

ISTANBUL BEYKENT UNIVERSITY
REGULATION ON ASSOCIATE AND BACHELOR'S DEGREE EDUCATION AND TRAINING ⁽¹⁾

CHAPTER ONE
Purpose, Scope, Basis, and Definitions

Objective

ARTICLE 1 – (1) The purpose of this Regulation (Amended text:RG-25/12/2023-32410) is to regulate the procedures and principles regarding associate and undergraduate education and training, examinations, and evaluations in faculties, schools, vocational schools, and their departments or programmes, including preparatory classes, at Istanbul Beykent University other than the Faculty of Medicine and Faculty of Dentistry.

Scope

ARTICLE 2 – (1) This Regulation (Amended text:RG-25/12/2023-32410) lays down the provisions governing student admissions, attendance procedures, education and training, examinations, success evaluation, diplomas, suspension of and withdrawal from studies at the faculties, schools, vocational schools and preparatory classes of Istanbul Beykent University, with the exception of the Faculty of Medicine and the Faculty of Dentistry.

Basis

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

Definitions

ARTICLE 4 – (1) Definitions for some of the terms used in this Regulation:

- a) CGPA: Cumulative Grade Point Average
- b) ECTS: European Credit Transfer System
- c) ÇAP: Double Major Programme
- d) Dean's Office: (Amended text:RG-25/12/2023-32410) Dean of the relevant faculty of Istanbul Beykent University,
- e) Undergraduate education: Higher education based on secondary education qualifications, covering a programme of at least eight semesters
- f) Board of Trustees: (Amended text:RG-25/12/2023-32410) Istanbul Beykent University's Board of Trustees
- g) Normal education period: Two years for associate degree programmes, five years for the faculty of dentistry, six years for the faculty of medicine and four years for other undergraduate programmes,
- h) Registrar's Office: (Amended text:RG-25/12/2023-32410) Istanbul Beykent University's Registrar's Office
- i) Associate degree education: Higher education that aims to educate a qualified workforce based on secondary education qualifications, covering a programme of at least four semesters or constituting the first level of undergraduate education,
- j) ÖSYM: Centre for Assessment, Selection and Placement
- k) Rector: (Amended text:RG-25/12/2023-32410) Rector of Istanbul Beykent University
- l) Senate: (Amended text:RG-25/12/2023-32410) Istanbul Beykent University Senate
- m) NQF-HETR: National Qualifications Framework for Higher Education in Turkey
- n) University: (Amended text:RG-25/12/2023-32410) Istanbul Beykent University
- o) Minor: Minor programme
- p) (Added:RG-27/2/2018-30345) Commission of Articulation: The commission consisting of three faculty members in the faculty/school staff, one of whom is the head of the relevant department,
- r) (Added:RG-18/10/2018-30569) Director: (Amended text: RG-25/12/2023-32410) The director of the relevant school of Istanbul Beykent University

CHAPTER TWO

Principles Regarding Student Registration and Admission Procedures

Registration and Admission

ARTICLE 5 – (1) In order to be able to enrol in the associate and undergraduate degree programmes of the University, it is essential to be placed in the relevant associate or undergraduate degree programme by ÖSYM and not to be enrolled in another higher education institution that admits students based on the quota. However, the conditions sought for the admission of foreign students to programmes that require special skills are determined by the Senate.

(2) (Amended:RG-23/12/2019-30987) The university accepts the original documents or their copies certified by the university for registration. If necessary, documents regarding military service status and criminal record may be requested.

Scholarships

ARTICLE 6 – (1) (Amended text:RG-18/10/2018-30569) Scholarships at the university are awarded and administered in accordance with the principles of the Scholarship, Discount and Support Directive.

(2) **(Repealed:RG-18/10/2018-30569)**

(3) **(Repealed:RG-18/10/2018-30569)**

Tuition fee

ARTICLE 7 – (Amended:RG-20/7/2017- 30129)

(1) Education at the university is subject to a fee. Students pay an annual tuition fee during the normal education period, regardless of the number of courses taken. This annual tuition fee is the equivalent to the tuition fee for the courses taken in the fall and spring terms. It does not cover the courses taken in the optional summer school. Courses taken in optional summer school are also subject to tuition fees.

(2) Students who complete the normal education period of associate and undergraduate degree programmes, excluding the foreign language preparatory class, pay a tuition fee equivalent to ECTS for the courses they are enrolled in. **(Added:RG-15/3/2024-32490)** Students who have completed their normal education period in associate degree and undergraduate programmes and those who have only internship courses remaining pay a tuition fee equivalent to one quarter of the ECTS fee for each ECTS of the internship course.

(3) The annual tuition fee and the tuition fee per ECTS unit are set by the Board of Trustees at the beginning of each academic year.

(4) The tuition fee to be paid by students enrolled in the compulsory or optional foreign language preparatory programme is determined by the Board of Trustees at the beginning of each academic year.

(5) For the courses taken in summer term, a tuition fee is paid based on ECTS.

(6) Course enrolments are made after the payment of the University tuition fee within the periods specified in the academic calendar. Students who do not pay the university tuition fee in due time cannot enrol for courses, renew registration, suspend studies and cannot benefit from student privileges.

Registration to the University

ARTICLE 8 – (1) The registration dates, the documents to be requested during registration and the principles to be applied are announced by the University. The candidate who fulfils the established principles is registered.

(2) **(Amended:RG-23/12/2019-30987)** The eligible candidate must register in person or through a power of attorney, authorised by a notary public on the dates specified by the University.

CHAPTER THREE

Principles of Teaching

Maximum Duration of Education

ARTICLE 9 – (Amended:RG-20/7/2017- 30129)

(1) The maximum period of study for students is four academic years for associate degree programmes, seven academic years for four-year undergraduate programmes, eight academic years for five-year programmes and nine academic years for six-year programmes, regardless of whether they have registered for each semester, starting from the academic term in which the courses related to the programme they are enrolled in are given, except for the one-year foreign language preparatory class. The maximum duration of preparatory studies is two years. Students who have completed the maximum period of study are subject to the provisions of Article 44 of Law no. 2547.

Academic Year

ARTICLE 10 - (Amended with Title:RG-23/12/2019-30987)

(1) The academic year starts on the start date specified in the academic calendar and ends one day before the start date of the next academic year determined in the academic calendar. The academic year mainly covers the fall and spring terms. Summer term is a continuation of the completed fall and spring terms and belongs to the same academic year.

(2) The details on the academic year are specified in the academic calendar and the upcoming academic calendar is announced on the University's website before the end of each academic year.

(3) For a student who enrolled in an associate or undergraduate degree programme in the spring term of the academic year or who suspended their studies for one term in the fall term of the academic year in which they were enrolled, the duration of studies is calculated and applied on the basis of the beginning of the academic year in which they were first enrolled (fall term).

The Medium of Instruction

ARTICLE 11 – (Amended with Title:RG-23/12/2019-30987)

(1) Education at the university is carried out in Turkish for departments where education is provided in Turkish, in the relevant foreign language for departments offering education in a foreign language, and at least 30% in the relevant foreign language in departments providing bilingual education.

(Amended text:RG-23/12/2019-30987) Educational plans and courses

ARTICLE 12 – (1) Course credits are determined by the Senate in consideration with the students' study hours and the credit range prescribed by the Council of Higher Education based on the NQF-HET for the degree level and field of the relevant programme. Within the framework of principles determined by the Senate, ECTS Credits for the courses students will receive by

the end of the relevant degree programme are calculated based on the students' workload considering the learning outcomes which represent the contribution of the relevant courses to the knowledge, skills, and competences necessary for the respective degree level and field described in the NQF-HET. (Amended text:RG-23/12/2019-30987) Education and training plans are arranged 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 are allocated in semesters of 30 ECTS credits each. The nominal student workload per semester is 30 ECTS credits.

(2) **(Amended text:RG-23/12/2019-30987)** The education and training plans include theoretical courses, practices, laboratory studies, studios, workshops, theses, projects, extracurricular activities, internship, workplace applications and other similar studies. Some courses to be decided by the Senate may be included in the student workload but may not be included in the cumulative grade point average.

(3) **(Amended text:RG-23/12/2019-30987)** The educational and training plans are designed to be complemented by the collection of relevant credits from the course categories in different ECTS credits in order to meet the qualifications defined in the NQF-HETR. Courses in the categories may be compulsory and/or elective. In order to complete their studies, students are obliged to pass the courses in the relevant categories with predefined ECTS credits.

(4) In order to ensure the flexible and regular progress of students in the course categories in the education and training plan **(Amended text:RG-23/12/2019-30987)**, conditions may be imposed on the courses by the Senate.

(5) If deemed appropriate by the Senate, some courses in formal and evening education programmes may also be offered only through distance education, depending on information and communication technologies.

(6) Neither internship nor workplace practice courses can be substituted with another course. These courses are graded either as "G" for pass or "K" for fail.

Student Advisor

ARTICLE 13 – (1) An advisor from the University lecturers is assigned to each student who registers to the University. In bachelor's degree programmes, the advisor of first-year, fourth-year and extra-year students is the programme head. For second- and third-year students, tenured faculty members of the department are appointed as advisors by the department head, taking into account the number of students. In associate degree programmes, the advisor of first-year, second-year, and extra-year students is the programme head. Academic advisors guide students in academic, social and professional orientation and career planning.

Registration Renewal

ARTICLE 14 – (1) Student must complete their registration renewal processes by paying the tuition fee and enrolling in courses within the periods specified in the academic calendar. **(Added: RG-15/3/2024-32490)** Students who fail to register for courses during the designated course registration and add-drop periods, as outlined in the academic calendar for the relevant academic term, will be classified as inactive students. Inactive students cannot attend the courses and exams in the relevant term and cannot benefit from their student rights.

(2) The terms during which students do not renew their registration or take every course, or repeat a course will be deducted from the period of study. Students who do not renew their registration within the specified time cannot benefit from their student rights.

(3) **(Repealed:RG-23/12/2019-30987)**

(4) With the exception of the foreign language preparatory class, and including double major, minor and vertical transfer students, **(Repealed text:RG-23/12/2019-30987)** (...), the course enrolment principles for students are determined by the Senate.

(5) **(Repealed sentence:RG-23/12/2019-30987)** (...) In order to be able to enrol in the graduation study course in the eighth term in the course plans of undergraduate programmes, students must have taken and attended sufficiently the programme design/research project course in the seventh term; however, those who are about to graduate can take the design/research project course and the graduation study course in the same term.

(6) **(Amended:RG-23/12/2019-30987)** The enrolment of students who have paid the annual tuition fee or ECTS credit tuition fee but have not enrolled in courses within the periods specified in the academic calendar, and have not renewed their registration is completed automatically by the student automation system within the week following the add-drop period within the framework of the provisions of Article 12, and the student is automatically enrolled in their failed courses (DZ, FF, FD, K, S grades) from the previous semester and the courses of the current term.

(7) **(Repealed:RG-20/7/2017-30129)**

(8) **(Repealed:RG-23/12/2019-30987)**

Suspension of Studies

ARTICLE 15 – (1) Students may suspend their studies for a maximum of two semesters at a time upon the respective academic board's decision and students' request for reasons unknown in advance, such as illness, natural disasters, study abroad, and enlistment following the cancellation of a military service deferment. However, the suspended terms cannot exceed four

semesters in undergraduate programmes and two semesters in associate degree programmes for the entire (**Amended text:RG-23/12/2019-30987**) educational period.

(2) (**Amended:RG-23/12/2019-30987**) Students submit a written request for suspension of studies directly to the Registrar's Office, along with the annexes including a medical report, a military service certificate, a proof of disaster (to be obtained from the local authority), and documents indicating that they will study abroad.

(3) A student's request for suspension of studies is reviewed and decided by the relevant faculty / school / vocational school board. The decision of the relevant administrative board specifies the duration of suspension.

(4) Students whose application for suspension of studies has been accepted by the relevant faculty / school / vocational school board cannot participate in educational activities or take the midterm and final exams during the suspended term. This period (**Amended text:RG-23/12/2019-30987**) is not considered an educational period. During suspension, students cannot take courses at other universities.

(5) (**Amended:RG-23/12/2019-30987**) Applications for suspension of studies, not arising from force majeure or unforeseen reasons, must be submitted at the beginning of a semester and within two weeks following the start of the courses at the latest. In the event of a force majeure requiring the suspension of studies during the semester, students must promptly submit a petition to the Registrar's Office along with the attachments within five working days from the moment the event occurs.

(6) (**Amended:RG-27/2/2018-30345**) Students requesting to suspend their studies must pay the tuition fee. The studies of those who do not fulfil this requirement will not be suspended. The tuition fee paid by students who have suspended their studies will not be refunded but will be deducted from the tuition fee of the subsequent enrolment semester.

(7) Students who have suspended their studies shall continue their education by enrolling in courses for the academic term following the suspension period.

(8) (**Amended:RG-23/12/2019-30987**) Double major and minor students who suspend their studies in their major programmes must also suspend their studies in their accompanying programmes. The grades of the courses enrolled in double major or minor programmes are not transferred to the transcript in the relevant semesters in which students suspend their studies in the major programme.

(9) (**Added:RG-25/12/2023-32410**) If a student receives a disciplinary penalty involving suspension or a more severe disciplinary action in the semester in which they intend to request the suspension of their studies, the request will not be approved. If the student's request for the suspension of studies is due to a force majeure, the disciplinary penalty involving suspension is deferred to the next academic year following the period of the suspension of studies.

CHAPTER FOUR

Principles of Conducting Course and Assessment Activities, Success Assessment and Appeal

Principles of Conducting Course and Assessment Activities

ARTICLE 16 – (Amended:RG-13/8/2020-31212)

(1) A course coordinator is appointed for each course to prepare course descriptions and application details, aligning them with the course outcomes and programme qualifications. The course coordinator also conducts assessment activities, prepares exam questions, and determines final grades.

(2) The course assessment and evaluation methods are published online before the enrolment week specified in the academic calendar. Each term includes a necessary number of in-term assessment activities, with at least one midterm exam, depending on the course instruction. The midterm exam dates are determined by the Senate in the academic calendar.

(3) Students are required to attend all of the courses, practices and projects they have taken. The attendance of the students is monitored and evaluated by the relevant academician. The attendance records of the students are entered into the student automation system by the course instructor during the last week of the academic term, and non-attending students are announced. Students who fail to fulfil the attendance requirement for the course cannot take the final and resit exams. Students who fulfil the attendance requirement but fail the course will be exempt from the attendance obligation for the same course in the following year. However, they are required to participate in the midterms, quizzes, practices, projects, and similar activities related to the course. The attendance conditions and methods for students enrolled in formal or distance education courses are determined by the course coordinator and announced on the Internet in the first week of the academic term.

(4) If approved by the Senate, some courses in formal and evening education programmes may be exclusively offered through distance learning or in a hybrid distance-formal education format.

(5) In accordance with the principles established by the Council of Higher Education, the Senate determines the percentage and how the assessment activities of the courses given completely or partially through internet-supported distance education will be applied online and the security measures to be taken in the exams.

(6) The instructor of the relevant course enters the midterm results to the student automation system within a maximum of five working days following the date exams are held and delivered, and announces the results to students.

(7) Students are not entitled to makeup exams for midterm exams except for force majeure reasons to be accepted by the faculty and school administrative boards. Force majeure is determined by the Senate. However, double major/minor students are given the right to take makeup exams for double major/minor courses due to exam overlap.

(8) Final and makeup exam programmes are announced on the Internet prior to the start of the exam period announced in the academic calendar. Exams are conducted at the specified location, date, and time as announced in the programme.

a) The assessment of the finals is completed by the course coordinator and/or the instructor of the course within a maximum of five working days following the exam date and announced on the student automation system.

b) Students are not entitled to makeup exams for midterms and finals except for force majeure reasons to be accepted by the faculty and school administrative boards. Force majeure is determined by the Senate. However, double major students are given the right to makeup exams for double major courses due to exam overlaps.

(9) Assessment activities for finals and makeup exams are carried out in the following way:

a) The assessment of the finals is completed by the course coordinator and/or the instructor of the course within a maximum of five working days following the exam date and announced on the student automation system.

b) There is no makeup exams for finals and resit exams. Students are not entitled to makeup exams for midterms and finals except for force majeure reasons to be accepted by the faculty and school administrative boards. Force majeure is determined by the Senate. However, double major students are given the right to makeup exams for double major courses due to exam overlaps.

c) A resit exam is held on the dates announced in the academic calendar for students who have failed the final or did not take the exam despite being eligible to take the exam.

c) The score obtained from the resit exam replaces the final exam score. Final grades of students who take the resit exams are calculated according to the same grading scale used for the relative evaluation of the course, and recorded in their transcripts.

d) If the students do not take the resit exams, their final exam scores remain valid.

e) The course coordinator and/or the instructor of the course enters the resit exam results to the Registrar's Office Automation System within three days from the exam date, and the results are announced.

(10) On the day when the letter grades and the scores of the finals are announced in the student automation system, two copies of the printouts taken from the student automation system by the course coordinator and/or the instructor of the course must be submitted to the Dean's Office/Directorate and the Registrar's Office, signed with wet signature.

(11) The last grade is valid for the courses taken in order to increase the previous grade.

Calculation of the Final Grade

ARTICLE 17 – (1) (Amended: RG-20/7/2017- 30129) (Amended sentence:RG-13/8/2020-31212) A student's overall final grade is calculated by combining the course's midterm score and the semester's final score (the resit exam score, if any) at certain rates. In formal education, in-term assessments must constitute 40% to 70% of the overall final grade, with a 20% weight for in-term assessments and an 80% weight for end-of-term assessments in the final grade calculation. Overall final grades show the ranking of students. The Senate determines how letter grades are given based on the class' success level, the statistical distribution of scores, and class average. The letter grades, coefficients and other indications are displayed below:

Score (out of four)

Success Level/Mark		Grade	GPA (on a 4.0 Scale)
Excellent	90-100	AA	4.00
Very Good	85-89	BA	3.50
Good	80-84	BB	3.00
Average-Good	75-79	CB	2.50
Average	70-74	CC	2.00
Poor-Average	60-69	DC	1.50
Poor	50-59	DD	1.00
Very Poor	40-49	FD	0.50
Failed	00-39	FF	0

Absent	00	DZ	0
Exempt	—	M	—
Passing	—	G	—
Sufficient	—	Y	—
Failing	—	K	—
Continuing Study	—	S	—

(2) Other letter grades and their meanings are listed below.

a) The “DZ” grade is given when the attendance requirements of the course are not met.

b) The “Exempt” grade (M) is given to credits achieved as a result of exemption exams. The Exempt grade is included in the graduation credit; it is not included in the cumulative GPA calculation.

c) The grade of “Passing” (G) is given for passing courses that are not included in the cumulative GPA calculation.

d) The grade of “Failing” (K) is given for failing courses that are not included in the cumulative GPA calculation.

e) (**Amended:RG-23/12/2019-30987**) The Continuing Study sign (S) is used for internships and similar studies that cannot be completed at the end of a semester and are given an extension period. At the end of the extension period, the S sign is converted to a G or K success grade.

f) The grade of “Sufficient” (Y) is used for credits earned in accordance with Article 25. The grade “Y” is included in the graduation credits, but it is not included in the cumulative GPA calculation.

g) (**Repealed:RG-20/7/2017- 30129**)

(3) A student who receives one of the final grades AA, BA, BB, CB and CC in a course is deemed to have passed the course.

(4) A student who receives one of the final grades DZ, FD, FF and K in a course is deemed to have failed the course.

(5) A student who receives one of grades DC and DD in a course is considered to have conditionally passed the course. A student must have a GPA of at least 2.00 at the time of graduation to be considered successful in a course. If the CGPA is less than 2.00, the student must raise it to 2.00 by obtaining at least DC and DD in courses. Students will not be eligible for graduation until this requirement is met.

Cumulative Grade Point Average

ARTICLE 18 – (1) The calculation of CGPA is as follows:

a) A GPA is calculated by multiplying the final grade coefficients of all courses taken by a student from the first semester onwards by the ECTS credits of these courses and dividing this sum by the sum of the ECTS credits of the courses included in the GPA.

b) The CGPA is calculated to three decimal places and displayed to two decimal places.

Appeals Against Exam Grades

ARTICLE 19 – (1) (**Amended:RG-23/12/2019-30987**) (**Amended Sentence:RG-13/8/2020-31212**) Students may file appeals against exam grades by submitting a petition to the Registrar’s Office within three working days following the announcement of midterm, final, and resit exam results. The student's appeal or the course instructor's application must be submitted with a wet signature within three working days following the announcement of the exam results for the appeal petition to be considered valid. "The student's appeal or the course instructor's application is assessed within the framework of the course evaluation criteria by a commission consisting of three members, including the head of the programme and the course instructor. If the head of the programme and the course instructor are the same person, the commission comprises five members. The commission determines whether there is an error of fact and prepares a report. The decision of the Academic Board of the relevant Faculty/School/Vocational School on the student's appeal or the course instructor's application is forwarded to the Registrar's Office via the relevant Dean's Office/Directorate, with the Committee's report attached. Subsequently, the result of the Board's decision is entered into the student automation system by the Registrar's Office.

(2) Correction and amendment requests are not taken into consideration if the deadlines in the first paragraph are exceeded.

CHAPTER FIVE

Graduation and Diploma

Completion and Degree of Study

ARTICLE 20 – (1) A student who has successfully completed all the studies in the curriculum of the department or programme in which they are enrolled, who has completed 240 ECTS credits at the four-year undergraduate level, 300 ECTS credits at the five-year undergraduate level, 360 ECTS credits at the six-year undergraduate level and 120 ECTS credits at the associate degree level, and who has raised their GPA to at least 2.00, shall be considered to have completed their studies and shall be awarded the diploma referred to in Article 21.

(2) Upon graduation, the student is given a graduation transcript and diploma supplement listing all the courses, credits, grades and degrees taken during their studies.

(3) Excluding the time spent in the foreign language preparation programme, students who have completed their associate degree and undergraduate programmes within the normal period of education and who have successfully graduated are considered High Honours students if their GPA is 3.50 or higher and Honours students if their GPA is between 3.00 and 3.49. At the end of the associate / undergraduate studies, a student who is eligible to receive an honours or high honours certificate with a cumulative grade point average will have it noted on the Diploma Supplement that they are an honours or high honours student, and the certificate will be attached to the Diploma.

Diploma

ARTICLE 21 – (1) Those who have successfully completed their studies in the departments or programmes of the faculties and schools in accordance with the provisions of this Regulation shall be awarded a bachelor's diploma with the name of the faculty/school and the department/programme.

(2) Those who have successfully completed their training at vocational schools in accordance with the provisions of this Regulation shall be awarded an associate diploma bearing the name of the vocational school and the name of the programme.

CHAPTER SIX

Principles Regarding Continuity and Diversity in Education

Change of Major and Vertical Transfer

ARTICLE 22 – (1) Admission and enrolment of students to the undergraduate and graduate programmes of the University are made in compliance with the provisions of the Regulation on the Principles of Transfer between Associate and Undergraduate Degree Programmes, Double Major, Double Minor and Inter-Institutional Credit Transfer in Higher Education Institutions, published in the Official Gazette of 24.4.2010 under the number 27561. The quotas for Change of Major are established by the Senate.

(2) Students admitted to the university's undergraduate programmes by ÖSYM through vertical transfer shall be subject to the provisions of the relevant legislation.

Double Major and Minor Programmes

ARTICLE 23 – (1) Enrolments and procedures relating to the Double Major and Minor programmes are made in accordance with the Regulation on the Principles of Transfer between Associate and Undergraduate Programmes, Double Majors, Minors and Inter-Institutional Credit Transfer in Higher Education Institutions, and other provisions of the relevant legislation. The quotas for enrolment in Double Major and Minor programmes are established by the Senate.

Exchange Programmes

ARTICLE 24 – (1) Student exchange and internship programmes may be conducted through bilateral agreements between the University and higher education institutions in Turkey or abroad. Within the framework of student exchange programmes, students may be sent to related universities for one or two academic terms.

(2) (**Amended:RG-27/2/2018-30345**) Course selection and matching and articulation of students studying within the framework of domestic and international bilateral agreements are conducted by the relevant department's commission of articulation and concluded upon the relevant board's decision.

Recognition of Prior Learning and Articulation

ARTICLE 25 – (1) Proficiency/exemption examinations may be administered for those courses deemed appropriate by the Senate for the recognition of prior learning.

(2) (**Repealed:RG-18/10/2018-30569**)

(3) The recognition of prior learning and all kinds of credit transfer as well as articulation procedures required in accordance with the provisions of this Regulation are determined by the Senate in accordance with the principles determined by the Council of Higher Education.

Participation in Events

ARTICLE 26 – (1) The time periods during which athletes and students who are assigned by the University to participate in national team and inter-university sports competitions or cultural events are unable to continue their studies due to their participation and preparation for such events shall not be included in their absenteeism; they take the examinations not taken during such periods on dates to be determined by the faculty/school board.

CHAPTER SEVEN

Miscellaneous and Final Provisions

Discipline

ARTICLE 27 – (1) Student disciplinary proceedings are conducted in accordance with the Regulation on Student Discipline in Higher Education Institutions, published in the Official Gazette no. 28388 of 18 August 2012.

Notice and Address Notification

ARTICLE 28 – (Amended:RG-18/10/2018-30569)

(1) All notices are deemed to have been completed if they are sent by registered or recorded delivery to the address provided by students at the time of enrolment, or in writing to the email address given to students at the time of enrolment, or if they are announced on the University's website.

(2) If students provide an incorrect or incomplete address during university enrolment or fail to notify the Registrar's Office of any address changes, notifications sent to them will be considered valid. If notifications are sent to their current address on file at the university, they are considered to have been notified.

Email Address

ARTICLE 28/A – (Added:RG-18/10/2018-30569)

(1) Students who have enrolled in the university are given an email address by the Information Technologies Department. Announcements about the University or the faculty/school are sent to these email addresses.

(2) Students are required to maintain an active email address and check it frequently.

(3) Announcements sent by email are deemed to have been notified.

(4) The email addresses of students who leave the university, are dismissed, or have their registration cancelled will be deactivated.

(5) The email addresses of those who use their email addresses in violation of the provisions of the relevant legislation will be deleted and action will be taken against them in accordance with the provisions of the relevant legislation.

Voluntary Withdrawal from the University

ARTICLE 29 – (1) Students who wish to withdraw from their studies voluntarily must submit a written request to the Registrar's Office. Their registration will be deleted upon the decision of the faculty/school/vocational school board. Upon their application for enrolment cancellation, students will receive a document indicating the status of their studies in their department/programme and the diploma they submitted at the time of enrolment. Students who voluntarily withdraw from the University lose all student rights. These students are obligated to pay their tuition fees for the academic year in which they are enrolled.

Quality Processes

ARTICLE 30 – (1) Internal and external quality assurance procedures for the continuous improvement of educational processes and other issues related to the continuity of educational processes shall be determined by the Senate in accordance with the principles established by the Council of Higher Education.

Matters not covered by the Regulation

ARTICLE 31 – (1) In instances where this Regulation lacks provisions, the rules outlined in Law No. 2547, along with the pertinent legislation and decisions of the Senate, shall be applicable.

Repealed Regulation

ARTICLE 32 – (1) Beykent University Regulation on Associate and Bachelor's Degree Education and Training, published in the Official Gazette dated 3 November 2016 and numbered 29887, has been repealed.

Transfer to ECTS

PROVISIONAL ARTICLE 1 – (1) Students who registered for associate degree or undergraduate programmes in the Academic Year 2011-2012 or earlier are exempt from completing the curricula specified in the first paragraph of Article 12. These curricula, totalling 120 ECTS at the associate degree level and 240 ECTS at the undergraduate level, can be fulfilled by achieving 240 ECTS in undergraduate programmes and 120 ECTS in associate degree programmes.

(2) The requirement to attain a pre-defined number of ECTS credits from the categories outlined in the curriculum, referred to in the third paragraph of Article 12, does not apply to students who began taking courses in the 2011-2012 academic year and earlier.

Completion of Studies

PROVISIONAL ARTICLE 2 – (1) (Amended:RG-20/7/2017-30129) Students who enrolled in associate/bachelor's degree programmes in the Academic Year 2011-2012 or earlier, successfully completed all the studies articulated with the curriculum of their programme in the 2012-2013 Academic Year, and fulfilled the total credits required by the Senate of the relevant associate/bachelor's degree programmes while achieving a cumulative grade point average of at least 2.00, will be considered to have completed their studies and will be awarded a diploma. These students may graduate with less than the total number of credits, provided they have taken and passed all the courses in the curriculum.

Transfer Provision

PROVISIONAL ARTICLE 3/A – (Added:RG-13/8/2020-31212)

(1) The provisions of this amendment to the Regulation will apply as of the beginning of the 2020-2021 Academic Year.

Effective Date

ARTICLE 33 – (1) This Regulation shall take effect on the date of its publication.

Implementation

ARTICLE 34 – (1) The provisions of this Regulation (**Amended text:RG-25/12/2023-32410**) are executed by the Rector of Istanbul Beykent University.

(1) *With the amendment published in the Official Gazette dated 25.12.2023 and numbered 32410, the title of the regulation was revised from the “Beykent University Regulation on Associate and Bachelor’s Degree Education and Training” to the form included in the text.*

	Official gazettes where the Regulation was published	
	Date	Number
	13/4/2017	30037
	Official gazettes in which the amended regulations were published	
	Date	Number
1.	20/7/2017	30129
2.	27/2/2018	30345
3.	18/10/2018	30569
4.	23/12/2019	30987
5.	13/8/2020	31212
6.	25/12/2023	32410
7.	15/3/2024	32490