DOĞUŞ UNIVERSITY**

**PART ONE**

**Purpose, Scope, Basis and Definitions**

**Objective**

**ARTICLE 1 - (1)** The purpose of this Regulation is to regulate the procedures and principles regarding associate and undergraduate education and training, examinations and evaluations, including preparatory classes, in faculties, colleges, vocational schools and their departments or programs affiliated to Doğuş University.

**Scope**

**ARTICLE 2 - (1)** This Bylaw covers the provisions regarding student admission, attendance, education and training, examinations, achievement evaluations, diploma, registration suspension and deregistration procedures at faculties, colleges, vocational schools and preparatory classes of Doğuş University.

**Basis**

**ARTICLE 3 - (1)** This Regulation has been prepared based on Articles 14, 43 and 44 of the Higher Education Law dated 4/11/1981 and numbered 2547.

**Definitions**

**ARTICLE 4 - (1)** In this Regulation;

- a) GPA: Weighted grade point average,
- b) GPA: The weighted grade point average of the related semester,
- c) ECTS (ECTS: European Credit Transfer System) European Credit Transfer System: The European Credit Transfer System, which allows students to transfer course credits and grades that they have taken and achieved at home and abroad from one higher education institution to another,
- ç) Unit: Faculties and colleges affiliated to the University,
- d) DMP: Double Major Program,
- e) Advisor: A faculty member/lecturer appointed by the relevant board of directors upon the proposal of the unit in which the student is registered to deal with the education, training and other problems of the students,
- f) Dean: The dean of the relevant faculty of the university,
- g) Exchange Program: A program that enables students enrolled in one of the institutions to study at the other institution for a short period of time within the framework of a protocol between two higher education institutions in Turkey or abroad, and the courses taken from one institution can be accepted as equivalent in the other higher education institution,
- ğ) DÜİYES: Doğuş University English Proficiency Exam,
- h) Faculty Faculties affiliated to the university,
- ı) Preparatory Class Doğuş University English Preparatory Class,
- i) Related unit board: The boards of faculties, colleges and vocational schools affiliated to Doğuş University,
- j) Undergraduate education and training: Higher education based on secondary education, covering a program of at least eight semesters,
- k) Vocational School (Vocational School): Vocational school affiliated to the university,
- l) Director The director of the relevant school of Doğuş University,
- m) Board of Trustees Doğuş University Board of Trustees,
- n) Associate degree education and training: A higher education based on secondary education, covering at least four semester programs, aiming to train intermediate manpower or constituting the first level of undergraduate education,
- o) ÖSYM Measurement, Selection and Placement Center, ö) Rector: Rector of Doğuş University,
- p) Senate: Doğuş University Senate,
- r) TYYÇ: Turkish Higher Education Qualifications Framework,
- s) University Dogus University,
- ş) University Administrative Board: Doğuş University Board of Directors,
- t) Minor Yan dal program,
- u) College: refers to the college affiliated to the University.

**PART TWO**

**Principles on Student Registration and Admission Procedures**

**Registration and admission**

**ARTICLE 5 - (1)** In order to be able to enroll in the associate and undergraduate programs of the University, it is essential to be placed in the relevant program by ÖSYM and not to be registered in the formal program of another higher education institution that accepts students within the quota. However, the conditions to be sought in programs requiring special talent and foreign student admission are determined by the Senate.

(2) The original or notarized copy of the documents required for registration requested by ÖSYM and requested by the University are accepted.

(3) The student whose registration process is completed is subject to the regulations, directives and application principles announced by the University.

**Initial registration and required documents**

**ARTICLE 6 - (1)** Those who are placed in faculty, college and Vocational School programs by ÖSYM, those who are successful according to the results of the special talent exam, those whose applications are accepted according to the international student admission criteria and those whose transfer applications are accepted are enrolled.

(2) The first registration procedures are carried out by the Student Affairs Directorate of the University, on the dates announced by ÖSYM, with the required documents. Pre-registration and final registration procedures for programs that accept students with a special talent exam are made with the required documents on the dates determined by the Senate. All enrolled students are given a photo identification document.

(3) Those whose documents are incomplete/worn or who apply with forged documents, who are found to be enrolled in another formal higher education institution at the same time and at the same level and/or who do not meet the requirements for registration are not registered; if they have already been registered, their registrations are deleted. Those who do not register in due time are deemed to have given up their right to enter the University.

(4) The first registration process is done by the candidate in person. However, those who have a justified and valid excuse and who prove their excuse by documenting their excuse can register within the registration period through their proxies they have designated through a notary public. Documents sent by mail are not accepted and registration is not made.

(5) Those who do not pay the tuition fee within the specified period are not registered.

(6) Registration, registration renewal, dismissal, adjustment, diploma, course enrollment, horizontal and vertical transfers and all kinds of similar transactions regarding students are carried out centrally by the Student Affairs Directorate. Those deemed necessary can also be carried out by the unit where the student is enrolled.

**Student ID card**

**ARTICLE 7 - (1)** Upon final registration, the student is given an ID card indicating that he/she is a student of the University. In case the ID card is lost, in order for a new one to be issued, the Student must fill out the Card Application Form and submit the receipt showing that the fee determined by the Rectorate has been deposited.

It must be submitted to the Directorate of Affairs.

(2) Student ID cards of those who leave, are dismissed, deregistered or graduate from the University are taken back and destroyed by the University.

#### **Registration renewal**

**ARTICLE 8 -** (1) For registration renewal, the student must pay the tuition fee and complete the course taking process within the periods specified in the academic calendar.

a) In order for the student to renew his/her registration, he/she must have fulfilled his/her retrospective financial obligations, including the semester/year in which he/she wants to renew his/her registration. Students who have not fulfilled this condition cannot renew their registration. These students cannot benefit from student rights.

b) Students who have paid the tuition fee must register for courses in the system in accordance with their curriculum. Students are responsible for the entire registration renewal and course enrollment process and are obliged to register for the courses themselves.

(2) Students who fail to renew their registration by not paying the tuition fee may be dismissed with the decision of the University Executive Board and the approval of the Council of Higher Education. The semester in which the student does not renew the registration is counted from the education period determined in Law No. 2547.

(3) The semesters in which the student does not renew the registration, repeats the courses and takes incomplete courses are counted from the education period. Students who fail to renew their registration in due time cannot benefit from student rights.

#### **Tuition fee**

**ARTICLE 9 -** (1) Education at the University is subject to a fee. The student pays the annual tuition fee during the normal education period, regardless of the number of courses taken. This annual tuition fee is equivalent to the tuition fee of the courses taken in the fall and spring semesters. It does not include the courses taken in optional summer education. Courses taken in optional summer education are subject to a separate tuition fee.

(2) Tuition fee and course ECTS fee are determined by the Board of Trustees every year.

(3) Except for the period of study in the English preparatory program, the tuition fee to be paid by students who exceed the normal education periods of associate degree and undergraduate programs and students who are entitled to take exams at the end of their maximum education period is determined by the Board of Trustees in accordance with the principles of Articles 44 and 46 of Law No. 2547.

(4) In the event that the student is disenrolled/unregistered for any reason, the fee procedures are established within the framework of the procedures and principles determined by the Board of Trustees.

(5) Issues regarding the tuition fees of students participating in the exchange program are determined within the scope of bilateral agreements between universities.

(6) Students who wish to suspend their enrollment must fulfill their financial obligations.

(7) 40. Students who cannot graduate in the normal time specified in the first paragraph of Article 1 pay a fee per ECTS for each course they will take.

(8) Procedures regarding scholarships and discounts are carried out in accordance with Doğuş University Student Scholarship, Discount and Support Directive.

(9) For the courses taken in summer education, the ECTS equivalent tuition fee is paid. All scholarships and discounts are valid for fall and spring semesters, but not for summer education. The provisions of Doğuş University Summer Education Regulation published in the Official Gazette dated 28/8/2015 and numbered 29459 are applied in the procedures related to summer education.

#### **Admission by horizontal and vertical transfer**

**ARTICLE 10 -** (1) The provisions of the Regulation on the Principles of Transferring Between Associate and Undergraduate Programs, Double Major, Minor and Inter-Institutional Credit Transfer in Higher Education Institutions published in the Official Gazette dated 24/4/2010 and numbered 27561 are applied in the admission and registration of transfer students to the undergraduate and associate degree departments of the University. Transfer quotas are determined by the Senate.

(2) Students who are placed in the undergraduate programs of the University through vertical transfer by OSYM are subject to the provisions of the relevant legislation.

#### **Taking courses as a special student and guest student**

**ARTICLE 11 -** (1) The University's procedures regarding special and guest students who will take courses at the associate degree and undergraduate level are carried out according to the Special Student and Guest Student Directive.

#### **Double major and minor programs**

**ARTICLE 12 -** (1) The provisions of the Regulation on the Principles of Transition, Double Major, Minor and Inter-Institutional Credit Transfer between Associate and Undergraduate Programs in Higher Education Institutions and other relevant legislation are applied in student enrollment and operation of double major and minor programs. Enrollment quotas for double major and minor programs are determined by the Senate.

#### **Students participating in exchange programs**

**ARTICLE 13 -** (1) Principles and principles regarding the students who will participate in exchange programs are determined by the Senate within the framework of the provisions of the relevant legislation.

(2) Student exchange and internship programs can be implemented within the framework of bilateral agreements between the University and a higher education institution in Turkey or abroad. Within the framework of student exchange programs, students can be sent to related universities for one or two semesters.

(3) Course selection and matching and grade adjustments of students studying within the framework of domestic and international bilateral agreements are made by the relevant department adjustment commission and finalized by the decision of the relevant board of directors.

#### **Recognition of previous education, adjustment and exemption**

**ARTICLE 14 -** (1) Proficiency/exemption exams can be opened for courses approved by the Senate for the recognition of previous education.

(2) Recognition of previous education and all kinds of credit transfer and adjustment procedures required according to the provisions of this Regulation are carried out in accordance with the Directive on Recognition of Previously Acquired Qualifications, Credit Transfer and Adjustment Procedures in accordance with the principles determined by the Council of Higher Education.

#### **Counselor**

**ARTICLE 15 -** (1) Each student is assigned an academic advisor from among the full-time faculty members/officials by the relevant faculty dean's office/school directorate/MYO directorate. The advisor monitors the student during his/her education, informs and guides the student about the legislation related to associate/undergraduate education.

### **PART THREE**

#### **Principles Regarding Education and Training**

##### **Maximum study period**

**ARTICLE 16 -** (1) The maximum period of study for students is four academic years for associate degree programs, seven academic years for four-year undergraduate programs, eight academic years for five-year programs and nine academic years for six-year programs, starting from the semester in which the courses related to the program they are enrolled in are given, regardless of whether they register for each semester, except for the one-year foreign language preparatory class. The maximum duration of preparatory education is two years. For students who have completed the maximum period of study, the provisions of Article 44 of Law No. 2547 are applied.

##### **Academic year**

**ARTICLE 17 -** (1) Education is conducted on semester basis. The academic year mainly includes the fall semester and the spring semester. Each academic year consists of two semesters of fourteen weeks each. Final exams are not included in these periods. Issues regarding the duration and dates of registration, courses, exams and similar activities covered by the academic year are regulated by the academic calendar determined and announced by the Senate.

(2) For a student who enrolled in the associate degree and undergraduate diploma program in the spring semester of the academic year or who froze his/her registration for one semester in the fall semester of the academic year in which he/she enrolled, the normal education year is calculated and applied based on the beginning of the academic year (fall semester) in which he/she enrolled for the first time.

(3) Summer education can be opened with the approval of YÖK. In summer education; Doğuş University Summer Education Regulation and other relevant legislation provisions are applied.

#### **Language of instruction**

**ARTICLE 18 -** (1) The language of instruction at the University is Turkish in some departments/programs and English in others. However, within the framework of the relevant legislation, with the approval of YÖK, a mixed language department/program can be opened.

#### **English proficiency**

**ARTICLE 19 -** (1) In undergraduate programs whose medium of instruction is fully or partially in English (English or Turkish and English mixed), students are required to know English.

(2) Students who certify that they are successful in one of the international or national exams, the equivalence of which is accepted by the authorized units of YÖK and the University in terms of English language proficiency, start their education directly. In order to start their undergraduate / associate degree education, students must submit the valid exam result document at the time of application. For students who are unable to submit an internationally recognized foreign language certificate, the adequacy of their English level is determined by the DÜİYES, which is held three times in each academic year.

(3) Those who have spent at least the last three years of their secondary education in a country where English is spoken as a mother tongue in secondary education institutions attended by citizens of that country and completed their secondary education in these institutions are exempt from DÜİES.

(4) Those who certify that they are successful at the specified level from one of the international or national exams accepted as equivalent by YÖK and the authorized units of the University, those who certify the exemption condition in the third paragraph and those who are successful according to the results of DÜİYES start their undergraduate / associate degree education directly. Students who fail the exam or whose documents are invalid are enrolled in the preparatory class. The provisions of Doğuş University English Preparatory Class Education and Training Regulation dated 23/6/2013 and numbered 28686 are applied for the English proficiency of the students.

(5) The principles in this article also apply to students enrolled by vertical transfer to undergraduate/graduate programs whose medium of instruction is English (English or Turkish and English mixed). The provisions of the Regulation on the Principles of Transfer, Double Major, Minor and Inter-Institutional Credit Transfer between Associate and Undergraduate Programs in Higher Education Institutions are applied for students enrolled by horizontal transfer.

#### **Teaching plans and lessons**

**ARTICLE 20 -** (1) Course credits are determined by the Senate by taking into account the credit range determined by the Higher Education Council according to the NQF for the diploma level and field in which the relevant program is located and the study hours of the students. Course ECTS credits are calculated based on the workload within the framework of the principles determined by the Senate, taking into account the learning outcomes that express the contribution of that course to the knowledge, skills and competencies for the diploma level and field defined in the TQF and the clearly defined theoretical or practical course hours and the working hours required for other activities foreseen for students. Teaching plans; It is organized in a total of 120 ECTS credits for associate degree level, 240 ECTS credits for four-year undergraduate level, 300 ECTS credits for five-year undergraduate level, 360 ECTS credits for six-year undergraduate level and is presented to the student in semesters of 30 ECTS credits each. The foreseen semester nominal student workload is 30 ECTS credits.

(2) Curricula including the code, name, content, ECTS credit value, type, prerequisites and equivalent courses of the courses are determined by the relevant boards upon the proposal of the department/major science/major art/science branch and decided by the Senate.

(3) The courses in the curriculum include theoretical courses, applications, laboratories, workshops, studio studies, thesis, projects, extracurricular studies, internships, workplace practices and similar studies. Some courses to be decided by the Senate may be counted in the student workload but may not be included in the weighted grade point average.

(4) The distribution of the theoretical and/or practical courses to be included in the curricula to the semesters and the changes to be made in their contents, course learning outcomes and course credits are regulated by the relevant boards upon the proposal of the department/major science/major art/science branch and finalized with the approval of the Senate.

(5) The curriculum is organized in such a way that it is completed by collecting the relevant credits from different ECTS credit course categories in order to provide the qualifications defined in the TQF. The courses in the categories may be compulsory and/or elective. In order to complete their education, students are obliged to pass all the courses they are obliged to take in the curriculum and the courses from the relevant categories with predefined ECTS credits.

(6) In order to ensure flexible and orderly progression of students in the course categories in the curriculum, conditions may be imposed on the courses by the Senate.

(7) No other course can be taken instead of internship and workplace practice courses. The success grade of these courses is given as Pass (G)/Fail (K).

(8) In the first and second education programs, courses can be given by distance education method at the rate determined by the Council of Higher Education. The courses to be given by distance education method are determined by the Senate before the start of the academic year.

#### **Compulsory and elective courses and prerequisite courses**

**ARTICLE 21 -** (1) Courses are divided into two groups: compulsory and elective. Each student is obliged to take the compulsory courses of the program they are enrolled in and the number and type of elective courses specified in the curriculum for which they are responsible.

(2) In order to take some courses, another basic course must have been taken before. Prerequisite courses are shown in the course programs. In order to take the relevant course, the student must have successfully completed the prerequisite course with a valid grade.

#### **Continuation of lectures and practices**

**ARTICLE 22 -** (1) Students are obliged to attend the courses, practices, laboratories, projects and exams and other academic studies required by them and to do their internships. The effect of students' attendance status on course success is announced by the instructor of the relevant course at the beginning of the semester and the attendance status of the students is monitored by the instructors of the relevant course. Except for the courses previously taken and failed due to absenteeism (DZ), attendance is not required for repeated courses.

(2) With the approval of the Rectorate, the absences of students who participate in meetings, sports, arts and similar activities representing the University or Turkey are not taken into account.

#### **ECTS credit load**

**ARTICLE 23 -** (1) The ECTS credit load of a student in each semester is 30 ECTS. Students whose GPA (**Different phrase: RG-24/8/2021-31578**)<sup>(1)</sup> is below 2.50 cannot take more ECTS credit load than this. Starting from the beginning of the third semester, students with an AGNO of at least (**Change phrase:RG-24/8/2021-31578**)<sup>(1)</sup> 2.50 can take a maximum of 6 ECTS credit load, and students with an AGNO of at least (**Different phrase:RG-24/8/2021-31578**)<sup>(1)</sup> 3.50 can take a maximum of (**Different phrase:RG-24/8/2021-31578**)<sup>(1)</sup> 15 ECTS credit load.

(2) At the end of the semester in which they enrolled, students who are able to graduate without taking into account summer school and single course exams can take an additional 15 ECTS credit load in addition to the 30 ECTS credit load (**Different phrase: RG-24/8/2021-31578**)<sup>(1)</sup> regardless of their GPA values with the decision of the board of directors of the relevant units.

(3) (**Different: RG-24/8/2021-31578**)<sup>(1)</sup> The semester course ECTS credit load of students doing double major and minor cannot exceed 45 ECTS in total together with their major. The procedures of students doing double major and minor are carried out according to the Double Major and Minor Directive.

#### **Enrolling in a course**

**ARTICLE 24 -** (1) Students register for courses at the beginning of each semester on the dates specified in the academic calendar.

(2) Students are obliged to enroll in their courses according to the order determined in the course schedules of the programs they are enrolled in. **(Different sentence: RG-22/8/2022-31931)** (2) Students should first enroll in the courses in which DZ/IA, F/K grades were received in the previous semesters (except internship), if any, and then in the courses that were never taken.

(3) In order to graduate, students who have completed all the courses they are obliged to take in the curriculum with a total of 120 ECTS credits for associate degree level, 240 ECTS credits for four-year bachelor's degree level, 300 ECTS credits for five-year bachelor's degree level, 360 ECTS credits for six-year bachelor's degree level and who have completed all the courses they are obliged to take in the curriculum and whose GPA is below 2.00 even though they have received a passing grade from these courses must retake the courses they have previously taken and were conditionally successful in order to increase their GPA.

(4) Students may repeat the courses in which they received D and D+. Regardless of the previous grades of the repeated courses, the last grade received is valid.

(5) Among the students enrolled in the first semester, those who have previously studied at any higher education institution whose equivalency is accepted by YÖK apply for exemption for the courses they have taken and succeeded in that institution by applying with a petition together with the relevant faculty / college / school / MYO transcript and course content until the last exemption application date determined in the academic calendar. Those who are exempted by the boards of directors of the relevant units for the courses deemed equivalent and ECTS credits, and those who are successful in the foreign language exemption exam for Turkish programs among the students enrolled in Turkish programs of the University, can enroll in the course / courses of the upper semester up to the total ECTS credits they are exempt or successful. If the student has no courses left to take in the next semester due to exemptions or cannot take a course from the next semester due to overlap, it is possible to take courses from the next semester according to the order determined in the course programs, except for prerequisite courses, in order to fill the ECTS credit load.

(6) Students can take another elective course in the same type/category instead of the elective courses they have taken DZ, F, D, D+.

(7) The principles regarding the opening and execution of elective courses in the relevant semester are determined at the beginning of each semester with the approval of the Faculty / School / School of Management Board and the Rectorate.

(8) At the end of the semester in which they enrolled, students who can graduate without taking into account the summer school / single course can take the course together with the prerequisite course with the decision of the faculty / school / MYO board of directors.

#### **Add-drop**

**ARTICLE 25 -** (1) Adding and dropping courses is done within the period specified in the academic calendar. During this period, students may drop some of the courses they have previously enrolled in or add new ones.

(2) Students cannot drop the courses of the first two semesters and the courses that were never taken in the previous semesters and/or failed due to absenteeism.

#### **Graduation project-directed study (Amended title: RG-24/8/2021-31578)<sup>(1)</sup>**

**ARTICLE 26 -** (1) **(Different: RG-24/8/2021-31578)<sup>(1)</sup>** The principles and writing rules regarding the taking, execution, submission and examination of the graduation project, directed study courses are carried out according to the Graduation Project / Directed Study Directive.

(2) Students who are unable to fulfill the requirements of the graduation project on time due to an excuse, excluding attendance and exams, are given a letter grade of (S). These studies are finalized within two weeks after the end of the relevant final exams/project presentations. At the end of this period, a letter grade of F is given by the instructor of the course.

#### **Internships**

#### **ARTICLE 27 - (Amended:OG-22/8/2022-31931)<sup>(2)</sup>**

In programs where internships are compulsory, the principles regarding internships are carried out according to the relevant directive accepted by the Senate.

### **SECTION FOUR**

#### **Exams, Success Evaluation and Discipline**

##### **General principles regarding examinations**

**ARTICLE 28 -** (1) A course coordinator is appointed for each course by the relevant unit supervisor. If the course is conducted by an instructor, the course coordinator is the instructor who teaches the course. The course coordinator prepares course description and application information in a way to ensure course outcomes and program qualifications. Measurement activities, preparation of questions to be asked in exams and obtaining success grades are carried out by the course coordinator.

(2) Exams; exemption exam, midterm exam, make-up exam, final exam, make-up exam and single course exam.

(3) **(Amended:RG-18/10/2024-32696)<sup>(3)</sup>** For any course, at least two measurement activities must be carried out during the semester, at least one midterm and one final exam. At least one midterm exam grade and one final exam grade are used to determine the student's final letter grade. In courses where other evaluation criteria are included in the course syllabus, it is compulsory to use a midterm exam grade and a final exam grade together with other criteria included in the course syllabus.

(4) Students are obliged to attend all of the courses, practices and project studies they take. The attendance status of the students is monitored and evaluated by the relevant instructor. Records of students' attendance status are entered into the student automation system in the last week of the semester by the instructor of the course and absent students are announced. Students who fail to fulfill the attendance requirement of the course cannot take the final exam. Students who fulfill the attendance requirement of the course but fail do not have to attend this course the following year. However, students are obliged to participate in the midterm exam, quiz, practice, project and similar studies of the course.

(5) Exams can be written, oral, test, homework, practice, project. Types and weights of exams are applied as announced in the syllabus.

(6) In order for students to take the exam of a course, they must have renewed their registration in that semester / year and registered for that course. If a student takes an exam for a course for which he/she has not registered or an exam for which he/she has not earned the right to take, his/her grade will be canceled even if it has been announced.

(7) Exams are scheduled in accordance with the academic calendar, and if necessary, exams can be held on Saturdays and Sundays, except national and religious holidays, with the decision of the relevant board of directors.

(8) Students who are found to have cheated, attempted to cheat, plagiarized or helped to cheat in the exams or who are found to have cheated or helped to cheat during the examination of the exam papers as a result of the proceedings according to the provisions of the Student Discipline Regulation of Higher Education Institutions published in the Official Gazette dated 18/8/2012 and numbered 28388 are given a grade of zero for that exam.

(9) The evaluation of the grades of the courses taken in the summer semester in the relevant units of the university and other higher education institutions in the country is made with the decision of the relevant faculty / school / MYO board of directors.

(10) For courses taken to improve the final grade, the last grade is valid.

(11) In the calculation of the student's final grade, the weight of the final exam cannot be less than 40% and more than 70% in formal education. **(Different sentence: RG-22/8/2022-31931)<sup>(2)</sup>** The practices related to the distance education method are carried out according to the principles adopted by the Senate in accordance with the Doğuş University Distance Education Application and Research Center Regulation published in the Official Gazette dated 26/4/2020 and numbered 31110.

### Make-up exam

#### ARTICLE 29 - (Amended:OG-18/10/2024-32696)<sup>(3)</sup>

(1) In the midterm exams, students who cannot take the exam due to the death of one of their first and second degree relatives, bankruptcy, arrest, surgery or traffic accident, or a health problem that lasts for two or more consecutive days, or other force majeure, provided that it is based on the document accepted by the faculty, college, Vocational School administrative boards, are given the right to an excuse exam. Double major and minor students are also given the right to make-up exams for double major and minor courses due to exam conflicts.

(2) Students who want to use the excuse exam right must make their applications through the student information system on the dates announced in the academic calendar. Students cannot take the midterm exams on the dates they declare that they are reported. The requests of the students who attend the midterm exams on the dates they are on report are rejected. Each student has one excuse exam right for each course.

### Resit exam

**ARTICLE 30 -** (1) Students who have the right to take the final exam (final) but did not take the exam or students who took the final exam and got an F grade can participate.

(2) Students who have never taken the course(s) opened in the relevant semester or who do not fulfill the attendance requirement of the course(s) taken are not given the right to make-up exam.

(3) The same success rules that apply to final exams also apply to make-up exams.

(4) The make-up exam grade replaces the final exam grade.

(5) There is no make-up exam for resit exams.

### Exemption exam

**ARTICLE 31 -** (1) Exemption procedures are carried out according to the Directive on Recognition of Previously Acquired Qualifications, Exemption and Adjustment Procedures.

### Single course exam

**ARTICLE 32 -** (1) Students who have completed the normal education period and have only 1 failed (F) course remaining for graduation may take the single course exams to be held on the date announced in the academic calendar following the end of the final exams with the decision of the relevant faculty / school / MYO board of directors, provided that they have met the attendance requirement of the courses.

(2) Students who are in the graduation stage and whose GPA is below 2.00 can take exams in order to increase their GPA in at most one course (D and D+ courses). In the courses where exams are taken to raise the grade, the last grade taken is valid.

(3) Single course exams are held on the date announced in the Academic Calendar. Single course exams have no excuse exam right.

(4) Students who use the single course exam right and fail can apply for the single course exam right again in the next semester or register for the relevant course in the first semester the course is offered.

(5) Students who want to use the right to take a single course exam can take advantage of this right by submitting their application petitions to the faculty / school / MYO secretariat on the dates announced in the academic calendar. After the student's situation is examined by the faculty / school / MYO, the student and the instructor of the course are notified of which course the single course exam will be held.

(6) Students must achieve the 2.00 GPA required for graduation as a result of the single course exam.

(7) The score obtained at the end of the single course exam is evaluated as the success grade for the relevant course.

(8) There is no single course exam for applied courses (laboratory, practice, workshop, project and graduation projects) that do not require a final exam.

### Correction of material errors

**ARTICLE 33 -** (1) Exam results and grades can only be appealed due to material errors. The claim that there is a material error in the exam results or grades is made by the relevant instructor or student with a written application to the dean's office/college/MYO directorate. Applications must be made within five working days following the announcement of the exam results. The applications are finalized within five working days following the application by the relevant Faculty / School / School of Management Boards (by taking the opinion of the instructor of the relevant course for the objections made by the student) and the relevant persons are notified in writing.

### Calculation of the success grade

**ARTICLE 34 -** (1) The letter system is used to indicate the students' degree of success in the course. The letters, weight coefficients and score ranges used for this purpose are shown below:

(Different table:RG-24/8/2021-31578)<sup>(1)</sup>

Letter	Weight			
Grade	Coefficient	LOWEST	HIGHEST	STATUS
A+	4	(95)	100	Successful
A	3,75	(90)	(94)	Successful
B+	3,5	(85)	(89)	Successful
B	3	(75)	(84)	Successful
C+	2,5	(65)	(74)	Successful
C	2	(55)	(64)	Successful
D+	1,5	45	(54)	Conditionally Successful
D	1	40	44	Conditionally Successful
F	0	0	39	Failed
				Exempt Foreign language in Turkish departments
M	0	0	0	that you have been successful in the exemption exam shows. It is not included in grade point averages.
S	0	0	0	Letter grades are used for ongoing studies/courses.
DZ	0	0	0	Absentee
G	0	0	0	Passed
K	0	0	0	Failed
TKR	0	0	0	Indicates repeated courses.

a) A student who receives one of the grades A+, A, B+, B, B, C+ and C as a success grade from a course is considered to have succeeded in that course.

b) A student who receives one of the grades DZ, F and K as a success grade from a course is considered unsuccessful in that course.

c) A student who receives one of the D+ and D grades from a course is considered to have conditionally succeeded in that course. In order for the student to be considered successful in that course, his/her GPA must be at least 2.00 at the time of graduation. If the GPA is less than 2.00, the student increases his/her GPA to 2.00 by taking enough D+ and D courses. The student cannot graduate before this condition is met.

(2) DZ (Absent) : Indicates that the student is considered unsuccessful due to absenteeism.

- (3) G (Passed) : It is given in case of success in courses that are not included in the weighted grade point average.
- (4) S (Work in Progress) : "S" grade is used for ongoing internships and projects, "G" grade is used for successfully completed internships and letter grade is used for projects.
- (5) M (Exempt) : It is given to credits earned as a result of exemption exams. Exempt grade is included in the graduation credits and is not included in the weighted grade point average.
- (6) K (Failed) : It is given in case of failure of the courses that are not included in the weighted grade point average.
- (7) TKR (Repeat) : Indicates repeated courses.

#### **Calculation of grade point averages**

**ARTICLE 35** - (1) AGNO calculation is as follows:

a) In the calculation of the GPA, the coefficients of the grade coefficients of all the courses taken by the student from the first semester onwards are multiplied by the ECTS credits of these courses and the products obtained by multiplying the products are summed and this sum is divided by the total ECTS credits of the courses included in the average.

b) In the calculation of AGNO, three-digit operation is carried out after the comma and the display is made over two digits.

#### **Discipline**

**ARTICLE 36** - (1) Disciplinary procedures of students are carried out according to the provisions of the Regulation on Student Discipline of Higher Education Institutions published in the Official Gazette dated 18/8/2012 and numbered 28388.

#### **Graduation and diploma**

**ARTICLE 37** - (1) Students who have successfully completed all the courses of the program they are enrolled in according to the provisions of this Regulation, whose GPA is 2.00 or above, who have completed 240 ECTS credits in four-year undergraduate programs, 300 ECTS credits in five-year undergraduate programs, 360 ECTS credits in six-year undergraduate programs, and 120 ECTS credits in associate degree programs, and who have increased their GPA to at least 2.00, are considered to have completed their education and are eligible for graduation.

(2) **(Amended:RG-22/8/2022-31931)**<sup>(2)</sup> Students who cannot complete their four-year education in the faculty / school, but who have succeeded in all compulsory and elective courses in the curriculum until the end of the fourth semester and the courses specified in subparagraph (i) of the first paragraph of Article 5 of Law No. 2547 according to the provisions of this Regulation and whose GPA at the end of the fourth semester is at least 2.00, are awarded an associate degree diploma within the framework of the provisions of the relevant legislation and YÖK decisions. Students who are enrolled in the double major program and who are not successful in the double major program are given an associate degree diploma without specifying the field if they provide 120 ECTS in addition to 240 ECTS of the major courses.

(3) T.R. identification number, graduation date and diploma number are written on the diplomas. The graduation date is the date of the faculty/school/MYO board of directors where the graduation decision is taken. Students who complete their education within the normal period of time without disciplinary action with an AGNO of at least 3.50 are awarded a high honor certificate, and students who complete their education between 3.00-3.49 are awarded an honor certificate.

(4) The procedures related to the diploma after graduation are carried out according to the University's Directive on the Preparation of Diplomas, Diploma Books, Certificates and Other Related Documents.

### **SECTION FIVE**

#### **Miscellaneous and Final Provisions**

#### **Registration freeze**

**ARTICLE 38** - (1) Students may apply for suspension of enrollment for health, economic, family, military service, personal, study abroad, force majeure and unforeseen reasons and other similar reasons, provided that they provide documentation.

(2) Students' enrollment can be frozen by the relevant administrative boards, provided that the tuition fee is paid. The tuition fee for the period of registration freeze is deducted from the next tuition fee. The reason for the freeze is stated in the decision of the relevant board of directors. The frozen period is not counted from the education period.

(3) Registration can be suspended for a maximum of two semesters at a time. The total period of registration suspension cannot exceed four semesters in undergraduate education and two semesters in associate degree education.

(4) Students whose enrollment is suspended cannot participate in educational activities and cannot take the midterm exam, final exam and single course exam in that semester. Requests for registration freeze not based on force majeure and unforeseen reasons must be made at the beginning of the semester and within two weeks following the start of the courses at the latest.

(5) Students who freeze their enrollment continue their education from where they left off by registering at the end of the period. Students who have suspended their enrollment with a medical report must certify with a medical report that their health condition has improved if they want to continue their education before the deadline.

(6) Students whose absenteeism exceeds one year during the entire education period due to psychological disorders and who document their condition with a medical report from a health institution are asked to document their condition with a medical report if they wish to continue their education.

(7) Students who have frozen their enrollment for two semesters must apply to the relevant faculty dean's office or college/university directorate with a petition if they wish to continue their education at the end of the first semester.

#### **Leaving the university voluntarily**

**ARTICLE 39** - (1) A student who wants to deregister voluntarily applies to the relevant faculty dean's office or the directorate of the college/MSHE with a petition. The registration of the student whose application is evaluated is deleted with the decision of the board of directors. The student whose registration is deleted upon his/her application is given a document showing his/her education status in the higher education department in which he/she is enrolled and the diploma he/she submitted at registration. All student rights of students who voluntarily leave the University are terminated. These students are obliged to pay the tuition fee for the academic year in which they are enrolled. The fee procedures of the disenrolled student are established within the framework of the procedures and principles determined by the Board of Trustees.

#### **Record deletion**

**ARTICLE 40** - (1) With the decision of the board of directors of the relevant units;

- a) Students who wish to deregister voluntarily,
- b) Students who are sentenced to expulsion from the University according to the Student Disciplinary Regulation of Higher Education Institutions,
- c) Students who transfer to another higher education institution for any reason are dismissed from the University.

#### **Duration of study**

**ARTICLE 41** - (1) Students, regardless of whether they register for each semester, starting from the semester in which the courses related to the program they are enrolled in, except for the one-year foreign language preparatory class, are enrolled for a maximum of four years for associate degree programs with a two-year education period, a maximum of seven years for undergraduate programs with a four-year education period, a maximum of eight years for programs with a five-year education period, and a maximum of nine academic years for programs with a six-year education period. Preparatory education period is maximum two years. Additional education and training period, the time spent in the English preparatory program, dismissal of students due to non-renewal of registration and all kinds of issues related to the duration of education are regulated according to Article 44 of Law No. 2547.

(2) The number of semesters a student is enrolled since the start of the program indicates the normal semester of that student. The number of semesters enrolled cannot be more than the total number of semesters of the program in which the student is enrolled. The semester in which a student who comes through horizontal and vertical transfer or who has exempted courses is adjusted is considered as the normal semester of that student.

(3) The semesters in which the student is suspended by the relevant board of directors are not included in the program duration and maximum education period.

(4) The semesters spent in domestic or foreign higher education institutions within the scope of exchange programs are included in the program duration and the maximum education period.

(5) Students who have not completed or cannot complete their undergraduate education must be successful in all courses of at least four semesters or at least 60% of that undergraduate program within the framework of the provisions of the Law No. 2547, the Regulation on the Associate Degree Diploma of those who have not completed or cannot complete their undergraduate education published in the Official Gazette dated 18/3/1989 and numbered 20112 and the provisions of other relevant legislation, Provided that they do not receive a penalty of suspension or expulsion from the University or have no finalized conviction, if they apply within six months from the date of their dismissal from the University, they can be adjusted to similar or appropriate programs of vocational schools.

#### **Notification and address notification**

**ARTICLE 42 -** (1) All kinds of notifications are deemed to have been completed by sending them to the address provided by the student during enrollment to the University by registered or registered mail or by sending them in writing to the e-mail address provided to the students during enrollment.

(2) Notifications to be made to the current addresses of students who have incorrectly or incompletely reported the address they reported while enrolling at the University, or who have not notified the Directorate of Student Affairs with a petition even though they have changed their address, are considered valid. If notification is made to their current addresses at the University, they are deemed to have been notified.

#### **Email address**

**ARTICLE 43 -** (1) An e-mail address is given to the students who have registered to the University by the Directorate of Information Technologies. Announcements related to the University or the relevant faculty / school / MYO education are made to this e-mail address.

(2) The student is responsible for keeping his/her e-mail address active and following it.

(3) Announcements sent via e-mail are deemed to have been notified.

(4) The e-mail addresses of students who leave the university, are dismissed, or whose registration is deleted are canceled.

(5) The e-mail addresses of those who use their e-mail addresses in violation of the provisions of the relevant legislation shall be canceled and action shall be taken against them in accordance with the provisions of the relevant legislation.

#### **Repealed regulation**

**ARTICLE 44 -** (1) Doğuş University Associate and Undergraduate Education and Examination Regulation published in the Official Gazette dated 14/4/2015 and numbered 29326 has been repealed.

#### **Enforcement**

**ARTICLE 45 -** (1) This Regulation enters into force on the date of its publication, effective from the beginning of the 2020-2021 academic year.

#### **Execution**

**ARTICLE 46 -** (1) The provisions of this Bylaw are executed by the Rector of Doğuş University.

*(1) This amendment enters into force on the date of its publication, effective from the 2021-2022 academic year.*

*(2) This amendment enters into force on the date of its publication, effective from the 2022-2023 academic year.*

*(3) This amendment enters into force on the date of its publication, effective from the beginning of the 2024-2025 academic year.*

	Official Gazette where the Regulation was published	
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