
REGULATION

By Hakkâri University:

HAKKARI UNIVERSITY ASSOCIATE DEGREE AND BACHELOR'S EDUCATION-TEACHING AND EXAM

REGULATION PART ONE

Legal Basis, Purpose, Scope, Definitions

Purpose

ARTICLE 1 – (1) The purpose of this Regulation; To the aim the procedures and principles related to registration, education, examinations and evaluations in the undergraduate and associate degree programs of Hakkari University.

Scope

ARTICLE 2 – (1) This Regulation covers the provisions related to the education, training and examinations carried out in the faculties, colleges and vocational schools within Hakkari University.

Basis

ARTICLE 3 – (1) This Regulation; It was prepared on the basis of articles 14 and 44 of the Higher Education Law no. 2547 dated 4/11/1981.

Definitions

ARTICLE 4 – (1) As used in this Regulation, items refers to following items

- a) ECTS: Workload-based European Credit Transfer System,
- b) Consultant: Among the relevant department/program instructors for each class, the faculty members appointed by the board of directors of the faculty, college and vocational school with the recommendation of the department president/program coordinator,
- c) Faculty: Faculties affiliated to Hakkari University,
- ç) Relevant Board: Faculty board in faculties, college board in colleges, vocational school board in vocational schools,
- d) Related board of directors: The board of directors of the faculty in the faculties, the board of directors of the colleges in the colleges, the board of directors of the vocational school in vocational schools,
- e) Vocational School: Vocational schools affiliated with Hakkari University,
- f) Rector: Hakkâri University Rector,
- g) Senate: Hakkari University Senate,
- ğ) University: Hakkari University,

h) University Board of Directors: Hakkari University Board of

Directors, i) School: Schools affiliated with Hakkari University,

i) Course credit time: One hour of theoretical course per week, one credit hour in the semester system, two credit hours in the year system; two hours of application, laboratory, graduation work, seminar, clinical, workshop and similar studies, a credit time in the semester system; in the year system, two credit hours,

SECTION TWO

Principles related to Education and Training

Start date of education and training

ARTICLE 5 – (1) The programs and academic calendar decided by the Senate are announced by the deans and the directorates of the college/vocational school no later than one month before the start of each academic year.

Study time

ARTICLE 6 – (1) Education and training at the University; it is organized on the basis of the semester, except for the units accepted by the Interuniversity Board, where it will conduct education and training on the basis of passing the class. However, the relevant boards may decide to teach one course for two semesters. One academic year consists of two semesters: fall and spring semester. One semester, at least fourteen weeks. This period can be increased by the proposal of the relevant department and the decision of the Senate. Public holidays and semester and end-of-year exams are not included in this period; exams can be held on weekends.

(2) The duration of education in vocational schools affiliated with the university is two years. In vocational schools, students who successfully complete their programs are awarded an associate degree.

(3) The duration of education in faculties and colleges is four years. Students who successfully complete the programs of these units are awarded a bachelor's degree.

(4) One-year foreign language preparatory education in programs with foreign language preparatory classes is outside the periods specified in the second and third paragraphs.

(5) Those who do not graduate by successfully completing the programs that provide the associate degree programs for a maximum of four years, undergraduate programs with a maximum of seven years, and undergraduate and master's degrees within a maximum of nine years, starting from the period in which the courses related to the program they are enrolled in are given, except for the foreign language preparatory class for one year, can register to continue their studies on the condition that they pay the student contribution/tuition fees for the relevant period according to the third and fourth paragraphs of Article 9. In this case, their student status continues without other rights granted to students, except for taking courses and exams.

(6) The penalty periods of the students who receive a suspended suspension from the university are counted as the duration of the study.

(7) The registration freeze period does not count as the duration of the study. Since students whose registration is frozen because they will go abroad to learn a foreign language, the duration of their studies is not counted, but depends on submitting passport registrations showing their entry and departure dates to the relevant units.

Registration procedures

ARTICLE 7 – (1) In order to be able to register for the undergraduate and associate degree programs of the University, to be placed in the relevant program by the Measurement, Selection and Placement Center related to associate or undergraduate education and to be placed in the relevant program and

it is essential not to be enrolled in an equivalent program of another higher education institution that accepts students. However, the general and special conditions to be sought for the students to be admitted to the Faculty of Fine Arts and the School of Physical Education and Sports are determined by the Senate by taking the opinion of the relevant board.

(2) In cases where the application is requested in person, candidates whose documentable excuse is accepted by the relevant unit can register through their legal representative or designated representative.

(3) The student who registers or renews his/her registration at the university is given a student ID card by the Rectorate. In case of loss of identity card, the necessary procedures must be completed with the missing notice to be given to the newspaper in order to get a new one. Upon the end of the studentship, the ID card must be delivered to the relevant unit.

(4) Registration is not made with the missing document. Candidates who do not register for certain dates cannot claim any rights.

(5) In accordance with Article 46 of the Law No. 2547, the registration or renewal of those who do not pay the tuition contribution on time is decided by the boards of directors of the units to which the students are affiliated.

(6) The original or university approved sample of the documents requested from the candidates for registration is accepted. The equivalence of diplomas from foreign high schools must be approved by the Ministry of National Education. Regarding the military status and judicial record, action is taken on the basis of the written declaration of the candidate. The registration of the person who uses a forged or falsified document for the final registration or who is found to have forged the university entrance exam is canceled as of the date of registration and legal proceedings are initiated against him/ her. If this person has left the University, all documents, including the diploma given to him/ her, will be cancelled. Student contributions and/or tuition fees paid by these individuals are not refunded.

(7) During registration, students are obliged to inform the Student Affairs Department of their open addresses and subsequent changes in which all kinds of communication will be provided. Furthermore;

a) Any notification shall be completed by making it in writing to the address declared by the student, informing it by e-mail or by announcing it in the relevant higher education institution.

b) Any notifications made to students who do not report their address or change of address or report incomplete or incorrectly are deemed to have been made to them.

(8) The registration of foreign students to the University is made within the framework of the relevant legislation and the principles and conditions determined by the Senate.

Re-registration

ARTICLE 8 – (1) Registration renewals are carried out within the period shown in the academic calendar. During this period, students pay the contribution/second tuition fee and choose the courses they can take in that semester/year in the student automation program. First and second semester students are obliged to take all courses in the program in which they are enrolled. At the beginning of the semester, the student must first take the courses that he/she has failed. Courses in associate and undergraduate programs consist of compulsory and elective courses. The student can choose the elective course from the courses opened with the name of the elective course in the program in which he/she is enrolled, or he/she can choose from the elective or compulsory courses of other programs in the same year, provided that the curriculum does not conflict.

(2) Students who make the course selection process through the automation program with the help of their academic advisors within the period specified in the academic calendar must sign the course registration voucher and submit it to their advisor after the approval of their advisors. After the academic advisor approves these documents submitted to him/ her, he submits them to the relevant administration.

(3) The student who does not pay the contribution/second education fee during the specified periods and does not register for the course cannot continue the courses in that semester/year and cannot take the exams. This period is counted as the period of study specified in the Law No. 2547. However, students who cannot register for the course within the period of time have a just and valid excuse,

The Senate decides to renew the course registrations on the recommendation of the relevant board of directors, provided that the period of time spent as an excuse is counted as absenteeism.

(4) The student is responsible for all course registration.

Student contribution, tuition fee, contribution per loan

ARTICLE 9 – (1) The calculation of the contribution per loan or tuition fee to be paid for each course to be taken is based on the sum of the ECTS loan for the period in which the third and more take the same course within the maximum period and in periods exceeding the maximum period.

(2) If a third registration is made to a course within the maximum periods, the projected contribution or tuition fee for the relevant period, as well as the contribution or tuition fee to be paid per loan; contributions per loan or fifty percent more than the tuition fee are paid for the semester in which the course will be taken. It is calculated with 100 percent if registered for the fourth time and three hundred percent more if registered five or more times.

(3) Student contributions or tuition fees to be paid per loan for each additional course if the study cannot be completed within the maximum periods; 100% of the contribution or tuition fee per loan to be determined according to the first paragraph of this article is paid for the period in which the course will be taken. If registered a second time, it is calculated as two hundred percent, three hundred percent if registered the third time, and four hundred percent if registered fourth and more times.

(4) Student contribution or tuition fee to be paid per loan for each course if additional courses are taken due to the inability to complete minor or double major education within the maximum periods; 100% of the contribution or tuition fee per loan calculated according to the first paragraph of this article is paid for the period in which the course will be taken. If registered a second time, it is calculated as two hundred percent and if registered three or more times, it is calculated as three hundred percent.

(5) Except for the preparatory class, the second education students who are successful in the minimum courses determined for each semester in their department and who are in the top ten percent of the ranking to be made according to the average success of the students who take these courses at the end of the semester pay the tuition fee as much as the student contribution to be paid by the first education students in the next semester.

(6) Except for the preparatory class, the first education students who are successful in the minimum courses determined for each semester in their department and who are in the top ten percent of the ranking to be made according to the average success of the students who take these courses at the end of the semester pay half of the student contribution they will pay in the next semester.

Freeze registration and count as permissive

ARTICLE 10 – (1) The student may be allowed for one semester or one academic year at a time by the decision of the relevant unit board of directors. This permit cannot exceed four semesters during the total student period, the student who receives permission in this way cannot continue the courses and cannot benefit from the student rights. The student whose leave has expired continues to be a student from the beginning of the semester. Students who freeze registration for at least two semesters will not receive contributions for that year when they freeze their registration. If there is a previously paid contribution in relation to the frozen period, this amount will be deducted for the next period.

(2) The rights of students who do not fulfill one of the requirements for registration renewal and taking exams for a just and valid reason determined by the University Board of Directors are reserved and the time they lose is not counted as the maximum period of study in the Law No. 2547. However, in such cases, applications for permits must be made within 15 days from the beginning of the semester.

(3) If a valid excuse arises while the education is in progress, the registration may be frozen by the decision of the Relevant Board of Directors.

Curriculum and practice

ARTICLE 11 – (1) Curriculum; theoretical courses and/or applications, seminars, workshops, laboratories, clinical studies, land application, internships and other activities according to the qualifications of the faculties/colleges. According to the characteristics of the curriculum, the principles related to internships, applications and similar studies are determined by the Senate. In the relevant units; theoretical and applied compulsory courses, elective courses, seminars, internships, applications, clinical, workshop and laboratory studies and similar activities can be included. It will be announced which application and training program will be applied in the courses and at what rate they will contribute to the passing system before the start of education.

(2) The education programs are decided by the relevant boards on the recommendation of the relevant department/department/departmental board and submitted to the Rectorate in May at the latest and finalized with the approval of the Senate. Program changes for the next academic year are determined at the same time and path.

(3) The distribution of compulsory theoretical and applied courses to the semesters and the changes to be made in the training programs are organized by the boards related to the proposal of the department/department and submitted for approval by the Senate. Elective courses are opened or abolished with the recommendation of the department/department, the decision of the relevant boards and the approval of the Senate. The course and application schedules of the instructors who will take part in the training programs are announced by the relevant boards at the beginning of each semester.

(4) "Ataturk Principles and History of Revolution", "Turkish Language", and "Foreign Language" given within the framework of the first paragraph (i) of Article 5 of the Higher Education Law No. 2547 are common compulsory courses for all students. "Physical Education" and "Fine Arts" courses are optional and students can choose one of these two courses.

(5) All studies determined in the curriculum are considered as subject to the provisions of this Regulation. The credit time of each course and the European Credit Transfer System (ECTS) are specified in the curriculum, except for courses determined by the Higher Education Council as credit time (0) zero. The provisions of paragraph (i) of the first paragraph of article 4 shall be applied in determining the course credit time.

(6) The curriculums prepared according to the curriculum plans of the units are announced to the students no later than fifteen days before the start of each academic year/year.

(7) First and second education is carried out formally in the units affiliated with the university. However, open, external, remote and widespread education can also be done with the reasoned proposals of the relevant boards, the decision of the Senate and the approval of the Higher Education Council.

(8) The language of instruction at the university is Turkish. However, in the programs that are deemed appropriate to teach in a foreign language in accordance with the provisions of the Regulation on the Principles to Be Observed in Foreign Language Teaching and Foreign Language Teaching in Higher Education Institutions published in the Official Gazette dated 4/12/2008 and numbered 27074, education and training is carried out in the relevant foreign language.

(9) In programs that do not teach in a foreign language but have compulsory foreign language preparatory classes, some courses are taught in a foreign language during the years of education.

Academic counseling

ARTICLE 12 – (1) Students; Academic advisors are appointed from among the faculty members with the recommendation of the department heads and the decision of the unit boards before the start of the academic year to help solve the problems related to education and training, personal and management and to guide the students. Academic advisors help solve other problems of the students who are given their responsibilities, such as registration renewal, course selection and graduation. The principles regarding the duties and responsibilities of the consultants are determined by the Senate.

Prerequisite and prerequisite courses

ARTICLE 13 – (1) In order to enroll in a course, some courses or courses may require success. Prerequisite course, which is required to be successful in order to register for a course, registration in the previous semesters and years

the course, which depends on the achievement of the applications with the prerequisite courses, is also called a prerequisite course. In these cases, it is mandatory to open the prerequisite course and the prerequisite course based on it every semester or to open every year if the pre-condition course is annual. The principles related to prerequisites and prerequisite courses are determined by the decision of the relevant board and the approval of the Senate. Prerequisite or prerequisite courses are shown in education and training programs.

(2) Laboratory, project and applied courses can be carried out in groups. The reasons for the separation of these courses are decided by the unit boards with the recommendation of the relevant department.

(3) By the decision of the unit boards, students can be made to have compulsory thesis, graduation assignment or graduation work in order to graduate. The principles of how to do these studies are regulated by the relevant unit boards.

Summer teaching

ARTICLE 14 – (1) In order to allow the evaluation of the education and training opportunities of the University in the summer, to allow students to take the courses and the courses of the upper semesters that they have failed and/or failed to take in the semesters or want to increase their grade; summer education can be opened with the proposal of the relevant department, the decision of the faculty, college and vocational school board and the approval of the Senate. In summer education, education and training are carried out within the framework of the principles determined by the Senate.

Exemption from courses

ARTICLE 15 – (1) Course exemption can be requested for equivalent courses that have been successful in any diploma program of the same level previously attended. However, the exemption request must be made by the student within 15 days of the first registration. Exemption requests are evaluated by the relevant unit board of directors and the result is notified to the student in writing within 15 days.

(2) Courses that are exempted in accordance with the first paragraph cannot be taken a second time. Courses whose exemption is accepted are not included in the average, but are included in the mandatory credit account to be taken.

(3) In order to be exempt from the courses determined by the Senate, it is necessary to succeed in the exemption exams to be opened at the beginning of the relevant semester.

Foreign language preparatory class

ARTICLE 16 – (1) Compulsory and optional foreign language preparatory class can be opened with the proposal of the relevant boards, the decision of the Senate and the approval of the Higher Education Council. The teaching and exam principles of the foreign language preparatory class are determined by the Senate.

Foreign Language

ARTICLE 17 – (1) Students enrolled in faculties, colleges and vocational schools with compulsory foreign language preparatory classes can take the foreign language proficiency exam. The foreign language proficiency of the students is determined by the foreign language proficiency exam to be held by the unit or board determined by the University Board of Directors before the start of the academic year. The success grade in the proficiency exam is 70 out of 100 full points.

Successful ones are exempted from foreign language preparatory class. Those who fail and those who do not apply continue the preparatory class.

(2) The principles regarding exemption from foreign language preparatory class are as follows:

a) Students who are successful in the foreign language preparatory class of the university or another university are exempted from the foreign language preparatory class if they wish.

b) Students who come to the higher education program of the University, which has a foreign language preparatory class from a higher education program without a foreign language preparatory class, take the foreign language proficiency exam first. Students who come with vertical transfer take the foreign language

proficiency exam after successfully completing their adjustment programs.

c) Those who are successful in these exams, those who do not succeed in the program they have enrolled in, and those who do not take this exam continue to the foreign language preparatory class.

d) Students who fail to obtain the certificate of proficiency in a foreign language accepted by the University or who register for the foreign language preparatory class training program and fulfill the one-year attendance requirement but fail cannot start the education program in which they are placed until they reach the desired level of foreign language proficiency.

ç) If the student continues the foreign language preparatory class education program but fails the foreign language exam at the end of one year, he/she can be placed in an equivalent program whose teaching language is Turkish at another university or university where he/she is enrolled by ÖSYM upon his request, and in the absence of an equivalent program. However, as of the year the student registers for this purpose, the university entrance score should not be lower than the base score sought to enroll in the program in which it will be placed.

e) Education and training, attendance, exams and passing procedures in the foreign language preparatory class; It is carried out in accordance with the provisions of the Regulation on the Principles to Be Observed in Foreign Language Teaching and Foreign Language Teaching in Higher Education Institutions.

f) For students who are enrolled in units that do not have a preparatory class, a foreign language exemption exam is opened for those who want to be exempt from the foreign language course. Those who are successful are given a foreign language proficiency certificate and these students are exempted from the foreign language course given in accordance with paragraph (i) of article 5 of the Law No. 2547.

g) Students who enroll in compulsory and optional English preparatory classes and succeed are exempted from the common compulsory English course.

h) Students who successfully complete the optional English preparatory classes are given a certificate of success and students who fail to do so are given a certificate of attendance if they meet the attendance requirement.

Taking lessons

ARTICLE 18 – (1) The procedures related to taking courses are carried out as follows:

a) The student takes the courses in the semester/new year, provided that he/she takes courses that he has never taken in the lower classes, which he/she has failed or failed. However, taking into account the courses that the student has failed from the lower classes, he decides the number of courses he/she will take from the semester he/she will take, taking the opinion of his advisor, provided that he does not exceed 35 credits per week.

b) With the positive opinion of the student advisor, except for the pre-conditional courses, success in all courses in the lower classes and the general weighted gpa should be at least 80 and the courses in the year/semester program, provided that they do not exceed 35 credits, can take up to 20% of the total credit from the upper semester/year.

c) The student can take the courses/courses that he/she has taken before and succeeded again to raise the grade. In this case, the last note received will be valid.

ç) Students who lose semesters due to registration freeze and suspension or do not register for courses continue their studies in the semester/year they are staying and cannot take courses from one upper semester/year.

d) The student who fails any course that is removed from the program and is not replaced by a new course is considered exempt from that course.

e) Since the class cannot be formed due to the lack of students, outside of the programs where normal and second education are combined and courses are made outside of the programs, normal education students cannot take lessons from second education, and second education students cannot take lessons from primary education

f) Students can take courses in other faculties and departments if the relevant department/department/department board deems appropriate.

(2) The total amount of credit in a program cannot be more than 80 in two-year programs and no more than 160 in four-year programs, excluding common compulsory courses.

Attendance and attendance sheet

ARTICLE 19 – (1) Students shall attend courses, practices and exams. The limit of attendance is 70% in theoretical courses and 80% in applied courses. Students who do not meet these requirements cannot take the end-of-year and make-up exams. The attendance status of the students is monitored by the course supervisors and the list of those who do not qualify for the exam due to their absence is announced before the end-of-year exam.

(2) If the attendance requirement is fulfilled in the courses taken below, the re-attendance requirement is not required, but students who fail the applied courses are required to continue again. Students must register for courses or courses they fail.

(3) Students who participate in scientific, social, cultural and sporting activities and competitions for the purpose of representing the Republic of Turkey or the University are deemed to be on leave from the courses and midterms by the decision of the relevant unit board of directors. Excuse exams are given for midterms they cannot take. No excuses apply for any exam except midterms.

(4) The health reports that students will receive are not taken into account in the calculation of their attendance period.

(5) Students whose excuses are accepted with the recommendation of the unit board and the approval of the Senate can be granted an excuse exam provided that they meet the attendance requirement.

Dismissing

ARTICLE 20 – (1) Students are dismissed from the University by the decision of the relevant unit board of directors if they have received an expunity from the higher education institution in accordance with the provisions of the Student Disciplinary Regulation of Higher Education Institutions published in the Official Gazette dated 18/8/2012 and numbered 28388.

(2) The dismissal of students from the University may also be upon their own request to leave. In this case, students are sufficient to make a written request to the units where they are registered.

(3) Students who have been disconnected are given a document indicating their status if they apply to the student office of the unit where they were previously registered. The documents they provide during university registration are only returned by processing behind the high school diploma. A copy of the diploma is stored in the student's file.

(4) The file contents of those who leave the university by horizontal transfer are sent to the relevant unit on the letter of the higher education institution to which they are transitioning. A copy of all submitted documents is stored in the student's file.

(5) If it is understood that the student gave false and/or false documents during registration, he/she will be dismissed from the University.

(6) The student's inability to continue his/her education for health reasons is dismissed by the health report to be obtained from the institutions specified in the second paragraph (a) of article 24 and the acceptance of the report by the relevant unit board of directors.

Exams

ARTICLE 21–(1) Exams, Midterm, General Exam, Make-Up Exam, Single Course Exam, Excuse Exam,

Exemption Exam and Foreign Language Proficiency Exams. These exams can be conducted in writing, oral, written-oral or practical. The relevant boards decide whether the exams will be held verbally or practically and how to evaluate the application, internship, thesis, project and similar studies.

(2) Students are obliged to take the exam on the day, time and place announced by having their student ID with them. Exams can also be held on Saturdays and Sundays if necessary.

(3) Instructors must enter the midterm exam results into the automation system no later than 15 days before the general exams start and submit the exam documents to the administration. The results of the general exam should be announced up to one week before the make-up exam.

(4) Documents and minutes related to the exams are kept by the Dean's Office or Directorates for at least two years.

(5) The exams are as follows:

a) Mid-term Exam: At least one midterm exam is held for each course each semester. The date and where the midterm exams will be held are determined and announced by the Dean's Office or directorates at least two weeks before the exam date. In the faculties and colleges where the annual program is applied, a single midterm exam can be held with the decision of the relevant board. A maximum of two midterm exams are held in one day from the courses in a semester/year program. Midterm exams for repetition courses are not included in this number.

b) General Exam: The general exam of a course is held at the end of the semester or year in which that course is completed. Students who fulfill the requirement to attend the general exam and who are successful in the applications of the courses that are applied can take the exam. If the student is given a graduation thesis or study, the relevant boards decide that a course and its application can be evaluated with separate exams and that they are interconnected.

c) Make-up Exam: The make-up exam of a course is held between the dates specified in the academic calendar after the end of the general exam of that course. Students who have the right to take the general exam and who do not take the exam or who do not achieve sufficient success in the exam can take this exam.

ç) One Course Exam: Students who have one course left for their graduation will take the only course exam to be opened by faculties and colleges within one month following the make-up exam if they apply with a petition. Students who have never taken the course and who are absent cannot take the single course exam. If the grade taken in these exams is at least 60 without the requirement of midterm exams, the student is considered successful.

d) Excuse Exam: The right to an excuse exam is granted to students who cannot take the midterms due to their excuses. Apart from this, no excuse exams are given for any other exams. Students who have the right to take the midterm exams but cannot take these exams and whose just and valid excuses are accepted by the relevant boards of directors use the midterm exam rights within the same semester, on the day determined and announced by the Dean's Office or the directorate of the school. A second excuse for excuse exams is not allowed.

e) Exemption Exam: For programs that do not have a foreign language preparatory class from the newly enrolled students to our university, an exam is opened at the beginning of the academic year from the relevant language course. Students who take 60 out of 100 in this exam are exempt from this course. Those who take less than 60 and those who do not take this exam continue to take the course.

f) Foreign Language Proficiency Exam: For students enrolled in faculties, colleges and vocational schools with compulsory foreign language preparatory classes, a foreign language proficiency exam is opened at the beginning of the academic year. The foreign language proficiency of the students is determined by the foreign language proficiency exam to be held by the unit or board determined by the University Board of Directors. The success grade in the proficiency exam is 70 out of 100 full points. Successful ones are exempted from foreign language preparatory class. Those who fail and those who do not apply continue the preparatory class. The principles of this exam are determined by the Senate.

Exam layout

ARTICLE 22 – (1) Exams are held by faculty members assigned by unit managements. The instructors and supervisors who teach the course are responsible for the conduct of the exam together.

(2) The instructor who takes the exam announces the exam results within 15 days from the date of the exam. The exam papers are submitted to the department heads in the faculties within 15 days from the date of the exam, to the department heads if any in the colleges or to the school administration for at least two years.

Objection to the exam result

ARTICLE 23 – (1) The final or end-of-year exam results are announced electronically no later than one week after the end of the exams.

(2) Exam results cannot be changed except for the determination of the material error situation. Students or faculty members can apply in writing to the dean's office and the directorate of the college/vocational school or the department/program presidency within 5 working days at the latest from the announcement of the exam results regarding financial errors. If a material error is detected by the relevant instructor as a result of the examination of the exam documents, this error is corrected in accordance with the decision taken by the relevant board of directors by taking the opinion of the relevant department/program presidency and the result is announced. If it is found that there are no material errors, the situation is processed in the relevant petition and he/she is notified.

Excuses

ARTICLE 24 – (1) Students who make excuses for a just and valid reason specified in the second paragraph of this article must apply to the relevant dean's office/directorate no later than 5 working days from the end date of their excuses. Excuses not reported during this period are not accepted.

(2) The justifications are justified and valid reasons are as follows:

a) In order to accept the health excuses of the students, the health reports are obtained from the university health institutions or from private health institutions and organizations with official inpatients or inpatients who are authorized to accept official patients,

b) In accordance with the Law No. 2547, the education was suspended by the Decision of the Higher Education Council due to the events that will result in the disruption of education,

c) The student had to take a break from his/her education due to natural disasters, provided that it was documented with a document to be given by the largest property supervisor of the local area,

ç) To certify that the student has to take a break from his/her education due to the death of their immediate relatives or the absence of anyone else to care for them in case of severe illness and to accept this by the relevant board of directors,

d) Emergence of economic reasons that prevent the student from continuing his/her education,

e) Student's arrest,

f) The student is conscripted due to the loss of the right of deferment or the removal of the deferment,

g) Other situations that the relevant board of directors will consider as excuses should arise.

(3) Students who have failed courses or who have received disciplinary action cannot be president, vice president and board member of student representative offices, clubs, sports boards and similar places operating within the University and cannot benefit from University scholarships.

Actions to be taken regarding excuses

ARTICLE 25 – (1) In relation to the just and valid excuses accepted by the relevant board of directors, action is taken on the following principles:

a) Excuse periods will not require registration freeze; for the exams they cannot take, if they wish, the right to an excuse exam is granted in the scope and conditions specified in paragraph (e) of the fourth paragraph of article 21 of this Regulation.

b) The education periods of the students whose excuses are accepted for just and valid reasons are frozen by the decision of the relevant board of directors.

c) In the calculation of the student's absence, the excused time, including the health report, is not taken into account.

d) Students cannot take the exams within the period of admission, and the exam of the students is deemed invalid.

Evaluation of the success grade

ARTICLE 26 – (1) The success status of a course is determined by the course success grade. The course success grade is obtained by evaluating the laboratory and other applied studies together with the midterm and semester/end of the year or make-up exams. Exams are evaluated over 100 points. The midterm, general exam and make-up exam results of a course are shown with a numerical score. The score of the exams that the student does not take is zero (0).

(2) Raw achievement score; For students who take the final exam by fulfilling the requirements specified in this Regulation, 40% of the midterm exam and 60% of the general/make-up exam are collected and calculated. In order to calculate the general/make-up exam grade, it is mandatory to take at least 50 out of 100 from the general/make-up exam. In order to be considered successful from a course or application, the student's final evaluation grade must be at least 60 out of 100.

(3) The student who cheats, attempts to cheat, cheats on the exam is given zero for that exam and a disciplinary investigation is opened against him.

Weighted grade and weighted GPA

ARTICLE 27 – (1) Weighted grade and weighted grade averages are as follows:

a) Weighted Grade: The multiplication of the coefficient of the credit of a course and the grade taken from that course is the weighted grade of that course.

b) Period/Year Weighted GPA: It is obtained by dividing the sum of the weighted grades of all the courses that the student enrolled in that semester into the credit total of the same courses. The split operation is executed two digits after the comma. In the results, the third digit after the comma is determined as two digits, rounded to zero if it is less than five, and in an intensified way if it is five or greater.

c) Overall Weighted GPA: It is obtained by dividing the total weighted scores of all courses taken by the student from the time he/she enrolls in a faculty or college by the credit total of the same courses. In the calculation of the general weighted gpa, the final grades taken by the student from the courses he/she repeats are taken into account.

ç) Graduation Weighted GPA: It is the general weighted gpa as of the date the student is eligible to graduate.

(2) Students who want to upgrade their GNO can repeat the courses they have taken and succeeded in in the semester in which those courses are given. However, in this case, students must register for the course. There is no requirement to continue in the repetition of the successful course. In the GNO account, the latest grade taken in the repeated course is valid. In these courses, which are re-taken to improve grades, students are treated as if they were taking the course for the first time.

Graduation assignment, graduation thesis, graduation project and internship

ARTICLE 28 – (1) Faculty, college and vocational school students must do the graduation assignment, graduation project, graduation thesis or internship required by the education programs in which they are registered.

(2) The principles related to internships, practices and similar studies in internship-obligatory programs are determined by the Senate with the proposal of the relevant boards.

Credit account

ARTICLE 29 – (1) The credit values of education and training activities are calculated as follows:

- a) A scheduled weekly hour of theoretical courses for one semester is a credit.
- b) Two hours of applied courses such as programmed course applications, laboratory, graduation thesis, homework or project and workshop courses for one semester are counted as a credit and up to four hours of seminars that last one semester are counted as a credit.
- c) Each theoretical hour of teaching practice and school experience courses is counted as a credit and two hours of applied hours is considered a credit. The internships of the student are not taken into account in the credit and course time account.
- ç) The credit values corresponding to the European Credit Transfer System (ECTS) of the courses taken are determined in the relevant departmental boards within the framework of the principles in this Regulation and approved by the Senate when necessary.

SECTION THREE

Horizontal and Vertical Transitions, Graduation Degree and Diplomas

Horizontal transitions

ARTICLE 30 – (1) Horizontal transitions to university-affiliated curriculums, from university-affiliated curriculums and from other universities; The transition between Associate and Undergraduate Programs in Higher Education Institutions published in the Official Gazette dated 24/4/2010 and numbered 27561 is made in accordance with the provisions of other legislation related to the Regulation on the Principles of Double Major, Minor and Interagency Credit Transfer.

(2) Horizontal transfer quotas; the unit is determined by the boards of directors and notified to the Rector's Office to be announced by the end of May.

(3) In order to transfer horizontally to foreign language education programs, the student must be studying in a higher education institution that teaches in a foreign language or certify that he/she has fulfilled the foreign language exemption requirements.

(4) The principles of transfer between units and departments affiliated with the university are regulated separately by the Senate.

Vertical transitions

ARTICLE 31 – (1) Admissions and adjustments of vocational school graduates who succeeded in the vertical transfer exam conducted centrally by ÖSYM to the undergraduate program; It is made in accordance with the provisions of other legislation related to the provisions of the Regulation on the Continuation of Graduates of Vocational Schools and Open Education Associate Programs published in the Official Gazette dated 19/2/2002 and numbered 24676.

(2) Students who do not take or fail the foreign language proficiency exam from the students whose vertical transition to foreign language education programs are accepted participate in the foreign language preparatory education program for two semesters. After two semesters of preparatory training, those who do not

succeed in the foreign language proficiency exam or students who fail to meet the foreign language preparatory class exemption requirements can continue to the preparatory class for a maximum of two more semesters. Students who do not succeed at the end of this period start the main program if they fulfill the exemption requirements of the preparatory class by developing their foreign language knowledge with their own means until they succeed or if they succeed in the exemption exam opened by foreign languages. Students who do not succeed in the foreign language proficiency exam at the end of the two-semester preparatory education or who fail to meet the foreign language exemption requirements can be included in higher education programs that provide Turkish education within the framework of the provisions of the Regulation on Foreign Language Teaching and Foreign Language Teaching in Higher Education Institutions published in the Official Gazette dated 4/12/2008 and numbered 27074 if they wish.

(3) The additional time they use to achieve the preparatory class for students who do not succeed in the foreign language preparatory class is counted as the maximum education period.

In-unit migrations

ARTICLE 32 – (1) In any unit affiliated with the University, transitions can be made between programs or departments that receive students of the same score type. The principles of these transitions are determined by the Senate.

Graduation degree

ARTICLE 33 – (1) Graduation degree is found by dividing the sum of the credit values of the courses and the product of success grades by the total credit. Exempt courses are not included in the average. In order for a student to graduate, he/she must have achieved all the courses of the program in which he/she is enrolled. This condition also applies to students of the adjustment program.

(2) Students who complete their undergraduate studies in a maximum of eight semesters and ten semesters for ten semesters of the Faculty of Education are considered to be honorary students with a gpa of 85-89 out of 100 full points, and those with a grade of 90-100 are considered high honor students. The list of these students is announced at the end of each semester. A special document stating their status is given to them with their diplomas.

(3) In order to be in the honorary list or high honors list of the semester, the student must be able to;

a) The fact that he did not take disciplinary action,

b) He must have completed the course credit that he should have taken at least during that period or year and has completed all the courses he has taken.

(4) In order for a student to graduate, he/she must complete the program he/she is watching with at least 60 GNO. GNO is also graduation grade point average.

Diploma and diploma supplements

ARTICLE 34 – (1) Students who successfully complete their education programs are awarded their diplomas at the end of the exam period following the completion of the program.

(2) All the courses, practices and hours of the students who have graduated in the education programs; a grade certificate is given stating the studies such as project, laboratory, graduation assignment, seminar, graduation thesis and compulsory internship, success grades and semester/year honors, if any.

(3) Diplomas to be awarded by faculties, colleges and vocational schools; it is arranged differently for each level at the associate and undergraduate levels and is suppressed according to an example or examples adopted by the Senate.

(4) Diplomas are prepared in both Turkish and related foreign languages in units that teach in a foreign language.

(5) Until diplomas are prepared, students can be given a temporary graduation certificate if necessary. The graduation date is the expiration date of the final exam period.

(6) On the front of the diplomas:

- a) Name and surnames,
- b) Diploma number,
- c) The name of the program he has achieved at undergraduate and associate degree level, department/department, if any, the professional title earned by the program,
- ç) Date of graduation,
- d) Rector and dean of faculties; the signatures of the Rector and the director of the college, the Rector and the director of the vocational school are found in the vocational schools.

(7) On the back of the diploma:

- a) ID No.
- b) Date and place of birth,
- c) The name of his father and mother,
- ç) Registration number at the university,
- d) Diploma date, information is included.

(8) Diplomas do not have a graduation degree and no photo is pasted. Diplomas are sealed with a cold stamp by the Rectorate.

(9) In case of loss of diploma, it can be arranged a second time. In case of repetition, it can be rearranged, provided that it is indicated the number of times it is given.

Granting an associate's degree and a scholarship to vocational school

ARTICLE 35 – (1) Students who are not able to complete or are understood to be unable to complete their undergraduate education and who have completed all the courses of the first two years are awarded an associate degree if they request it.

(2) Students who are not able to complete their undergraduate education or who are understood not to be able to complete their undergraduate education should apply to vocational schools; It is made in accordance with the provisions of the Regulation on The Receipt of An Associate Degree or Their Orientation to Vocational Schools of those who have not completed or completed their undergraduate studies, published in the Official Gazette dated 18/3/1989 and numbered 20112.

(3) Even if they have achieved all the courses of the first two years, an associate degree diploma is not given to those who are sentenced to removal from the higher education institution according to the provisions of the legislation related to the students who continue their undergraduate studies.

- (4) Those who are dismissed from the undergraduate program by obtaining an associate degree must return their associate degree if they wish to continue their studies by taking advantage of a legal right to be granted to them.
- (5) Those who receive an associate's degree are considered to have been dismissed from the University.

Certificate programs

ARTICLE 36 – (1) Units may recommend a certificate program in the fields they deem appropriate. The principles of certificate programs are determined by the Senate.

(2) The admission requirements for the certificate programs opened for students enrolled in university departments must be determined by the department that will carry out the program, a student must take at least 21 credit courses in order to be eligible for a certificate, and the weighted GPA must be 60 out of at least 100 points.

PART FOUR

Miscellaneous and Final Provisions

Disciplinary affairs

ARTICLE 37 – (1) Disciplinary work and procedures of students are carried out in accordance with the provisions of the Law No. 2547 and the Student Disciplinary Regulation of Higher Education Institutions.

(2) Students who receive suspension from the higher education institution for any reason cannot participate in educational and social activities during this period and cannot enter the facilities of the University.

Double major programs

ARTICLE 38 – (1) Double major programs; science fields can be opened among all programs that are close and have a bachelor's degree. Double major programs can be executed with matching between undergraduate programs in different faculties or undergraduate programs in different four-year colleges, or between undergraduate programs in the same faculty or four-year college. In addition, programs that take students according to the results of the special aptitude exam; however, it can run double major programs among themselves. Which areas of science can be matched to create a double major program and the course application contents of the second undergraduate programs are determined by the Senate on the recommendation of the units conducting the programs and related boards. Students enrolled in international partner programs cannot participate in double-digit programs.

Minor programs

ARTICLE 39 – (1) At the University; certificate programs can be organized for the purpose of ensuring that a student who is successfully conducting undergraduate education also has limited learning to be informed in a second undergraduate program. Minor programs can be conducted with matching between undergraduate programs in different faculties or undergraduate programs in different four-year colleges, or between undergraduate programs in the same faculty or four-year colleges. Programs that take students according to the results of the special aptitude exam can only carry out minor programs among themselves. Which areas of science can be matched to create a minor program and the course/application contents of minor programs are decided by the Senate upon the recommendation of the relevant departments and related boards. The principles of minor programs are determined by the Senate. Students enrolled in international partner programs cannot participate in minor programs.

(2) The minor program does not mean a separate undergraduate program.

Student exchange between higher education institutions

ARTICLE 40 – (1) Students; University and other higher education institutions abroad or at home

in accordance with the agreements and protocols made between the two countries, and may study for one or two semesters in other related higher education institutions. These students are required to have accomplished all the learning activities in the past years.

(2) Students cannot participate in exchange programs during the first two and last two semesters of their normal study period.

(3) Courses, practices, internships and similar activities that students will continue in these higher education institutions; the equivalence of the student to the courses, practices, internships and similar activities in his/her own curriculum is determined in advance by the recommendation of the advisor and the relevant program/department head and the decision of the relevant board of directors.

(4) Students must pay the student contribution to their unit at the University and renew the registration in accordance with the academic calendar during the semesters spent in other higher education institutions. These students are subject to the provisions of the legislation of the university in which they continue. The student is also considered to have failed from equivalent activities in his/her own curriculum, which corresponds to the activities he received from other contracted higher education institutions but failed. The semesters spent by the student in the other contracted higher education institution are counted as the duration of the education.

Remote Education

ARTICLE 41 – (1) Distance Education; It is the type of education that is made using printed materials, radio-television and information technologies at all levels of education and does not require the student and the instructor to be in the same space.

(2) If approved by the Senate, some courses in the first and second curriculum can only be taught through distance education. However, students are not charged any additional payment for the courses given in this way.

(3) The Senate may decide that a course in the primary and secondary education programs should be given through both formal education and distance education at the recommendation of the relevant unit board.

(4) The principles of distance education are determined by the Senate.

Abolished Regulation

ARTICLE 42 – (1) The Regulation on Associate and Undergraduate Education and Training of Hakkari University, dated 18/6/2010 and published in the Official Gazette no. 27615, has been repealed.

Adaptation

TEMPORARY ARTICLE 1 – (1) Name and connection when connected to Centennial University students attending faculties and colleges connected to Hakkari University by changing; they continue their education and training according to the relevant regulations of the Centennial University, of which they were previously subject. However, the grades taken by these students from Centennial University are converted into the grade system of Hakkari University.

(2) Students who have won Hakkari University and continued their education and training at other universities are subject to the regulations of the universities they continue their education and training. However, it is not the first The grades obtained from the universities where the students who will complete some of their undergraduate education and training in other universities and continue their remaining education and training at Hakkari University are converted into the grade system of Hakkari University.

(3) Those who fail to complete their undergraduate studies should obtain an Associate's Degree or their application to Vocational Schools, those who have not completed or completed their undergraduate studies, obtain an Associate Degree or have their application to vocational schools according to the provisions of the Regulation on Their Orientation to Vocational Schools.

Effective

ARTICLE 43 – (1) This Regulation shall come into effect as of the date it is issued.

Execution

ARTICLE 44–(1) The Rector of Hakkari University carries out the provisions of these principles by-law.