

ANTALYA INTERNATIONAL UNIVERSITY
DIRECTIVE REGARDING ASSOCIATE AND UNDERGRADUATE DEGREE
PROGRAMS

CHAPTER 1
Objective, Scope, Grounds and Definitions

Objective

ARTICLE 1 – (1) The objective of this directive is to clarify the procedures and policies regarding the associate and undergraduate degree programs at Antalya International University.

Scope

ARTICLE 2 – (1) This directive sets forth the provisions concerning student registration at Antalya International University; the regulations and their implementations for the undergraduate and associate degree programs the students attend, including the foreign languages preparatory program at Antalya International University; exams; leaves of absence; withdrawal from classes; and diploma procedures.

Grounds

ARTICLE 3 – (1) This directive is based on Article 14 and Article 44 of the Higher Education Law number 2547, dated 4/11/1981.

Definitions

ARTICLE 4 – (1) The concepts and terms used in this directive are as follows:

- a) AKTS (ECTS: European Credit Transfer Systems): The European Credit Transfer Systems,
- b) Major Diploma Program: The undergraduate degree program to which the student is registered ,
- c) Unit: The colleges schools or vocational programs of higher education at Antalya International University,
- d) Double Major Program: The program which allows students already registered in a diploma program as their main program to take classes from a second diploma program and to obtain its diploma on the condition that they fulfill the determined criteria,
- e) Advisor: A faculty member assigned to assist students with their education or training planning their courses and similar processes,
- f) Dean: The deans of the colleges at Antalya International University,
- g) Diploma Program: The higher education program which issues associate degree or undergraduate degree diplomas for students who fulfill the determined requirements,
- h) Board of the Relevant Unit: The board of each college department or vocational program of higher education at Antalya International University,
- i) Undergraduate Education: A higher education course of study lasting at least 8 semesters,

- j) Directorate: The directorates of schools/vocational schools at Antalya International University,
- k) Board of Trustees: The Board of Trustees of Antalya International University,
- l) Directorate of Student Affairs: Antalya International University Directorate of Student Affairs,
- m) Associate Degree Education: A higher education program of at least 4 semesters intended to train manpower or to be a first step towards a higher degree ,
- n) SSPC: The Student Selection and Placement Center (ÖSYM),
- o) Rector: the rector of Antalya International University,
- p) Rectorate: the rectorate of Antalya International University,
- q) Senate: the senate of Antalya International University,
- r) University: Antalya International University,
- s) Administrative Board of the University: The Administrative Board Antalya International University,
- t) English Language Training Program: The English Language Training Program of Antalya International University,
- u) Minor Program: The program which allows students already registered to a main diploma program to take certain classes from a second diploma program and obtain a certificate (this certificate is not equivalent to a diploma) on the condition that they fulfill the determined criteria,
- v) CoHE (YÖK): The Council of Higher Education.

CHAPTER 2

Principles Regarding Admissions and Registration

First Registration Procedures

ARTICLE 5 – (1) Students may register if they are placed in a diploma program of the University based on the results of the central placement exam administered by SSPC, or if they pass the special talent test, or if an internal transfer application is accepted. For admissions and registration of international students, the principles determined by the CoHE and the Senate within the framework of the relevant legislation provisions apply.

(2) Students who have earned the right to register at the University must complete the registration procedures in person at the registration office by submitting the original of the diploma issued by the secondary education institution from which they graduated, or an up-to-date certificate of graduation and the originals of other required documents or their copies certified by the University. However, the candidates who cannot register in person may have a legal representative or a proxy given the power of attorney at the notary complete their registration procedures.

(3) Candidates who do not complete their final registration procedures between the determined dates forfeit their rights. Final registration cannot be done by mail.

(4) Applicants who have not paid their tuition fees between the dates determined by Rectorate cannot finalize their registration.

(5) Applicants whose documents are missing or who have submitted forged or falsified documents, who have been found guilty of cheating at the University entrance examination, who are already registered to a diploma program of a higher education institution other than those which are allowed by CoHE, or who have been disciplined by a higher education institution cannot register at the University. If they have already registered, their registration is cancelled, and if they have already graduated from the University, all of their documents, including their diplomas, are void. Their tuition fees are not refunded.

Student Identity Card

ARTICLE 6 – (1) Students who have completed their definite registration procedures are issued a photo student identity card. In case of loss of or damage to the student ID card, students are required to apply to the Directorate of Student Affairs to demand a new card with a letter of request. A new ID card is provided to the student in return for the fee determined by the Rectorate.

Tuition Fee

ARTICLE 7 – (1) Education and training at the University is a paid service. The annual tuition fees are not calculated on the basis of the number of courses or credits taken or the number of semesters but are determined by the Board of Trustees for each academic year comprised of Fall and Spring terms in line with the rate of inflation and other economic considerations.

(2) Students must pay the determined annual tuition fee regardless of the number of the courses or credits taken during the normal duration of studies.

(3) Students who fail to graduate within the normal duration of studies must pay a tuition fee determined by the Board of Trustees in order to repeat courses from the associate degree and undergraduate degree programs within the maximum durations mentioned in the Article number 44 of the Law number 2547.

(4) Students who fail to pay their tuition fees within the dates determined by the Rectorate cannot register or renew their registration or benefit from the rights and privileges of being a student.

(5) In the event that students who register at the University or renew their registration at the beginning of the academic year would like to disenroll from the University before the academic year starts, they must pay one fourth of the annual tuition fee.

(6) Students who disenroll from the University or are dismissed for disciplinary reasons after the academic year starts and after they have paid the tuition fee will not be refunded the tuition fee of the relevant academic year.

(7) The services which the University might offer such as dormitory accommodation, food, transportation, etc., are not included in the tuition fee. Students must pay separately for these services.

(8) Tuition fees of the students who attend an exchange program are determined according to the bilateral agreements between the universities.

English Language Proficiency and English Language Training Program

ARTICLE 8 – (1) The medium of instruction at Antalya International University is English. In some diploma programs, the education might be offered partly or completely in Turkish. Students of the diploma programs which are partly Turkish or completely English must achieve a certain level of proficiency in English.

(2) In order to offer foreign language training, the School of Foreign Languages and the English Language Training Program might be established within the University.

(3) Students are required to prove their English proficiency during the application or registration with a document such as the still valid result of a national or international examination acknowledged by the Senate. (If necessary, these result documents must be obtained from determined examination centers.)

(4) Students who have successfully completed courses at the English preparatory program in a higher education institution in which they previously studied may apply to be exempted from the English Proficiency Exam held by the University by certifying their English proficiency. The administrative board of the relevant unit decides if these students may be exempted from the proficiency exam and the English Language Training Program of the University. Students whose applications to be exempted from the ELTP have not been approved must take the proficiency exam and achieve the sufficient points determined by the Senate.

(5) Students who cannot document their level of proficiency or have not been able to complete the English Language Training Program at the higher education institution where they previously studied must take the proficiency exam of the University and achieve the sufficient points determined by the Senate. Otherwise, they must attend the English Language Training Program offered by the School of Foreign Languages.

(6) Students who complete the ELTP earn the right to begin their undergraduate programs, and must follow the program's current curriculum.

(7) Students who have not been able to complete the ELTP at the end of the first year will repeat the ELTP. Students who cannot complete the ELTP successfully in two academic years will be disenrolled from the University.

(8) The foreign language education mentioned in this article is offered according to the articles number 44 and 49 of the Law number 2547, the provisions of the Regulations on Foreign Language Teaching in Higher Education Institutions and the Principles that will be followed in Foreign Language Teaching, which was published in the Official Gazette and the principles determined by the Senate.

Renewal of Registration

ARTICLE 9 – (1) Students must renew their registrations at the beginning of each term within the time period specified in the academic calendar. Late course registrations due to valid excuses are evaluated in accordance with the principles determined by the Senate.

(2) Students must have paid all the tuition fees for all the previous terms and for the current term to be able to renew their registrations for the current term. Students cannot renew registration for the

current term unless tuition fees have been paid, and will forfeit all rights and privileges of being a student if they have not paid the tuition fees.

(3) Students paying tuition fees must complete the course registration process by having their schedules, including the courses to be taken within the current term, approved by their advisors. The student responsible for the registration renewal and course registration process must complete the course registration process in person. After the student completes the enrollment process, course registration is complete.

(4) Students who have successfully completed all the courses in the curriculum but have not completed the internship must renew their registrations at the beginning of each term on the dates specified. Students in this situation must pay one fourth of the tuition fee for each semester that they register for their internships.

(5) Students who have not renewed their registrations for the term within the specified time period become inactive students. Inactive students cannot take the courses and exams during that term and forfeit their scholarships.

(6) The semester for which students do not renew their registration is included in the maximum duration of studies determined in the Article number 44 of the Law number 2547. Inactive students may renew their registration at the beginning of the following semester provided that they pay one third of the tuition fee for the semesters for which they have not renewed their registration, and the full tuition fee for the semester for which they are renewing their registration.

(7) Students' relations with the University are not terminated because of not renewing their registration as a result of not paying the tuition fee between the specified dates. However, relations of the students with the University may be terminated by the decision of the relevant boards of the University and the approval of the Council of Higher Education on if said students do not pay their tuition fees or renew their registration for four consecutive semesters.

(8) Inactive students who have not renewed their registration for two consecutive semesters become subject to the same curriculum as the new students when they become active students again.

(9) Students who have participated in exchange programs may renew registration outside the registration period indicated in the academic calendar by the board decision of the relevant unit.

Undergraduate and Vertical Transfers – Double Major and Minor Programs

ARTICLE 10 – (1) Transfer and orientation procedures of transfer students from domestic or foreign higher education institutions to equivalent diploma programs at the same level of the University or of undergraduate transfers between the diploma programs at the same level within the University and the procedures regarding double major and minor programs are conducted in compliance with the provisions of the Regulations for Transfer within Associate and Bachelor's Degree Programs, Double Major Degrees, Minor Degrees and Inter-University Credit Transfer dated 24/4/2010 and published in the Official Gazette numbered 27561; and the principles determined by the Senate.

(2) Vertical transfer procedures of vocational schools to undergraduate programs are conducted according to the provisions of the Regulation for Undergraduate Degree Education of Vocational School and Open Education Associate Degree Programs Graduates published in the Official Gazette number 24676, dated 19/2/2002; and the principles determined by the Senate.

(3) Students who would like to initiate undergraduate or vertical transfers must meet the conditions regarding foreign language proficiency mentioned in the Article number 8 of this Regulation. Students who do not meet these conditions must attend the English Language Training Program.

Course exemptions and adjustments

ARTICLE 11 – (1) New students may demand to be exempted from certain courses that are equivalent to the courses which they have already taken and passed at the higher education institution where they have studied previously.

(2) For exemption requests, students must apply to the Directorate of Student Affairs by one week prior to the start of the course registration with a letter of request that includes the content of the courses and their transcript. Exemption requests are assessed and finalized by the relevant administrative board according to the principles determined by the Senate. Students may proceed with course registration according to the final decision.

(3) Courses which students are exempted from are assigned ECTS credits and letter grades and are included in the transcripts relevant to the diploma program to which students are registered. Total ECTS credits of the exempted courses may not exceed 180. If the total number exceeds 180, the courses which students will be exempted from will be the courses which the students have passed with the highest grades. For students who are exempted from certain courses to be able to graduate, they must be registered at the University for at least two semesters and take at least 60 ECTS credits.

(4) According to the adjustment procedures, each 30 ECTS credits for the exempted courses approved by the administrative board of the relevant unit are equal to a semester and the number of the semesters coming from the credits of the exempted courses are included in the duration of studies of the students, except for the time spent at the English Language Training Program. In the event that the ECTS credits from the exempted courses are not multiples of 30, the remaining ECTS credits, if 24 or more, may be accepted as equal to a semester and a semester will be added to the duration of studies.

(5) The relevant department administers an exemption examination and decides on the courses which students will be exempted from if they are successful. These exempted courses are shown in the transcript with EX letter grade.

Special Student Status

ARTICLE 12 - (1) Special students are those who are allowed to attend classes with special permission to improve their knowledge and skills.

(2) Applications of special students are finalized and the courses and total hours that they may take are determined by the board of the relevant unit upon the recommendation of the head of the relevant department.

(3) Special students are not regarded as University students; however, they are subject to the same academic and administrative rules as the students of the University. Upon request, these students are provided with a document showing the courses in which they are registered and their grades. This document is not a substitute for a diploma or does not indicate an academic level.

(4) Upon students' request, it is up to the approval of the administrative board of the relevant unit that students may take undergraduate level courses offered at a different higher education institution as special student and have these courses, which they have passed successfully, accepted equivalent to their academic requirements in their own diploma program at Antalya International University. The relevant procedures are conducted in accordance with the provisions of the Regulations for Transfer within Associate and Bachelor's Degree Programs, Double Major Degrees, Minor Degrees and Inter-University Credit Transfer.

(5) Special students pay a tuition fee according to the policies determined by the Board of Trustees.

CHAPTER 3

Principles Regarding Education

Academic Year and Academic Calendar

ARTICLE 13 – (1) An academic year is comprised of Fall and Spring terms, which last for 14 weeks each except for the final examinations. The Senate is entitled to extend or shorten the semester periods if necessary.

(2) Apart from the Fall and Spring semesters, the summer school may be opened for a maximum eight of weeks, including a week of exams which follows the seven weeks of classes, upon the request of the relevant administrative boards and the decision of the Senate. The summer school is administered according to the principles determined by the Senate.

(3) The summer school is opened during a period outside the normal duration of associate and undergraduate degree studies, and its academic calendar and tuition fees are determined individually.

(4) The academic calendar for each academic year which shows the dates and durations of the registration periods, courses, exams, etc. is determined upon a request by the relevant units and the decision by the Senate.

(5) No classes or exams are held on official holidays. However, educational activities or exams may be held on weekends or after the working hours on weekdays upon the decision of the administrative board of the relevant academic unit.

Types of Education

ARTICLE 14 – (1) Antalya International University offers formal, non-formal and distance education.

(2) Within the framework of the principles determined by the Senate, distance education programs in which educational activities are planned and executed based on information technologies at the associate and undergraduate levels may be opened, which do not require that the students and professors are present in the same place.

Duration of Studies

ARTICLE 15 – (1) Excluding the English Language Training Program, students must complete associate degree programs with two years of normal duration of studies in a maximum four years

and the undergraduate degree programs with four years of normal duration of studies in a maximum 7 years as of the semester when they start to take courses from the program they are registered to regardless of whether they renew their registration or not. The maximum duration of studies at the English Language Training Program is two years.

(2) According to the provisions of this regulations, students may graduate earlier than the end of the normal duration of studies so long as they meet the requirements for graduation.

(3) The period of the suspension punishment is included in the normal duration of studies.

Program Curriculum and Course Load

ARTICLE 16 – (1) In the divisions, education is offered in the form of theoretical courses, interdisciplinary courses given by more than one division, modules, seminars, practical courses, project and studio studies, laboratory and workshop practices, practical applications, internships, sketches, applications on the field, final projects, and so on.

(2) Education is offered according to the program curricula whereby the names of the courses, their ECTS credits and weekly credit hours are indicated. Program curricula are prepared to enable the students to acquire the knowledge, skills and competences which the relevant diploma program requires for graduation based on the work load and they are validated by the decision of the administrative board and the approval of the Senate. The changes to the curricula are made through the same procedure. The way the changes will be implemented to the students will also be included in the decisions regarding the changes. The changes will take effect as of the beginning of the following semester at the earliest.

(3) Course load is the total ECTS credits of the courses which the student takes in a semester.

(4) The normal course load is 30 ECTS credits which the student is required to take in a semester of the curriculum. Students may not take more than 30 ECTS credits in the first and second semesters.

(5) As of the third semester, the maximum course load will be determined according to the table below with the consent of the advisor:

GPA	Maximum Course Load					
	3rd Semester	4th Semester	5th Semester	6th Semester	7th Semester	8th Semester
2.00≤GPA≤2.49	37 ECTS	37 ECTS	37 ECTS	37 ECTS	37 ECTS	37 ECTS
2.50≤GPA≤3.49	43 ECTS	43 ECTS	43 ECTS	43 ECTS	43 ECTS	43 ECTS
3.50≤GPA≤4.00	48 ECTS	48 ECTS	48 ECTS	48 ECTS	48 ECTS	48 ECTS

(6) Students with a GPA lower than 2.00 may not take more than the normal 30 ECTS credits. If the student registers in the Spring semester for the first time, the maximum course load principles will be valid as of the second semester. The maximum course load of double major – minor students is determined by the administrative board of the secondary department.

(7) The minimum course load is 10 ECTS as of the third semester.

(8) The administrative board of the relevant unit may allow students who are able to graduate at the end of the current semester to take a maximum of 48 ECTS credits upon the recommendation of the advisor.

(9) All activities included in the program curricula are regarded as being within the course load subject to this Regulation. Some courses determined by the Senate may be regarded as being within the course load but not included in the GPA calculation.

(10) Weekly schedules prepared according to the program curricula are announced to the students at the beginning of each semester.

(11) Mandatory practical education in the sector may be required in program curricula. Procedures and principles regarding the education in the sector are determined by the Senate within the framework of the relevant provisions of the regulation.

(12) In the programs with mandatory internship requirements, the procedures regarding the internship, applications and suchlike practices are determined by the Senate upon the request of the relevant boards.

Mandatory and Elective Courses

ARTICLE 17 – (1) The program curriculum is comprised of mandatory and elective courses. Mandatory courses are the ones which the students must take while elective courses are the ones which the students may take in line with their interests.

(2) Elective courses may be chosen from program curricula or from among certain groups of courses. Elective courses are opened with the decision of the administrative board of the relevant division and removed through the same procedure. The administrative board of the relevant unit may put minimum and/or maximum quotas of students for each elective course and determine the principles regarding the elective courses which may be taken from other departments.

Prerequisite and Corequisite Courses

ARTICLE 18 – (1) A prerequisite course is one which students must have taken and passed with at least a D before a certain course can be taken.

(2) A corequisite course is one which students must take together with a certain course. Students who have already taken and passed a corequisite course with at least D may take the course which requires this corequisite course.

(3) Prerequisite and corequisite courses are determined by the administrative board of the relevant department.

Common Mandatory (Core) Courses

ARTICLE 19 – (1) The common mandatory (core) courses -- namely Atatürk's Principles and the History of the Turkish Revolution, Turkish Language, and the foreign languages which are mentioned in the clause (i) of the first paragraph of the Article Five of the Law number 2547 -- are included in the program curricula and students must take them as credit courses for two semesters. These courses may also be offered in the form of distance education based on information technologies.

Advisors

ARTICLE 20 – (1) For each student, a member of the faculty is assigned as an advisor by the relevant department. The advisor tracks the student throughout his or her education and offers advice regarding the mandatory and elective courses he or she must take within the associate or

undergraduate degree programs and double major and minor programs. The student prepares his or her schedule of classes with the advisor and must obtain the approval of the advisor for the schedule of classes.

(2) In the event that the advisor is not on duty at the University due to any valid reason during the registration period, the department head appoints a member of faculty temporarily as advisor and the students are informed about this.

Course Registration

ARTICLE 21 – (1) For each semester, students must register for the courses within the period specified in the academic calendar upon the approval of the advisor. Students may not attend courses for which they do not duly register within the registration period, take the relevant exams or be granted grades from these exams. Late registrations are accepted according to the policies determined by the Senate.

(2) Each course for which students register must have an equivalent in their program curriculum. Students must obtain approval from their advisors for each course. Students may take associate, undergraduate or master's degree courses which do not have any equivalent in their own program curricula within the limit of the maximum course load restrictions upon the approval of their advisors. The credits for these courses are not included in the total number of credits which the students take for graduation and the grades granted from these courses will not be included in the GPA calculations.

(3) Except for the students who register for the first time in the spring semester, all students must register for all the courses included in their program curricula except for the exempted ones in their first semester. For the second semester, students must register for all the courses in their curricula except for the exempted ones and the ones with a prerequisite course which the student has failed. As of the third semester, course registrations are done in the beginning of each semester according to success level of the students determined by their up-to-date GPAs.

(4) Students must especially register for the courses which they have failed in the previous semesters or the courses which they have not taken yet. Students must take these courses according to their row in the curriculum. As for courses which have been removed from the program curriculum or are closed, students take other courses required of them.

(5) Students may not be able to take some of the courses in the curriculum for the relevant semester due to too many new courses which they are required to take or conflicts. It is possible to take two conflicting courses with the approvals of the lecturers of the courses and the department head.

(6) As of the third semester, students may take courses from the curriculum of the same semester of the next year within the maximum course load restrictions in the event that they are exempted from certain courses, have failed prerequisite courses, started the department in the spring term after passing the proficiency exam, have not been able to take courses from previous semesters, have taken semester leaves or participated in an interuniversity exchange program.

(7) The administrative boards of the relevant units may allow students to take more than one elective course with fewer credits so long as the credit requirements of the curriculum are met.

(8) It is the department head's discretion whether to allow students to take fewer credits, down to 10 ECTS credits, than the minimum course load or to slightly exceed the maximum course load due a course which is otherwise impossible to take due to the restrictions.

(9) In the event that students leave the University due to such reasons as disenrolling, taking semester leaves, etc., after completing their course registrations, the courses of the relevant semester will be removed from their transcripts.

Adding and Dropping Courses

ARTICLE 22 – (1) Students may change the courses for which they have registered until the deadline determined in the academic calendar with the approval of their advisors within the credit restrictions.

Withdrawal

ARTICLE 23 – (1) Except for the first two semesters, students may completely withdraw from one of the courses in the curriculum each semester until the deadline mentioned in the academic calendar with the approval of the advisor. The course from which the student withdraws is regarded as not having been taken at all and it is shown with **W** in the transcript.

(2) Students may not withdraw from courses from which they have been granted F, FX or U, or have already withdrawn beforehand.

(3) If students withdraw from a course while they are repeating it, their previous grade is included in the GPA calculations.

Course attendance and grades

ARTICLE 24 – (1) In line with the policies determined by the relevant faculty or department, students must attend classes, laboratory and applied courses, take all the exams and participate in other studies deemed necessary by faculty members.

(2) Students must attend 70% of classes and 80% of independent applied courses such as laboratory courses and workshops. Student attendance is checked by the relevant member of faculty.

(3) Students who cannot meet the attendance requirements cannot take final exams at the end of the semester. These students are given a grade of FX and the list of these students is announced in the last week of the classes.

(4) In the event of repeating theoretical courses and lab courses, if the student has already met the attendance requirement while taking such courses previously, the relevant faculty member may excuse the student from attendance. However, the student must still fulfill the other course requirements.

(5) The academic achievement of the student at a course is determined by the relevant faculty member based on the assignments, projects, workshops, field studies, practices, laboratory studies, seminars, quizzes, midterms and suchlike as well as semester activities and final exams. The share of each of these academic activities in the final grade must be announced at the beginning of the semester.

(6) The results of all the semester activities as well as final exams must be announced to the students.

Cheating and Plagiarism

ARTICLE 25 – (1) In the event of a suspicion of cheating, attempting to cheat, plagiarism or suchlike breaches described in the disciplinary regulations in any exam, assignment, report or other means of assessment, the relevant student will be subject to disciplinary proceedings. In the course of the proceedings, the student is not granted any grades for the assessment. If the student is found innocent as a result of the disciplinary proceedings, the student’s work is assessed. If necessary, the student will be given a make-up exam or make-up assignment. A student who is found guilty will receive disciplinary punishment as well as being graded as a zero for the relevant exam or work.

Grades

ARTICLE 26 – (1) The relevant faculty member assigns one of the letter grades in the list below for the course the student has taken after assessing the student’s achievement in the mid-term exams, work performed during the semester, and finals, and also by taking into account the overall achievement level of the class. The numerical equivalents of the letter grades are given below:

Letter Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	F
Numerical Equivalent	4.00	4.00	3.70	3.30	3.00	2.70	2.30	2.00	1.70	1.30	1.00	0.00

Letter Grade	FX	EX	S	U	W	I	IP	AU
Explanation	Failure for Non-attendance	Exempted	Satisfactory	Unsatisfactory	Withdrawal	Incomplete	In Progress	Listener

(2) Below are the explanations regarding the grades A+, FX, W, I, EX, S, U, P, AU:

- a) A+: Assigned to students who show exceptional accomplishment in a course.
- b) FX: Assigned to unsuccessful students who do not meet the attendance requirements or requirements related to the relevant course. This grade is regarded as F in the GPA calculations.
- c) W: Assigned to students who withdraw from a course with the approval of their advisor. The course taken is shown in the transcript; however, it is not included in the GPA or credit calculations.
- d) I: For the courses which are based on projects, a thesis or similar assignments, the “I” grade is assigned to students who have failed to complete their tasks by the end of the semester due to reasons found valid by the relevant faculty member. These students must complete the requirements within two weeks at the latest after the final exams and be assigned a letter grade. Students who fail to complete the requirements are assigned “F” or “U”. However, in the event of a prolonged illness or a similar situation, students may be given time until the beginning of the next registration period with the approval of the relevant administrative board based on the “I” grade.

- e) EX: Assigned to students who pass the exemption exams administered by relevant departments for the courses determined by the Senate. This grade is not included in the GPA calculations; however, its credit is included in the total number of credits taken by the time of the graduation.
- f) S: Assigned to students when they are successful at an internship or a similar task, or a non-credit course.
- g) U: Assigned to student who failed an internship or a similar task, or a non-credit course.
- h) P: Assigned at the end of the first semester for courses which last for more than a semester. This grade is not included in the GPA calculations.
- i) AU: Assigned to students for courses which they take as non-credit with the written consent of the relevant faculty member to audit and pass the course. In the event of failing the course, students are regarded as not having taken the course at all. This grade is not included in the GPA or credit calculations. All students may audit courses.

Assessment of Grades

- ARTICLE 27** – (1) Passing grades for a course are A+, A, A-, B+, B, B-, C+, C, C-, D+,D or S.
(2) Students who are assigned F, FX or U for a course fail. The Senate is entitled to consider C-, D+ or D as failing grades.

Assessment of Academic Proficiency

- ARTICLE 28** – (1) The academic proficiency of students are assessed by their GPAs at the end of each semester. The total ECTS credits which students take from a course are derived by multiplying the ECTS credits of the relevant course with the numerical equivalence of the letter grade which the students are assigned from that course. The GPA for the semester is calculated by dividing the total number of ECTS credits earned from all of the courses which students take throughout the semester by the total ECTS credits for the courses which students take.
- (2) The general grade point average (GPA) is calculated by dividing the total number of ECTS credits earned from all the courses which students have registered for in all the semesters by the total number of ECTS credits for all the courses which students have taken. In the event of repeated courses, the most recent grades are included in the GPA calculations. However, all the grades taken previously are shown in the transcript. Both the semester GPA and the overall GPA are shown with two digits after the period. When the third decimal digit is 5 or more the number is rounded up and when smaller than 5 the number is rounded down.
- (3) At the end of the summer term, the GPA of students are calculated again taking the summer term grades into account.
- (4) Students who have not had disciplinary punishment or a received a failing grade (F, FX or U) at the end of semester within the normal duration studies and have taken the minimum 30 ECTS credit load are regarded as honor students for that semester if they have achieved a semester GPA of 3.00 – 3.49 and high honor students if their semester GPA is higher than 3.50.
- (5) The academic status of students whose overall GPA has been 2.00 or above since the end of the second semester is considered successful and the status of those with a overall GPA of 1.99 and below is considered academically unsatisfactory.

(6) During the course registration for each semester, the courses for which students have not been assigned a letter grade previously are regarded as new courses. The Senate may decide that certain courses will not be accepted as new courses. Students whose academic status becomes unsatisfactory in the previous semester or summer term may register for a limited number of new courses.

(7) The table below shows the ECTS credit restrictions for new courses for which students with unsatisfactory academic status are allowed to register based on their semesters.

GPA	Credit Restrictions for New Courses					
	3 rd Semester	4 th Semester	5 th Semester	6 th Semester	7 th Semester	8 th Semester
$0 \leq \text{GPA} \leq 1.49$	15 ECTS	15 ECTS				
$1.50 \leq \text{GPA} \leq 1.99$	30 ECTS	30 ECTS				
$0 \leq \text{GPA} \leq 1.79$			10 ECTS	10 ECTS	6 ECTS	6 ECTS
$1.80 \leq \text{GPA} \leq 1.99$			25 ECTS	25 ECTS	20 ECTS	20 ECTS

(8) These new course restrictions do not apply to students with an unsatisfactory academic status who would like to take courses in the summer school.

(9) These new course restrictions do not apply to students who have not been able to graduate within the normal duration of studies.

(10) The Senate decides if the internship requirements for students with unsatisfactory academic status will be subject to these restrictions.

Repeating Courses

ARTICLE 29 – (1) Students who fail a course must repeat it in the first semester that it is offered. The previous grade is not included in the overall GPA once the most recent grade for this course has been assigned. However, the GPA for the semester calculated with the previous grade taken from this course remains unchanged.

(2) If the course which the student must repeat has been removed from the curriculum and is no longer available, the student may take an equivalent course suggested by the department and approved by the board of the relevant unit. In this case, the previously taken course is included in the transcript but it is not included in the overall GPA calculations.

(3) Students may repeat a course which they have previously taken and passed, within the maximum course load restrictions, alongside the course requirements of the relevant semester with the approval of their advisor so long as the enrollment limit for the course allows.

(4) In the event that the course to repeat is an elective, the student may choose another course in the same group of elective courses in place of the aforementioned course. In this case, the previously taken course is shown in the transcript but is not included in overall GPA calculations.

(5) The Senate determines the policies regarding which courses are and are not accepted.

Exams

ARTICLE 30 – (1) Exams consist of midterm exams, final exams, make-up exams that are retaken after having been missed for an officially recognized reason, resit exams taken after failing a final exam, single course exams, additional exams for failed courses, and exception exams to test of a course.

(2) Exams may take a written or oral, written and oral or applied form.

(3) Exams are administered according to the rules established and announced by the departments. Students must produce their IDs to take an exam.

(4) Exams cannot be administered outside of University buildings. However, IT-based exams for distance education and exams of the courses and practicums held in the field may be administered outside of University buildings, per the decision by the relevant board.

(5) The grade assigned to students from an exam which they took under false pretenses is invalid and may be cancelled by an administrative board decision.

(6) Proficiency exams, placement exams and all other kinds of exams assessing academic achievement may be administered electronically from a question database, in which the questions are categorized according to their fields and difficulty levels and stored securely, by sending each student a different question at a different time, as well as being administered on paper simultaneously for all the students.

Mid-term Exams

ARTICLE 31 – (1) Mid-terms are the exams administered within the semester in which the relevant course is given. Mid-term dates are announced by the relevant faculty members two weeks in advance for the latest of the exam date.

(2) For each course, at least one mid-term exam is administered per semester. Assignments, projects and similar tasks may be accepted as mid-terms.

(3) If a student does not take a mid-term exam, including for a repeated course, without a valid excuse, the student will be assigned a grade of zero (0) and the average grade for the course will be calculated accordingly.

(4) Students may take final exams even though they do not take mid-term exams.

Final Exams

ARTICLE 32 – (1) Final examinations are the exams administered at the end of the semester in which the relevant course is given. The dates of final exams are indicated in the academic calendar.

(2) Students who do not take the final exam retake the exam if they have the right to do so.

Make-up Exams

ARTICLE 33 – (1) Make-up exams are given to replace mid-term exams.

(2) Students who cannot take mid-term exams due to officially recognized and valid excuses such as health issues may be given make-up exams if the board of the relevant unit accepts their excuse.

(3) The Senate determines the procedures and principles regarding which medical reports and other valid excuses prove sufficient to take a make-up exam.

(4) Students who were assigned duties on behalf of the University and could not take the mid-term exam due to these duties are given make-up exams upon the decision of the Administrative Board of the University.

(5) Students who do not take the make-up exams on the announced date will not be given another make-up exam.

Resit Exams

ARTICLE 34 – (1) Students who have failed the final exams are given the chance to take resit exams on the dates indicated in the academic calendar for the courses from which they have been assigned the grades “F” or “U.” Resit exams are given regardless of summer school.

(2) Students cannot take resit exams for the courses for which they are not registered or have failed due to absenteeism and thus been assigned an “FX.”

(3) The grade assigned from the resit exam is accepted as the final exam grade and the achievement rules valid for final exams also apply to the resit exams. Even if the resit exam result is worse than the final exam grade of a student, the resit exam result is considered in GPA calculations. In the event that students do not take resit exams, their final exam results are taken into account.

(4) Students are not allowed take resit exams to increase their grades for the courses from which they have been assigned passing grades.

(5) No resit exams are possible for the courses based on projects, studio work, final project, thesis, seminars, workshops, term work, etc.

Single Course Exams

ARTICLE 35 – (1) Single course exams may be given to students who have met all the other requirements stated in these Regulations to graduate such as compulsory internship, final project, course registration, attendance and overall GPA , but was unsuccessful in a single course. Students cannot take a single course exam for a course which they have never taken.

(2) Single course exams are administered within fifteen working days after the end of resit exams at the end of the Fall and Spring semesters. In the event of taking a single course exam, academic results in the relevant course is determined only by the single course exam result.

(3) Students are not required to pay for the single course exam.

Additional Exams

ARTICLE 36 – (1) Students who have not been able to graduate from their programs within the normal duration of studies are given the chance to take two additional exams for each failed course. Students must meet the attendance requirements for the courses from which they take the additional exams. Additional exams are administered on the dates determined by the Senate at the beginning of each academic year. Students who decrease the number of failed courses to five after taking the additional exams are allowed to take exams of the relevant courses for three semesters; those who have five failed courses without taking any additional exams are allowed to take the exams for four semesters and students with only one failed course are allowed to take the exams for an unlimited time but without having any student rights.

(2) Senior students who have obtained passing grades from each course required to graduate but still have a GPA below 2.00 and so must terminate their relations with the University are allowed to take an unlimited number of exams from courses of their choice to increase their GPA. For these courses of their choice, there are no attendance requirements unless they are new or applied courses. Students who do not take any offered exams consecutively or at intervals for three semesters are regarded as having forfeited their right to an unlimited number of exams and they can no more benefit from this right. Students who benefit from their rights to take exams must pay a tuition fee for each course from which they take exams. However, these students cannot benefit from any student rights other than the right to exams.

(3) Students who have not completed the within-the-year and end-of-the year exam requirements indicated in the Article number 44 of the Law number 2547 while having completed the attendance requirements and so have been disenrolled from the University are allowed to take three exams within three years if they have a maximum of one failed course from the ELTP year and the first year or if they have a maximum of three failed courses from other years. Students who have lost academic years due to not being able to achieve a sufficient GPA including the ELTP year are allowed to take one exam each from three courses of their choice. Students given the right to take exams may apply and take any exam, within-the-year or end-of-the-year exam. At the end of the exams, students who pass all the required courses may reregister and continue their education. The duration in which students have taken exams are not included in the normal duration of studies. Students who have taken these exams cannot benefit from any student rights.

Exemption Exams

ARTICLE 37 – Exemption exams allowing students to test out of certain courses are administered at the beginning of each academic year for courses which have been found suitable for exemption upon the suggestion of the relevant administrative board and by the decision of the Senate.

Objection to exam results

ARTICLE 38 – (1) Students may object to their exam results in a written statement to relevant dean/directorate within three working days of the announcement of the exam results.

(2) Upon the objection, the lecturer of the course reviews the exam paper for error of fact within five working days of the objection deadline at the latest and reports the result with a reason for the decision in a written statement to the relevant dean/directorate. If necessary, the relevant faculty dean/director may form a commission of three people consisting of two faculty members, one of the faculty members of which must be the instructor of the course, so that the exam paper is reviewed again. In this case, the commission must finalize the review within two weeks of the objection deadline at the latest. Any change in the exam result will be validated with the decision of the administrative board of the relevant department.

(3) The administrative board decision is announced to the relevant faculty member, Directorate of Student Affairs and the student for further action.

(4) An error of fact on an announced final semester grade for a course is corrected by the Directorate of Student Affairs upon the declaration by the relevant faculty member and approval by the faculty dean/director.

Leave of Absence

ARTICLE 39 – (1) Student may take a leave of absence by stating in their application such reasons as health issues, economic problems, business, family, military service, personal issues, other educational opportunities, force majeure, etc., with the approval of the Administrative Board of the University. It is not obligatory to submit documents proving the excuses stated in the applications.

(2) Students may be allowed to take a maximum of two semesters of leave consecutively and a maximum of four semesters during the whole duration of studies.

(3) Students must apply for a leave of absence within one month at the latest of the completion of their registration procedures. In the event that the absenteeism limit indicated in Article number 24 of this Regulation has been exceeded or will be exceeded due to unforeseen reasons, students may be given a leave of absence within the semester so long as they apply within 15 working days of the emergence of the reason.

(4) Once students take a leave of absence, the documents submitted to the University during the registration are not returned to them. The time spent on a leave of absence is not included in the maximum duration of studies determined in the Article 44 of law number 2547. Students are given any make-up opportunities for the missed exams for laboratory exams, applications and final exams. No final or make-up exams will be offered. At the end of the leave, students continue their education by doing registering for the semester as usual.

(5) Once the application for leave of absence is approved, students must pay one third of the tuition fee. Otherwise, the leave of absence cannot be implemented.

(6) Students cannot receive any scholarships granted by the University while on a leave of absence.

Termination of Relations and Leaving

ARTICLE 40 – (1) In the event of the situations below, the relation between the student and the University is terminated according to the result of student's written application to the Directorate of Student Affairs

a) When the student applies to disenroll from the University of his or her own will.

b) When the student transfers to another higher education institution.

(2) – In the event of the situations below, the relations of the students with the University is terminated by the decision of the administrative board of the relative unit:

a) When the student is dismissed from the higher education institution according to the provisions of Higher Education Institutions Student Discipline Regulations.

b) When it is certain that the student will not be able to graduate within the maximum duration of studies.

c) When it is discovered that the final registration procedures were not completed properly.

(3) Students whose relations with the University have been terminated may be given a document showing their situation upon request with a petition to the Directorate of Student Affairs. These students may only get back their high school diplomas, submitted during registration to the University, with a note on the back. A copy of the high school diploma is kept in the student's folder.

(4) Students whose relations with the University have been terminated may apply for the cancellation of the termination within thirty days of the date of termination relations as long as they

are not registered to another higher education institution. The Administrative Board of the University decides if the demand for cancellation will be accepted or not.

(5) In the event that students' relations with the University have been terminated, the policies regarding the fees which have been determined by the Senate apply.

Associate Degree and Undergraduate Diplomas

ARTICLE 41 – (1) At the end of any semester, students who have successfully passed all courses within the curricula of undergraduate programs for which they are registered with a minimum overall GPA of 2.00, have completed minimum 240 ECTS credits and if any have fulfilled all the internships, final projects and other requirements, are granted the undergraduate degree diploma.

(2) Students who have successfully passed all the courses within the curricula for the two-year vocational schools with a minimum overall GPA of 2.00, have completed a minimum of 120 ECTS credits, and have fulfilled the internship and suchlike requirements determined by the relevant division, are granted an associate degree diploma.

(3) According to the provisions of the Regulation on Granting Associate Degree Diploma to Those Who do not or Cannot Complete Their Undergraduate Degree or Placing Them into Vocational Schools, published in the Official Gazette for law number 20112, dated 18/03/1989, students who have been successful in all the compulsory and elective courses scheduled within the first four semesters of the four-year undergraduate degree programs for which they are registered and have achieved a minimum overall GPA of 2.00 but who do not or cannot complete their programs are granted associate degree diplomas.

(4) The shapes and sizes of all the diplomas and the information provided on them are determined by the Senate.

(5) Unless they have received disciplinary punishment during their studies or exceeded the normal duration of studies, students whose GPAs are between 3.00 and 3.49 are granted honor student certificates, and those whose GPA are between 3.50 and 4.00 are granted high honor student certificates. These certificates are granted on the occasion of the graduation from the department but not for the double major degree graduation.

(6) Students are given interim certificate of graduation until the diplomas are ready, but only one such certificate will be given.

(7) Students who have earned their diplomas are given diploma supplements by the Directorate of Student Affairs. On this document, the courses in students' curriculum, their ECTS credits and standard diploma supplement information are indicated. The diploma supplement is not a substitute for the diploma.

(8) The interim certificate of graduation or the diploma is given to the student in person or a deputy of the student's choice.

(9) In the event of the loss of the diploma, a new diploma is issued in return for a fee and upon an application to the Directorate of Student Affairs with a letter of request. In this case, the diplomas comes with a number and note that it has been issued due to loss.

CHAPTER 4

Miscellaneous and Final Provisions

Sector Training

ARTICLE 42 – (1) Sector training lasts for seven weeks once the student finishes the second year to move on to the third year and for eight weeks once the student finishes the third year to move on to the fourth year. Therefore, sector training takes fifteen weeks in total.

(2) Certificates related to the sector training experiences, if any, are given to the student at graduation along with the diploma.

(3) Sector training is held in companies, institutions and organizations with which the University signs a protocol for this purpose within a calendar determined by the University.

(4) Procedures and principles related to the sector training program, such as its administration, the method to match the students with the institutions, what is expected of the students throughout the program, success criteria, and follow-up with the students, are determined by the Senate.

(5) During the sector training period, students cannot take any courses as a student in the University or as a special student at other universities without the necessary consent of the relevant division. Otherwise, the courses taken are not considered valid in the student's program.

National or international student exchange

ARTICLE 43 – (1) Exchange programs can be held in accordance with the agreements made between the University and higher education institutions in Turkey or abroad. During an exchange program, the students are regarded as registered at the University, and this period is counted as part of the duration of studies. Exchange programs are held in accordance with the bilateral agreements and the principles determined by the Higher Education Board.

(2) The equivalency of the courses, applied courses, internships, and so on, which students will attend throughout the exchange program with the courses, applied courses, internships, and so on within students' own program curriculum is determined before students start the exchange program by a decision of the administrative board of the relevant division upon the advisor's proposal and suggestion of the relevant department head.

(3) After the exchange program, the manner in which students return to their studies is determined by a decision of the administrative board of the relevant unit, which is made by taking into account the recommendations of the advisors on the courses the students have taken during the national or international exchange programs.

(4) The credits and grades of the courses which are accepted as equivalent and incorporated into the student's program are counted as transfer credits and included in the student's transcript. In converting the grades obtained in the form of a percentage into a 4.0 grade point average, the conversion tables determined by the Council of Higher Education and the European Credit Transfer Grade Conversion System are used.

(5) The procedures related to the international students who come to the University within the framework of bilateral agreements or international relations are implemented by a decision of the boards of the relevant divisions which are made according to the bilateral agreements and relevant legislation provisions. These students are given transcripts which show the courses taken and their achievement on these courses.

Duty assignments in activities

ARTICLE 44 – (1) The absenteeism of students resulting from duty assignments by the University administration for participation in events such as sports competitions, art and culture activities and contests is disregarded in the attendance of the students. These students take make-up exams for those exams which they miss while they are on duty, on a date determined by the administrative board of the relevant unit, if they apply to the deanship of the relevant faculty within three working days of the end of the duty leave.

Disciplinary Procedures

ARTICLE 45 – (1) Disciplinary procedures of students are conducted in accordance with the provisions of the Disciplinary Regulation for Students of Higher Education published in the Official Gazette dated 18/8/2012 and numbered 28388.

Notices

ARTICLE 46 – (1) According to the relevant legislation provisions, official notices to students may take electronic form and sent to e-mail addresses created for the students. In the event that e-mail is not an option, the notice is to be sent return receipt requested to the address declared by the student during registration and the notice must also be announced in the relevant unit.

(2) Students are responsible for declaring any change of address within one month at the latest to the Directorate of Student Affairs; otherwise the students cannot claim any damages related to the notices they do not receive due to problems in the address.

Situations for Which There are No Provisions

ARTICLE 47 – (1) In the event of situations for which there are no provisions in this Directive, the other relevant legislative provisions and decisions of the Higher Education Board, the Senate, the administrative board of the relevant division, and the board of the relevant unit are applicable.

Annulled Regulation

ARTICLE 48 – (1) Antalya International University Regulation Regarding Associate and Undergraduate Degree Programs dated 29/11/2012 published in the Official Gazette number 28482 has been annulled.

Enforcement

ARTICLE 49 – (1). This Directive enters into force upon its publication and will be valid as of the beginning of 2015-2016 academic year.

Execution

ARTICLE 50 – (1) The provisions of this Directive are executed by the Rector of Antalya International University.