

**ISTANBUL BEYKENT UNIVERSITY**  
**REGULATION ON ASSOCIATE AND BACHELOR'S DEGREE**  
**EDUCATION AND TRAINING**

**CHAPTER ONE**

**Purpose, Scope, Basis and Definitions**  
**(Official Gazette no. 30037 of 13 April 2017)**

**Purpose**

**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 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 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 are as follows:

- a) CGPA: Cumulative Grade Point Average
- b) ECTS: European Credit Transfer System
- c) ÇAP: Double Major programme
- d) Dean's Office: The Dean's Office of the relevant faculty at Istanbul Beykent University, Undergraduate education: Higher education based on secondary education qualifications, covering a programme of at least eight semesters
- e) Board of Trustees: The Board of Trustees of Istanbul Beykent University,
- f) 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,
- g) Registrar's Office: The Registrar's Office of Istanbul Beykent University,
- h) Associate degree education: Higher education that aims to train qualified workforce based on secondary education qualifications, covering a programme of at least four semesters or constituting the first level of undergraduate education
- i) ÖSYM: Centre for Assessment, Selection and Placement
- j) Rector: Istanbul Beykent University Rector,
- k) Senate: Istanbul Beykent University Senate,
- l) NQF-HETR: National Qualifications Framework for Higher Education in Turkey
- m) University: Istanbul Beykent University,
- n) Minor: Minor programme
- o) Articulation Committee: A committee consisting of three academic staff members from the faculty/school, including the relevant department head, (Amendment published in the Official Gazette dated 27 February 2018, Issue No. 30345).
- p) Director: Refers to the director of the relevant school of Istanbul Beykent University (Amendment published in the Official Gazette dated 18 October 2018, Issue No. 30569).

**CHAPTER TWO**

**Principles Regarding Student Registration and Admission Procedures**

**Admission and Registration**

**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) The University accepts the original documents or their copies certified by the university for registration. For matters related to military service status and criminal record, procedures are carried out based on the student's written statement.

**Scholarships**

**ARTICLE 6 – (1)** Scholarships at the university are awarded and administered in accordance with the principles of the Scholarship, Discount, and Support Directive. (The amendment published in the Official Gazette No. 30569 of 18 October 2018)

(2) Repealed (The amendment published in the Official Gazette No. 30569 of 18 October 2018)

(3) Repealed (The amendment published in the Official Gazette No. 30569 of 18 October 2018)

#### **Tuition fees**

**ARTICLE 7** – (1) Education at the university is subject to a fee. Student 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. (The amendment published in the Official Gazette No. 30129 of 20 July 2017)

(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. (The amendment published in the Official Gazette No. 30129 of 20 July 2017)

(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. (The amendment published in the Official Gazette No. 30129 of 20 July 2017)

(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. (The amendment published in the Official Gazette No. 30129 of 20 July 2017)

(5) For the courses taken in summer term, a tuition fee is paid based on ECTS. (The amendment published in the Official Gazette No. 30129 of 20 July 2017)

(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. (The amendment published in the Official Gazette No. 30129 of 20 July 2017)

#### **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. Candidates who fulfil the established principles is registered.

(2) Candidates who are eligible for enrolment must complete their registration on the dates specified by the University. Candidates with a valid excuse may have their final registration completed by a proxy appointed through a notary.

### **CHAPTER THREE**

#### **Principles of Teaching**

#### **Maximum Duration of Education**

**ARTICLE 9** – (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. (The amendment published in the Official Gazette No. 30129 of 20 July 2017)

#### **Academic Year**

**ARTICLE 10** – (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. It 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).

#### **Medium of Instruction**

**ARTICLE 11** – (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.

#### **Curriculum 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 degree level and field described in the NQF-HET. The curricula 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) In the curricula, there are theoretical courses, applications, laboratory studies, studio/workshop studies, thesis, 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) The curricula 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 TYYÇ (National Qualifications Framework for Higher Education in Turkey). Courses in the categories may be compulsory and/or elective. In order to complete the education, students are obliged to pass the predefined ECTS credits from the related categories.

(4) In order to ensure the flexible and regular progress of students in the course categories in the curriculum, 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 academicians is assigned to each student who enrolls in 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. The advisor guides 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.

(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) A student who pays the tuition fee is automatically enrolled in the courses of their registered programme by the student information system for the first two semesters, starting from the semester in which the courses are offered.

(4) With the exception of the foreign language preparatory class, and including double major, minor and vertical transfer students, the course enrolment principles for students are determined by the Senate.

(5) In order to enrol in the programme design/research project course in the seventh semester of the undergraduate programme, students must have completed their enrolment in all core courses of the programme. 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 project course in the same term.

(6) 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 automatically carried out by the student information system, prior to the add-drop period, in accordance with the provisions of Article 12. This enrolment begins with the courses from the previous semester in which they received failing grades (such as DZ, FF, FD, K, S) and includes courses that the student has not previously taken, ensuring that scheduling conflict are checked for the courses of the current term. (The amendment published in the Official Gazette No. 30129 of 20 July 2017)

(7) Repealed (The amendment published in the Official Gazette No. 30129 of 20 July 2017)

### **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 education period.

(2) Students submit a written request for suspension of studies directly to the relevant dean’s office or directorate of school/vocational school, along with the necessary attachments such as a medical report, a military service document, proof of disaster to be obtained from local authorities, and documents indicating their 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 is not included in the duration of study. During suspension, students cannot take courses at other universities.

(5) Applications for suspension of studies that do not arise from force majeure or unforeseen reasons must be submitted at the beginning of the relevant academic term no later than two weeks after the commencement of courses. In the event of a force majeure requiring the suspension of studies during the academic term, students must promptly submit a petition to the relevant dean’s office or directorate of school/vocational school, along with the necessary attachments within five working days from the moment the event occurs.

(6) 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 annual 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 period. (The amendment published in the Official Gazette No. 30345 of 27 February 2018)

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

(8) Double major and minor students who suspend their studies in their major programmes must also suspend their studies in their accompanying programmes.

## CHAPTER FOUR

### Principles of Conducting Course and Assessment Activities, Performance Evaluation, and Appeals

#### Principles of Conducting Course and Assessment Activities

**ARTICLE 16** – (1) A course coordinator is assigned for each course to prepare course descriptions and application details, aligning them with the course outcomes and programme competencies. The course coordinator also conducts assessment activities, prepares exam questions, and determines success grades.

(2) The course assessment and evaluation methods are published online before the enrolment week specified in the academic calendar. At least three assessment activities, including a midterm exam, must be conducted during the semester for each course. The dates for midterm exams are determined by the Senate in the academic calendar. (The amendment published in the Official Gazette No. 30569 of 18 October 2018)

(3) Students are required to attend all classes, practical applications and projects they have enrolled in. The attendance of the students is monitored and evaluated by the relevant academician. The attendance records of the students are entered into the student information system by the course instructor by the end of the academic term's last week, and non-attending students are announced. Students who fail to fulfil the attendance requirement for the course cannot take final 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. (The amendment published in the Official Gazette No. 30345 of 27 February 2018)

(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) Repealed (The amendment published in the Official Gazette No. 30569 of 18 October 2018)

(6) The assessment and evaluation processes for courses within the department/programme that share the same code and medium of instruction are conducted jointly.

(7) The instructor of the relevant course enters the midterm results to the student information system within a maximum of five working days following the date of examination and submission, and announces the results to students.

(The amendment published in the Official Gazette No. 30569 of 18 October 2018)

(8) Final exam timetables are announced online prior to the start of the exam period as announced in the academic calendar. Exams are conducted at the specified location, date, and time as announced in the timetable.

(9) Assessment activities for final exams are carried out as follows:

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 information system. (The amendment published in the Official Gazette No. 30129 of 20 July 2017)

b) Students are not entitled to makeup exams for midterms and final exams, except in cases of force majeure accepted by the faculty and school administrative boards. Force majeure is determined by the Senate. However, double major students are given the right to take makeup exams for their double major courses in the event of exam overlaps. (The amendment published in the Official Gazette No. 30345 of 27 February 2018)

(10) On the day when the letter grades and the scores of the final exams are announced in the student information system, two copies of the printouts, taken from the student information system by the course coordinator and/or instructor, must be submitted to the Dean's Office/Directorate and the Registrar's Office, signed with wet signature. (The amendment published in the Official Gazette No. 30569 of 18 October 2018)

(11) In re-enrolment to improve a grade, the most recent grade is considered valid. (The amendment published in the Official Gazette No. 30129 of 20 July 2017)

#### Calculation of the Final Grade

**ARTICLE 17** – (1) A student's overall final grade is calculated by combining the course's midterm score and the semester's final score at specified weights. 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's success level, statistical distribution of scores, and class average. The letter grades, coefficients and other indications are displayed below: (The amendment published in the Official Gazette No. 30129 of 20 July 2017)

<u>Success Level/Mark</u>		<u>Grade Score</u>	<u>Out of four (Final Grade) Grade Coefficient</u>
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
Fail	00-39	FF	0
Absent	00	DZ	0
Exempt	—	M	—
Passing	—	G	—
Sufficient	—	Y	—
Failing	—	C	—
Continuing Study	—	S	—

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

- The “DZ” grade is given when the attendance requirements of the course are not met.
- 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.
- 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.
- The Continuing Study sign (S) is used for projects, graduation projects and similar studies that cannot be completed by 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.
- The grade of “Satisfactory” (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.
- Repealed (The amendment published in the Official Gazette No. 30129 of 20 July 2017)

(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 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.
- The CGPA is calculated to three decimal places and displayed to two decimal places.

#### **Appeals Against Exam Grades**

**ARTICLE 19** – (1) Appeals against exam grades must be submitted via an e-petition to the Registrar’s Office by the student or the course instructor within three working days following the announcement of midterm or final exam grades. For the appeal petition to be considered valid, the student’s appeal or the course instructor’s application must be submitted with a wet signature to the Registrar’s Office within three working days following the announcement of the exam results. The student’s or the course instructor’s appeal is assessed within the framework of the course evaluation criteria by a commission consisting of three members, including the programme head and the course instructor. If the program head 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 board decision of the relevant faculty/school/vocational school on the student’s or the course instructor’s appeal is forwarded to the Registrar’s Office via the relevant dean’s office/directorate, with the committee report attached. Subsequently, the result of the Board’s decision is entered into the student information system by the Registrar’s Office.

(The amendment published in the Official Gazette No. 30569 of 18 October 2018)

(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, the 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) Course selection and matching and grade articulation of students studying within the framework of domestic and international bilateral agreements are conducted by the relevant department’s articulation committee and concluded upon the relevant board’s decision. (The amendment published in the Official Gazette No. 30345 of 27 February 2018)

#### **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 (The amendment published in the Official Gazette No. 30569 of 18 October 2018)

(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/college 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 of 18 August 2012, no. 28388.

#### **Notice and Address Notification**

**ARTICLE 28** – (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. (The amendment published in the Official Gazette No. 30569 of 18 October 2018)

(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. (The amendment published in the Official Gazette No. 30569 of 18 October 2018)

**ARTICLE 28/A** – (1) Students who have enrolled in the university are given an email address by the Information Technology Department. Announcements about the University or the Faculty/School are sent to these email addresses. (The amendment published in the Official Gazette No. 30569 of 18 October 2018)

(2) Students are required to maintain an active email address and check it regularly. (The amendment published in the Official Gazette No. 30569 of 18 October 2018)

(3) Notifications sent via email are considered delivered. (The amendment published in the Official Gazette No. 30569 of 18 October 2018)

(4) The email addresses of students who leave the university, are dismissed, or have their registration cancelled will be deactivated. (The amendment published in the Official Gazette No. 30569 of 18 October 2018)

(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. (The amendment published in the Official Gazette No. 30569 of 18 October 2018)

#### **Withdrawing from the University Voluntarily**

**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.

#### **Cases where there is no provision in 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) For students who enrolled in associate degree or undergraduate programmes in or before the 2011-2012 Academic Year and have taken courses, the requirement to complete a total of 120 ECTS for associate degree programmes and 240 ECTS for undergraduate degree programmes, as outlined in the first paragraph of Article 12, does not apply.

(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) Students who enrolled in associate/bachelor's degree programmes in or before the 2011-2012 Academic Year, successfully completed all the studies articulated under the curriculum of their programme in the 2012-2013 Academic Year, and fulfilled the total credits required by the Senate of the relevant associate degree/undergraduate degree programmes while achieving a cumulative grade point average of at least 2.00, are considered to have completed their studies and are 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. (The amendment published in the Official Gazette No. 30129 of 20 July 2017)

#### **Effective Date**

**ARTICLE 33** – (1) This Regulation shall be effective on the date of its publication.

#### **Implementation**

**ARTICLE 34** – (1) The provisions of this Regulation shall be executed by the Rector of Istanbul Beykent University.