ASSOCIATE DEGREE AND UNDERGRADUATE REGISTRATION, EDUCATION, EXAMINATION AND SUCCESS REGULATIONS

CHAPTER 1

Aim, Scope, Basis and Definitions

1. Aim and Scope

(1) The purpose of these regulations is to regulate the procedures and principles regarding the associate and undergraduate education, teaching and learning processes at Arkın University of Creative Arts and Design.

(2) These regulations covers the principles and practices of associate and undergraduate education, registration-acceptance principles and dismissal, teaching processes, student obligations, assessment and evaluation and other procedures of Arkın University of Creative Arts and Design.

2. Basis

These regulations are called Arkın University of Creative Arts and Design Associate Degree and Undergraduate Students' Registration, Education, Examination and Success Regulations and are put into effect by the University's Senate.

3. Definitions

In these regulations the terms below refer to the following:

a) **Academic Calenda**r: The schedule that includes the start and end dates of the semesters in an academic year, as well as the dates of important events such as registration and exam.

b) **ECTS Credit:** The credit calculated within the framework of the European Credit Transfer System and showing the workload required by each course for the student in the annual academic study.

c) **Department:** Each of the departments affiliated to Arkın University of Creative Arts and Design faculties and vocational schools.

d) **Advisor:** A faculty member assigned to assist students with problems related to University education programmes such as teaching and taking courses.

e) **Exchange Programme:** Exchange programmes between domestic or international higher education institutions and Arkın University of Creative Arts and Design within the framework of mutual agreements.

f) **Dean's Office / Dean**: Dean's Offices and Deans of faculties affiliated to Arkın University of Creative Arts and Design
g) **GPA:** Semester's academic grade point average.
h) **CGPA:** Cumulative academic grade point average.
i) **Preparatory Class:** English Preparatory School of Arkın University of Creative Arts and Design.
j) **Relevant Board:** The Faculty Board in the Faculties of Arkın University of Creative Arts and Design, and the Vocational School Board in the Vocational School.
k) **Relevant Board of Directors:** The Faculty Administrative Board in the faculties of Arkın University of Creative Arts and Design, the Vocational School Administrative Board in the Vocational School.
l) **Director:** The Director of Research Center and Institute affiliated to Arkın University of Creative Arts and Design University.
m) **Board of Trustees:** The Board of Trustees of Arkın University of Creative Arts and Design.
n) **Student:** Students registered at Arkın University of Creative Arts and Design University.
o) **Student Affairs Unit:** The unit where the procedures regarding the students registered in the relevant Faculty or Vocational School programmes are carried out.
p) **ÖSYM:** Assessment, Selection and Placement Center.
q) **Rector:** The Rector of Arkın University of Creative Arts and Design.
r) **Senate:** Arkın University of Creative Arts and Design Senate.
s) **University (ARUCAD):** Arkın University of Creative Arts and Design.
t) **YÖDAK:** Higher Education Planning, Supervision, Accreditation and Coordination Board.
u) **University Administrative Board:** Arkın University of Creative Arts and Design Administrative Board.
v) **YÖK:** the Higher Education Council.

CHAPTER 2
Education-Teaching Principles and Practices

4. The Language of Instruction

(1) Except for the compulsory courses required by YÖK and the programmes offered with the recommendation of the Trustees and the approval of YÖK/YÖDAK, the language of instruction at ARUCAD is English.

(2) Courses, programmes, or preparatory classes can be offered and departments established where the medium of instruction is in languages other than English, with the recommendation of the Rectorate and the approval of the Board of Trustees.

(3) Students who are required to receive language education attend the relevant preparatory programme. These students are subject to the relevant legislation of the Preparatory Class.

5. Principles of Education and Teaching

(1) In the associate degree /undergraduate education programme, the academic year consists of at least two semesters as fall and spring. Courses are scheduled in terms of semesters.

(2) For the fall and spring semesters, the normal duration of each semester is at least fourteen weeks. If necessary, this period can be modified by the Senate. Mid-term exams and other assessment and evaluation processes, which are continuous throughout the semester, are conducted during these periods, however, the end-of-term and re-sit exams are excluded from this period.

(3) The duration and implementation principles of internship and summer schools are regulated by the decision of the Senate upon the recommendation of the Rectorate.

6. Academic Year

(1) The commencement and end dates of the academic year are indicated in the academic calendar. Students are obliged to comply with the dates and periods determined in the academic calendar.

(2) The academic calendar indicates the start and end dates of the semesters in an academic year and the dates of important processes such as registration, registration renewal, payments and exam dates. The Academic calendar is prepared by the Registrar's Office, finalised with the decision of the Senate before the end of the previous academic year, and announced on the University's website by the Registrar's Office.

7. Education and Teaching Programmes

(1) The proposals for the preparation of education and teaching programmes, and course changes, and proposal for the new courses are made by the Rectorate upon the recommendation of the relevant Faculty or School Board and submitted to the Senate for approval.

(2) The normal durations of the education programmes implemented in different units of the university are as follows:

(a) Undergraduate Programmes: 4 - 5 academic years.
(b) Associate Degree Programmes: 2 - 3 academic years.
(c) English Preparatory School Programmes: at least 1 academic semester.

8. Education-Teaching Period

(1) The normal education period at the university is two or three academic years in associate degree programmes and four or five academic years in undergraduate programmes. The maximum teaching period is four academic years in associate degree programmes and seven academic years in undergraduate programmes. The duration of graduate programmes is determined by the "Arkın University of Creative Arts and Design, Graduate Education Regulations" approved by the Senate.

(2) The normal duration of the English Preparatory School programme is one year, and the maximum duration is 2 years, but it can be completed in one academic semester depending on the academic progress of the student.

(3) Students who enrol in the University through the transfer:

(a) If they change departments, the period of time they spent in previous associate degree and undergraduate programmes is not included in their education period. In the event of lateral transfer to the same department, the previous time spent is included in the education period.
(b) The period of time students spend in the English Preparatory School programme is not included in the education period.

(4) The period of time spent in the previous programme of the students who registered to the University through transfer is not included in their education period.

(5) The period/periods during which the student is on leave of absence, and summer school education are not included in the calculation of the student's education period.

(6) The period of suspension of a student who is subject to a suspension penalty is included in the education period.

(7) In the case of students, who are citizens of the Republic of Turkey and are not able to graduate from the education programme they are registered for within the specified maximum period,

will be dismissed from the university in accordance with the provisions of Articles 44 and 46 of the Law No. 2547.

(8) In the calculation of the maximum education period in the provisions of the regulation, the previous education periods are not taken into account for the students registered at the university on the date of when the provisional article 67 of the Law No. 2547 came into force.

(9) If the tuition fee is not paid and/or the registration is not renewed for seven consecutive years, the student is dismissed from the institution. However, this period is 4 years for Turkish citizens.

9. Education Levels

The students studying in the departments are provided with formal education at the associate degree and undergraduate levels in accordance with the principles and provisions stipulated in the Law No. 2547. However, a double major programme and distance education can also be offered with the application of the relevant committees, the proposal of the Senate, the decision of the Board of Trustees and the approval of the Higher Education Council.

10. Associate Degree Education Level

(1) Associate degree: a higher education level based on secondary education competences, encompassing at least four semesters, and aiming to educate a qualified workforce or constituting the first stage of undergraduate education.

(2) Students who successfully complete this course are awarded an associate degree diploma.

11. Undergraduate Degree Education Level

(1) Undergraduate Degree: a higher education level based on secondary education, encompassing a programme of at least eight semesters.

(2) Students who successfully complete this course are awarded a Bachelor's Degree.

12. International Joint Degree Programmes

Departments are able to offer joint degree programmes with higher education institutions abroad provided that they comply with the Regulation on Joint Education Programmes of Higher Education Institutions with International Higher Education Institutions published in the Official Gazette dated 6/10/2016 and numbered 29849, and other legislation provisions, upon the substantiated proposal of the relevant department, the decision of the Rectorate and the approval of the Senate.

13. Summer School

(1) Provided that it does not exceed 8 weeks, a summer school can be offered in the programmes during the summer months in order to enable the students who are unsuccessful in the courses to become regular students or to allow successful students to complete their graduation before the standard allocated duration.

(2) Summer school registration, success and evaluation criteria are determined by the Summer School Regulations attached to these regulations.

14. Student Exchange Programmes

(1) Pursuant to an agreement between the ARUCAD University and a domestic or international university, students may be transfered or accepted to universities in Turkey or abroad within the framework of student exchange programmes or internships.

(a) During the period of benefiting from the exchange programme, the registration of the students at the university continues to be valid and this period is counted as the education period.

(b) The credits of the courses and practices that students obtain from another higher education institution at the same level within the scope of exchange programmes and internships must be approved in advance by the relevant department/programme chair and the administrative board.

(c) The principles regarding the application conditions for exchange programmes, admission requirements and how the course success grades will be reflected on the success at the university are prepared by the Rectorate and approved by the Senate.

15. Internship

(1) Compulsory or optional practical work and internship obligations may be imposed on students in the units upon the reasoned recommendation of the relevant department/programme, the decision of the relevant board and the approval of the Senate.

(2) The principles concerning the scheduling and functioning of the internships are prepared by the faculties and approved by the Rectorate.

(3) The principles concerning evaluation processes that can either function as or replace an internship or practical studies exams and practical studies are put into practice with the decision of the relevant board and the approval of the Senate.

(4) Students who do not successfully complete the required internship practices are not eligible to receive a diploma and graduation certificate. Internships and related reports are evaluated by Internship Committees to be established by each department.

16. Study and Research Trip

For students; as a requirement of the education programmes to which the students are enrolled, study and research trips, headed by an academic staff member who is assigned with the recommendation of the relevant unit and the approval of the Dean’s Office/Directorate can be organised.

CHAPTER 3
Principles of Registration, Admission and Cancellation of Registration

17. Student Status

Students are categorized into four different statuses: full-time, part-time, special student and visiting student.

(1) Students who enrolled in 3/5 or more of the total credit course load per semester in an undergraduate or associate degree programme are in the status of “full-time” students.

(2) Students who enrolled in less than 3/5 of the total credit course load per semester in an undergraduate or associate degree programme with the recommendation of the Advisor and the approval of the Department Chair/ School Director are in the status of "part-time".

(3) Students who are not registered in any of the programmes at the university and who are allowed to attend only some courses are registered as "special student". A student with this status cannot be awarded a diploma or title. However, these students obtain a document prepared by the Registrar's Office and showing the courses taken and the success in these courses is given. The applications of those who want to be accepted as special students are evaluated and decided by the Department Chair or the School Director. The registration procedures of these students are carried out by the Registrar's Office in accordance with the relevant legislation. At least a high school diploma is required from those who apply as special students.

(4) Students, with the aim of transferring credits, studying at an undergraduate or graduate level in a higher education institution within the country or abroad, and attending a course at Arkın University of Creative Arts and Design for a certain period of time with the permission of the higher education institution, are defined as "visiting students". Visiting students are not awarded diplomas or titles, but a transcript indicating the courses they have taken and the credits they have gained is issued. Conditions and rules regarding visiting student status are determined by a regulation approved by the University Senate.

18. High School Graduation

Students are required to graduate from a high school or an equivalent secondary education institution in order to be admitted to ARUCAD.

19. Admission Requirements for Turkish Republic Citizen Students

Students from the Republic of Turkey have the right to enroll in ARUCAD's programmes under the International Agreement on the Mutual Recognition of Universities Established in accordance with the Law of the Republic of Turkey and the Turkish Republic of Northern Cyprus.

20. Admission Requirements for TRNC Citizen Students

Students from the Turkish Republic of Northern Cyprus (TRNC) are admitted to ARUCAD in accordance with the determined quotas and principles below:

(a) Being placed in an associate or undergraduate programme with the entrance exam organised by ARUCAD;

(b) Being accepted to four-year programmes approved by the University Senate with secondary education success;

(c) A student who is placed in a programme in consideration of the score s/he obtained in the ARUCAD entrance exam can enrol in another programme within the framework of the quota, provided that he/she has obtained the required score in the relevant field. However, the student candidate who cannot be placed in a programme due to the preference list can enrol in a relevant programme provided that the student obtained the required score to be admitted to that programme;

(d) Being successful in at least 5 GCE, O Level or equivalent exams in the relevant branches in the English medium secondary school education system and being pre-registered to a programme within the framework of the quotas determined for such students;

(e) Being successful in internationally recognised exams (International Baccalaureate, SAT and similar) in line with the conditions to be determined by the relevant Faculty or School Boards and being pre-registered in a programme within the framework of the quotas to be determined for such students;

(f) Graduating from a programme of a Business or Vocational High School in the TRNC which is associated with the department they have applied for and being placed in a two- or four-year programme with pre-registration within the framework of the quotas determined for such students;

(g) Being successful in interviews or portfolio evaluations to be evaluated by the lecturers of the relevant programme in programmes that accept students with a Special Talent exam;

(h) Being pre-registered in a two- or four-year programme within the framework of the quotas determined for such students after graduating from high schools and equivalent schools other than Business and Vocational High Schools in the TRNC.

21. Admission Requirements for International Students

Students who are not citizens of the TRNC or the Republic of Turkey may be admitted to the university in accordance with the provisions of the 'Regulation on the Admission, Registration, and Transfer Requirements for International Students Who Are Not Citizens of the Turkish Republic of Northern Cyprus or the Republic of Turkey to Undergraduate, Associate Degree, and Graduate Programs of Higher Education Institutions,' enacted under the TRNC Higher Education Law. *(Amendment; Senate No: 2024/06, Date: 26/09/2024)*

22. Additional Admission Requirements for TRNC Citizen Students Who have Completed Their Secondary Education Abroad

TRNC citizen students who have completed their secondary education outside the TRNC and the TR are admitted to the University within the framework of the quotas allocated for international students, on the condition that they obtain high school graduation equivalence from the TRNC Ministry of Education in addition to the conditions specified in these regulations.

23. Admission Requirements for Students with Dual-Citizenships and those who became TRNC citizens later

Students with dual-citizenships admitted to ARUCAD within the framework of the TR - TRNC International Agreement or the quotas allocated for international students, and TR or international students who subsequently transferred to TRNC citizenship are subject to the tuition fee criteria applied to Turkish Republic or international students during their education period. In addition, TR or international students who have completed all of their high school education in the TRNC are subject to the tuition fee applied to TRNC students.

24. Other Forms of Admission *(Amendment; Senate No: 2025/07, Date: 01/10/2025)*

Admissions outside the procedures specified in this regulation shall be carried out upon the recommendation of the Rectorate and the decision of the University Senate. Within this framework, the University:

(a) Supports the admission of students affected by war, disasters, hunger, inequality of opportunity, those from low-income countries, newly resettled refugees, individuals exposed to gender-based discrimination, ethnic minorities, and groups underrepresented in higher education. In this context, the University may allocate special admission quotas and provide scholarships or financial support opportunities for such students.

(b) Additionally, the University applies policies to strengthen equal opportunities and enhance women’s access to and representation in higher education; in particular, it may implement incentive mechanisms to encourage the participation of women in fields where they are underrepresented.

The University not only adopts **an equitable, inclusive, and non-discriminatory** admission policy for all students but also commits to reinforcing it through practical mechanisms.

25. Admission through Double Major/Minor

Students can enrol under the conditions specified in ARUCAD Double Major/Minor Programmes and Transfer Regulations.

26. Admission by Transfer

(1) Students who graduated from ARUCAD's 2 or 3 year programmes can be admitted to 4 year programmes with the decision of the relevant Faculty Board or School Board.

(2) Students who have graduated from 2 or 3 year programmes of a higher education institution can be admitted to undergraduate programmes with the decision of the relevant Faculty or School Board. Those students must have studied at the ARUCAD undergraduate programme for at least one year in order to be able to graduate.

(3) For students who are citizens of the Republic of Turkey, the International Agreement on the Mutual Recognition of Universities Established in accordance with the Law of the Republic of Turkey and the Turkish Republic of Northern Cyprus shall apply.

27. Student Transfers to Programmes

(1) New students admitted to ARUCAD obtain the right to proceed to their Faculties, provided that they obtain the required grades from the English Proficiency Exam, which is held on the dates determined in the academic calendar approved by the Senate. Students who are unable to receive a pass grade from the English Proficiency Exam are required to attend the Preparatory School programmes.

(2) International students whose native language is not Turkish applying to transfers to Turkish medium programmes, have to certify that their Turkish language proficiency is at the required proficiency levels by obtaining the required pass grade from the Turkish Proficiency Exams of the relevant institutions or units. Students who are unable to obtain the required pass grade from the Turkish Proficiency Exam are required to attend the Turkish Preparatory Programme.

28. Re-admission Conditions for Students Dismissed from ARUCAD or any Higher Education Institution

Students who have been dismissed from ARUCAD or any higher education institution can be re-admitted to the University if they fulfil the conditions specified in these regulations. If the students who are re-admitted in this way, request exemption from the courses they took before the dismissal, the request for exemption from the referred courses is evaluated and decided within the scope of the Regulation on Course Exemption and Equivalence Procedures. However, those who have been permanently suspended and dismissed with disciplinary action are out of the scope of this article.

29. Entrance Exams and Application

(1) ARUCAD administers entrance examinations to admit TRNC students to different programmes of the university. The content of the entrance examinations is specified by taking into consideration the specialisation subjects required by the various units of the University.

(2) Applications for the entrance exams are made to the Registrar's Office within the period determined by the University. Submission of a high school or equivalent school graduation diploma is not a requirement for the purposes of the Entrance Examination. Applications are made with the official forms of the University. It is obligatory to pay the examination fee

specified with the application. Applications that do not fulfil the above conditions will not be considered valid.

(3) Exams are administered in Turkish and/or English languages.

(4) Examinations are administered on the dates and venues announced by the Rectorate.

30. Cancellation of Registrations

If the students admitted to the university are found to have submitted incomplete or fraudulent documents or have been expelled from ARUCAD or another Higher Education Institution with a disciplinary penalty, their registration will be cancelled and they cannot claim any rights.

31. Tuition Fees

(1) Annual tuition fees for associate degree/undergraduate programmes at the University applicable to the following academic year are determined by the Board of Trustees.

(2) All students are obliged to pay the tuition fees within the course registration period announced in the academic calendar. At the commencement of each semester, within the periods determined in the academic calendar, students pay the tuition fee/contribution fee and renew their registration within the framework of the relevant legislation. If necessary, these periods can be modified by the University Administrative Board.

(3) A student who has not paid the semester tuition fee cannot register or re-register, and the student is not allowed to attend courses, exams and similar educational activities.

(4) The student is required to pay the semester fee determined for that academic year, regardless of the credit value of the courses s/he will take for four years in undergraduate programmes and two years in associate degree programmes.

(5) Students who are unable to complete their education within the specified period of time are required to pay up to two courses on a per-credit fee basis. In case s/he has to pay for more than two courses, then s/he is required to pay the semester fee.

(6) A student who is in graduation status and takes less than 3/5 of the normal course load pays per credit fee. This fee cannot exceed the term fee. In the case that 3/5 or more of the course load is taken, the full semester fee is paid.

(7) Special students pay a per-credit fee. This fee is not deducted from the tuition fee when registering as a student after obtaining the right to be a regular (full time) student. This article may change in line with the decisions to be taken by the Board of Trustees.

(8) Leave of absence and cancelling registration

In the event that the student's registration is cancelled for any reason, he/she can leave or cancel his/her registration by submitting a written application to the Registrar's Office and paying the tuition fee (in addition to the registration fee) below.

i. Registered in the previous period and the relevant period:

(a) Those students who applied before the normal registration period;

a. students enrolled in the previous semester 10%

(b) applicants during the add-drop period 20%

(c) Those who applied after the add-drop process

a. within the 1st week 25%

b. within the 2nd week.....40%

c. within the 3rd week.....60%

d. within the 4th week 80%

e. within or after the 5th week 100%

ii. Among the students who registered for the first time;

(a) For students who have registered at our University for the first time via ÖSYM:

a. In the case of a request for cancellation of registration until the additional quota notification date to ÖSYM, the registration fee as well as 20% of the semester tuition fee are deducted, and the remaining amount is refunded.

b. In the case of the student requesting a cancellation of registration after the additional quota notification date to ÖSYM, the fee they have paid will not be refunded and their registration will not be cancelled unless the payments for semester tuition as well as the entire registration fee they are obliged to pay are made

(b) For international students who register to our university for the first time, the registration and education fee paid by the student is not refunded.

a. In the event of international students who have completed 1 academic year at our university requesting cancellation of their registration, the conditions specified in Article 8 are applied.

iii. Students with a full scholarship are obliged to pay the registration fee if they request leave of absence.

iv. If a student who did not re-register for a programme s/he is registered in any semester would like to re-register in the following semester, s/he is eligible to re-register provided that s/he pays 20% of the semester fee for each semester s/he did not re-register, and the registration fee. If the student has a full scholarship, s/he is obliged to pay the registration fee valid for that year for the semester(s) in which the registration was not renewed.

v. If the student who has registered for the semester by paying the full semester fee would like to apply for leave of absence between the dates specified in Article 8, fee for the leave of absence is deducted from the semester tuition fee and the remaining amount is transferred to the following semester. In case of requesting cancellation of registration after this transfer, the remaining balance will not be refunded under any circumstances.

vi. Graduate students may request a suspension of registration without first completing the course registration process. In such cases, registration may be frozen provided that the student pays the registration fee and the fee for one seminar course for each semester of suspension. *(Amendment: Senate Decision No. 2025/03, Date: 20/05/2025)*

vii. A student enrolled in a graduate program who fails to renew their registration for any given semester may renew their registration in a subsequent semester, provided that they pay the registration fee and the fee for one seminar course for each semester not registered. If the student holds a full scholarship, they are obligated to pay the registration fee applicable for that academic year for each semester not registered. *(Amendment: Senate Decision No. 2025/03, Date: 20/05/2025)*

(9) How the tuition fees and/or contribution fees of students participating in student exchange programmes, joint programmes and similar programmes will be paid is determined by bilateral agreements between universities in accordance with the provisions of the relevant legislation.

(10) The tuition fee paid by the student who has been dismissed from school due to a disciplinary offence is not refunded. The fee paid by the student who has received a disciplinary penalty is counted as the semester fee and is not refundable. Students who are suspended from school due to a disciplinary penalty are obliged to pay their contribution and semester fees for the semester they are registered in.

(11) Except for those students who have a health problem that prevents them from pursuing their education and can document this and their reasons are accepted by the relevant Board of Directors, a student who does not pay the tuition fee/contribution fee and does not complete the registration renewal process cannot take courses in that period and cannot benefit from student rights. The semester for which the registration is not renewed is counted as the education period.

(12) A student who is successful in the English Proficiency Examination administered by the English Preparatory School in the Fall Semester is still eligible to register to the relevant department in the Spring Semester provided that s/he pays the semester tuition fee.

32. Registration Procedures and Final Registration

(1) Final Registration procedures are carried out in accordance with the documents and principles determined by the Senate. In programmes that require specific skills, the relevant units may also request documents other than these documents. The student is considered responsible for the completion of the immigration procedures.

(2) Students who are placed in associate degree or undergraduate programmes, or who are admitted to university in accordance with the results of special talent exams, are required to renew their registrations and register for courses at the beginning of each semester within the periods announced in the academic calendar, after paying the tuition fee for the semester. Students with full scholarship are also obliged to re-register and complete their course registrations.

(3) Students arrange the final registration procedures themselves. In exceptional cases determined by the Senate, students can also register via their proxies.

(4) Only originals of the documents required for registration are accepted. Regarding the status of military service and criminal record, action is taken based on the statement of the student candidates.

(5) Students must submit the originals of all required documents to the Student Affairs Unit at the beginning of the academic term to complete their registration.

33. Email Address

(1) Students who complete their registration process to the university are provided with an e-mail address with the extension arucad.edu.tr by the Registrar's Office of the University. Announcements relating to education and teaching or related units are carried out via this e-mail address at the university. The student is responsible for keeping the e-mail address active and monitoring it. Announcements sent to this e-mail address for students are deemed to have been relayed. In essential cases, the student's request is processed as long as it is sent via the student's corporate e-mail.

(2) The e-mail addresses of students who cancel their registration, or are dismissed from school or leave university are cancelled. The e-mail addresses of the students who graduate from ARUCAD are not cancelled.

34. Student ID Card

Students who complete their registration processes to the University are issued a student ID card with a photo by the Rectorate indicating that they are students of the University. The Student ID card includes detailed information about the student. Student ID cards of those who have left the university, have been dismissed, the registrations of whom have been cancelled or those who have graduated are returned and retained in their files. If the identity card is lost, upon application, a new student identity card is issued for the student in accordance with the principles determined by the Board of Trustees.

35. Academic Advisors

(1) To each student, an academic advisor from among faculty members who are permanent staff of the relevant department is appointed by the relevant department chair within one month following their registration to the University.

(2) The student is responsible for errors and deficiencies in the student's registration process.

36. Permissions and Leave of Absence

(1) Leave of absence is the temporary suspension of the programme(s) in which students are registered, with the approval of the relevant unit. In order to apply for leave of absence, it is obligatory that the student is registered or, if s/he is on leave, continuing to be on leave at the time of application. All rights of students on leave of absence are reserved. In the prepared documents, it is stated that the student is on leave of absence. A student may be granted a leave of absence for a maximum of half of the normal education period in total, for a maximum of two semesters at a time, for justified and valid reasons determined by the relevant Rectorate and YÖK. Students who are deemed to be on leave of absence cannot continue their education and cannot take the end-of-term exams in the exam period following the leave of absence period.

(2) English Preparatory School Students can be granted a leave of absence for a maximum of two semesters, Associate degree students can be granted a leave of absence for a maximum of three semesters whereas undergraduate programme students can be granted a leave of absence for a maximum of four semesters. In specific cases, these periods may be exceeded by the decision of the University Administrative Board. Leave of absence is not counted from the maximum education period. The students on leave of absence are required to pay for the following semester's tuition in advance.

(3) Students can apply for a leave of absence for health, economic, family, military service, personal, academic, education abroad, unexpected compulsory events and similar reasons, provided that they document their justified and valid reasons determined by the Council of Higher Education.

(4) A conviction decision that has been finalised according to general provisions cannot be a reason for a leave of absence.

(5) Leave of absence may also be granted during the semester due to unforeseen and unknowable reasons such as illness, natural disasters, detention, conviction and the abolition of military service suspension. In the case of stated reasons that occur during the examination period, the same procedure is applied. If a leave is granted during the semester, the student is deemed to be on leave from the beginning of the semester.

(6) For permission, the student must apply to the faculty/school/vocational school to which s/he is registered, and prove the incident with the necessary documents, within fifteen days at the latest following the occurrence of the incident.

(7) Permission for leave of absence can only be granted at the beginning of the semester, for economic and other reasons that may be accepted by the relevant board. In this case, the application for leave of absence along with the justifications and the documentation of the reasons for leave of absence must be made within fifteen days after the registration process is completed. Except for sudden illness and unexpected circumstances, applications made after these deadlines will not be processed and will be disregarded.

(8) When the leave of absence terminates, the student continues to be a student, starting from the academic term during which s/he was on leave of absence, and the period of leave of absence is not counted as part of the education period.

(9) Students whose leave of absence during the entire education period exceeds two years due to psychological disorders and who certify their condition with a health report from the state hospital are requested to obtain a new health report stating that they are in good health by receiving treatment in case they wish to pursue their education. After this report is reviewed by the relevant committee, the final decision as to whether or not the student can continue their education is given.

37. Special Permission

In the event that their pretexts for not taking the end-of-term and make-up exam are accepted by the Rector's Office, students who take special permission to participate in non-university activities that will contribute to their social development and education such as workshops, exhibitions, concerts, symposiums, conferences, sports, and festivals for a certain period of time during the academic year, the time to submit homework and use similar rights to replace the make-up exam or the end-of-term and re-sit exam is determined by the relevant Rectorate Board.

38. Cancellation of Registration/Dismissal

(1) Students' registrations are cancelled with the approval of the Rectorate for the following reasons:

(a) Requesting in writing to have his/her registration cancelled at his/her own will

(b) Failing to complete his/her education within the maximum period

(c) Expulsion from the University in accordance with the Student Disciplinary Code

(d) In cases in which acceptance and admission conditions to the university have not been fulfilled, but the situation is realized at a later time or it has been determined that the documents or information provided during registration are incorrect or incomplete.

(e) For students with TRNC citizenship, failing to register or renew registration for 8 consecutive semesters; for foreign students, failing to register for 3 consecutive registration periods or failing to attend any classes for 2 consecutive semesters without a valid excuse, in accordance with the provisions of the 'Regulation on the Admission, Registration, and Transfer Requirements for International Students Who Are Not Citizens of the Turkish Republic of Northern Cyprus or the Republic of Turkey to Undergraduate, Associate Degree, and Graduate Programs of Higher Education Institutions' under the TRNC Higher Education Law; and for students with Turkish citizenship, failing to renew registration for 8 consecutive semesters, and receiving a statement of compliance from YÖK regarding their final status. (The duration conditions regarding failure to register or renew registration may be applied as 2 semesters upon the decision of the Rectorate, if deemed necessary.) *(Amendment; Senate No: 2024/03, 2024/04, 2024/06, Date: 09/05/2024, 06/06/2024, 26/09/2024)*

(2) The student contribution/tuition fee received within the framework of the relevant legislation for the student who cancels his/her registration before the registration and/or registration renewal process is completed is processed as it is specified in these regulations. If there is a student contribution/tuition fee paid for the previous semesters, this amount is not refunded, only the secondary education diploma is returned.

39. Late Registration

(1) A student may register late based on a justification to be accepted by the Rectorate. The late registration period for the student who re-registers is 2 weeks following the start date of the courses. In special cases, additional time may be granted by the Rectorate within the framework of YÖDAK/YÖK decisions. The amount of additional fee to be applied for late registration is determined by the Board of Trustees and applied by the Rectorate.

(2) Students are required to renew their registrations at the beginning of each semester and within the periods announced in the academic calendar, by paying the necessary fees and having their course schedules approved. Students are responsible for the entire registration renewal process.

(3) The fact that the student has paid the registration fee does not mean that he/she has registered for the course.

CHAPTER FOUR
Curriculum and Course Registration

40. Programme Curricula

(1) The curriculum of undergraduate and associate degree programmes is determined by the proposal of the departments, the proposal of the relevant board and the decision of the Senate.

(2) The credit values of the courses are arranged as ECTS credits and local credits.

(3) A curriculum is arranged in such a way that there are 30 ECTS credits in a semester, and 120 ECTS credits for associate degree programmes and 240 ECTS credits for undergraduate programmes in total.

(4) Within the periods specified in the academic calendar, new courses can be added or removed from the curriculum with the reasoned proposal of the relevant department/programme, the decision of the relevant board and the approval of the Senate. With the decision of the relevant board, the courses in the teaching plans can be offered or not. However, the credits, course codes, names and type (compulsory or elective or shared) of the courses in the existing plans cannot be changed.

(5) Shared compulsory courses, compulsory courses and elective courses and the prerequisites of these courses, if any, are specified in the curriculum.

(6) The education plans determined by the Senate are put into practice from the beginning of the following education term.

41. Registration for Courses

Students must renew their registrations between the dates specified in the Academic Calendar announced by the Rectorate:

(1) The courses that the student will register for at the beginning of each semester are determined by the recommendation of the advisor and/or the approval of the relevant Department Chair, taking into account the provisions of these regulations. The student must have fulfilled their financial obligations in order to be eligible to register for the courses.

(2) The student is obliged to register for the courses in the first year of the programme he/she is registered for, provided that the courses are offered for the first and second semesters. Students in the first year of the programme can enrol in part-time status with the proposal of the Department Chair or the School Director and the approval of the Rectorate, if they have a reasonable justification.

(3) Students at the Preparatory School cannot enrol in the programme courses.

(4) Students who fail to graduate from a registered programme within the given time limit are not allowed to register for any courses.

42. Course Load

The number of credit courses specified in the programme in which the student is registered for each semester constitutes the course load of that semester. Non-credit courses are not counted as course load. However, with the recommendation of the relevant advisor and the approval of the Department Chair or the School Director, the course load of a student in a semester is:

(1) A maximum of two courses that can be reduced according to the normal course load of that semester. In this case, the student has to take the courses that he has not taken in the first semester when those courses are available.

(2) According to the normal course load of that semester, a maximum of one course can be increased. For this, the student's Cumulative Grade Point Average (CGPA) or Semester Grade Point Average (GPA) must not be below 3.00.

(3) Course load of graduating students with no academic warnings can be increased by three courses. For students in the graduation period; a student at the graduation semester is the student who has maximum three courses to complete and is given the right to graduate upon the successful completion of these three courses. In determining the course load, non-credit courses and credit courses that are not considered as normal course load by the Senate are not taken into account. Fees for extra courses to be taken are determined by the decision of the Board of Trustees.

43. Course Prerequisites

(1) In order to be able to enrol in courses that require prerequisites, it is necessary to get at least a "D" grade from the prerequisite courses.

(2) Students in the graduation period can enrol in courses that require prerequisites, together with the prerequisite courses from which they have received "F" or "D-" grades.

(3) In all semesters, including the graduation semester, if the prerequisite course has never been taken before or if it has been taken and a student obtained an "NG" or "W" grade from it, it cannot be taken together with the course that requires prerequisite.

(4) In special circumstances, the Faculty or School Board is authorised to make decisions regarding the prerequisite conditions of the courses.

44. Course Repetition

(1) A student who obtains a "D–", "F", "NG" or "U" grade from a course is obliged to register for the course again in the first semester it is offered. However, in units where a semester sector internship is necessary, the student is provided with a chance to repeat the course after the completion of the internship upon the approval of the head of the relevant academic unit.

(2) If the course that needs to be taken again is an elective course or a course that has been excluded from the programme, instead of this course the student can register for another course which is approved by the Department Chair or the School Directorate.

(3) It is possible for the student to repeat some of the courses s/he has taken before to raise his/her grade with his/her consent. The grade received from the repeated course replaces the grade received previously; however, the first grade obtained is not deleted from the transcript.

45. Course Selection

The priority principles to be applied in course selection are as follows:

(1) Courses with “F”, “NG”, “U”, or “D-” grades.

(2) Courses with a "W" grade.

(3) Compulsory courses not registered in previous semesters.

(4) Compulsory courses not registered in the current semester.

Students, with the approval of the advisor, can transfer the elective courses of the current semester that they have never taken to the following semesters or register for courses from the upper class.

46. Overlapping Course Registrations

The following application, indicated in order of priority, is followed for irregular students (especially those who do double major or minor education, students who take the course from a prior class or from the upper class, etc.) in order not to disadvantage them due to absenteeism,

(1) Emphasis will be placed on offering the University’s and Faculty’s compulsory and elective common courses for more than one student group and on different days/times so that the courses of students from different groups do not overlap.

(2) Where there is more than one overlap, priority will be given to the minimum time overlap.

(3) In cases in which one of the overlapping courses is the course that the student has taken before, participation in the new course will be sought.

(4) If both of the courses in which the student registers are new courses, attendance will be evaluated over the total.

47. Description and Values of the Course Term Grade

(1) The course success grade is given as a single grade, taking into account the scores to be obtained from mid-term exams, homework, projects, presentations and similar assignments, and the final exam/ /re-sit exam scores.

(2) At the beginning of the semester, the course instructor informs the students about how the course success grade will be calculated by taking into account the percentages of each assignment and exam.

(3) The success of the students in the courses is determined in consideration with the results of the exams, homework and other assignments they have completed throughout the semester as clearly indicated in the course syllabus within the framework specified below, by the course instructor. There are numerical coefficients between 0.00 and 4.00 equivalent to letter grades to be used in GPA calculations.

(4) The coefficients of the course success grades in the quadruple system and their equivalents out of one hundred points are indicated in the chart below:

Letter Grade	**Grade Range**	**Coefficient**	**Description**
A	90 – 100	4.00	Successful
A-	85 – 89	3.70	Successful
B +	80 – 84	3.30	Successful
B	75 – 79	3.00	Successful
B -	70 – 74	2.70	Successful
C +	65 – 69	2.30	Successful
C	60 – 64	2.00	Successful
C -	55 - 59	1.70	Conditional Pass
D +	51 - 54	1.30	Conditional Pass
D	46 - 50	1.00	Conditional Pass
D -	41 - 45	0.70	Unsuccessful
F	0 - 40	0	Unsuccessful
NG	Not Attended	0	Fail due to absence
S	Satisfactory	…	Successful
U	Unsatisfactory	…	Unsuccessful
I	Incomplete	…	

W	Course Withdrawal	…	
Ex	Exempted	…	

(5) The student is required to receive one of the letter grades A, A-, B+, B, B-, C+, C, C-, D+, D, S as the semester success grade in order to be considered successful in the course he/she is registered for,

(6) In cases where the students are unsuccessful from the courses to which they registered, course success grades as below are given;

(a) F grade for students who fulfilled the requirements of the course and are eligible to take the end-of-term Final Exam but did not sit the exam or failed this exam,

(b) NG grade is given to students who are not eligible to sit the end-of-term exam because they did not fulfil the attendance requirement or other course requirements.

(7) Only students who are successful in internship, applied courses or non-credit courses that are evaluated as successful or unsuccessful are assigned a grade of S (satisfactory) as successful and grade of U (unsatisfactory) as unsuccessful.

(8) "I" grade is assigned to students who, for a valid reason, did not sit the final exam and/or fail to fulfil some of their workshop/laboratory assignments and similar obligations that have a role in calculating the semester grade. The course requirement regarding "I" must be completed 1 week before the registration date of the semester which follows the semester in which "I" grade was obtained, otherwise the "I" grade will automatically turn into an "F" grade. However, if the student's excuse continues, the time and conditions for completion of the "I" grade are discussed and decided by the Faculty Board upon the proposal made by the relevant Department Chair. Compliance with the above-mentioned deadlines is not required for students who are in the graduation status. The situations of these students are discussed and decided by the Faculty Board. The "I" grade is not taken into account in the calculation of the semester average (GPA) and general average (CGPA) until it is converted to another grade. The students are eligible for an "I" grade as long as they submit their excuses and related documents to the Academic Personnel of the relevant course within 3 working days at the latest following the end of term Final Exam date.

(9) NG grade is assigned to students who do not fulfil their attendance requirements. The "NG" grade is treated like an "F" grade and is included in the calculation of the student's GPA and CGPA.

(10) "W" grade is given to the student who withdraws from the course upon the written application of the student. "W" grade is not taken into account in the calculation of the academic average, but is shown in the transcript. A student is eligible to withdraw from a maximum of four courses in undergraduate programmes and a maximum of two courses in associate degree programmes during their education. The application for withdrawal from the courses is made on the dates indicated in the academic calendar. When calculating the academic average of the student who withdraws from a course registered in a previous semester in order to improve the C-, D+ and D grades, the previous grade is considered valid. A student is not eligible to withdraw from a course that s/he has previously withdrawn from, a course that s/he has to repeat or a course which is not considered in the calculation of averages. Students can withdraw from a maximum of 2 courses in a semester, provided that they do not fall behind the minimum course and credit conditions.

(11) A student who obtained one of the grades as (D-), (F), (U), (W) and (NG) in a compulsory course in the department shall register for that course in the first semester prioritising the courses of the prior class.

48. English Preparatory School Programmes and Exams

English Preparatory School Programmes are subject to the provisions of the ARUCAD Education, Training and Examination Regulations

49. Examinations and Evaluations

(1) A minimum of 1 and a maximum of 2 Mid-term Exams and a Final Exam can be administered each semester. Short-term exams (quizzes) that do not exceed half an hour are excluded from this limitation.

(2) At the commencement of each semester in which the course is offered, the course content, number and weighting of the exams to be administered, including the project, as well as the content of the laboratory/workshops, if any, and the number and weightings of the exams are documented by the Academic Staff. The Department Chair and the registered students are notified in writing or the information is announced on the course website.

(3) The students are obliged to fulfil the course requirements such as the projects, laboratory/workshop assignments envisaged for a course. A student who fails to complete these type of requirements is considered unsuccessful in that course.

(4) Final Exams are administered at least 3 days after the end of the course, on the dates and times determined by the Rectorate.

(5) A Mid-term Exam cannot be scheduled during the week before the end of the course.

(6) The exam for each course is prepared and evaluated by the Academic staff member in charge. Coordination is essential in lessons with more than one group.

(7) The weighting of the final exam must be minimum 30 percent and maximum 60 percent.

50. Attendance Obligations

(1) Students are required to attend at least 70% of the theoretical courses. Participation and success criteria in laboratories, studios and other applied courses are determined by the relevant faculty and School Board, but the attendance rate shall not be lower than this rate.

(2) Including the medical reports, students with 30% or more absenteeism are deemed to have failed the relevant course and the student is deemed unsuccessful in that course and receives an "NG" grade. *(Amendment; Senate No: 2023/09, Date: 20/09/23)*

(3) Reports are evaluated only in case of non-attendance in the exam (Midterm and Final). The following conditions apply in the evaluation of the medical reports;

(a) In case of not being able to attend the exam, students are required to submit their medical reports to the relevant Faculty Secretariat within 3 (three) business days following the exam at the latest.

(b) The medical reports submitted by the student are distributed to the relevant academic staff member(s) by the Faculty secretary with the approval of the relevant Department Chair, and the original is forwarded to the Registrar's Office to be included in the student's file.

(c) Reports submitted excluding the conditions stated above are not taken into consideration.

(4) Students, have the right to sit all exams and assessment processes except for the Final Exam and Re-sit Exam even if their attendance rate is 70 % or less.

(5) The course(s) for which the student has received an NG grade due to absenteeism are announced via the student information system (SIS) 1 week before the Final Exam.

(6) Students who obtain an NG grade are not eligible to take the Final Exam and/or Resit Exam from the relevant course.

(7) The sum of the additional absenteeism rights that can be granted with the recommendation of the Rectorate and the approval of the Board of Trustees, in extraordinary climatic events and similar extraordinary situations and *force majeure* reasons cannot exceed 50%.

51. Grade Point Average

(1) The success of the student is determined by calculating the semester Grade Point Average (GPA) and the Cumulative Grade Point Average (CGPA).

(2) The semester Grade Point Average (GPA) is the weighted average of the numerical values of the success grades of all the courses in which the student is registered in that semester.

(3) The Cumulative Grade Point Average (CGPA) is the weighted average of the numerical values of the success grades of all the courses that the student registered in throughout the education period.

(4) Local credit values of the courses are mainly used.

(5) Academic grade point averages are shown as two digits after the decimal point. The third digit after the decimal point is not taken into account in academic grade point averages.

(6) In the calculation of the CGPA, the last grade obtained from the repeated courses is included in the evaluation.

(7) All courses in which the student registered are indicated in the transcript.

52. Student Success

A student is considered successful at the end of a semester, if the semester average (GPA) is at least 2.00 out of 4.00 which is the highest attainable grade. If a student registered to a programme in a department with the required course load, scores a GPA between 3.00 and 3.49, s/he is designated an 'Honour' student, if the GPA is between 3.50 and 4.00 s/he is designated a 'High Honour' student.

53. Unsuccessful Students

Unsuccessful undergraduate students are those whose Cumulative Grade Point Average (CGPA) is below the following limits.

End of Fourth Term < 1.50
End of Fifth Term < 1.60
End of Sixth Term < 1.70
End of Seventh Term < 1.80
Eighth and Later Semesters < 2.00

Unsuccessful associate degree students are those whose Cumulative Grade Point Average (CGPA) is below the following limits.

End of Second Term < 1.50
End of Third Term < 1.80
End of Fourth Term < 2.00

An 'Academic Warning' is given to students whose GPA is below the above-mentioned limits.

A student who has received the first academic warning;

(1) is not eligible to register for a new course in that semester as the student is primarily required to re-register for the courses which s/he has failed with a (D–), (F) or (NG) grade.

(2) is primarily obliged to reregister for the courses from which he/she has received an (F), (NG) or (D–) grade. However, if the courses from which the student has received an (F), (NG) or (D–) grade are not offered in that semester or the student cannot complete the required course load, the student is eligible to re-register for one or more of the courses from which s/he has received (D), (D+) or (C–) grades to complete the required course load.

(3) and who registers for summer semester or in part-time status is eligible to register for only one new course.

(4) in this status can register for a maximum of 2 new courses, provided that they do not exceed the required course load.

(5) if there are courses that the students registered and received a (W) grade in previously, they are treated as new courses.

For those who have received two or more academic warnings;

(1) The students are not allowed to register for new courses.

(2) The student is primarily obliged to reregister for the courses from which s/he has received an (F), (NG) or (D–) grade. However, if the courses from which the student has received an (F), (NG) or (D–) grades are not offered or the student cannot complete the required course load, the students are allowed to reregister for one or more of the courses from which s/he has received (D), (D+) or (C–) grades to complete the required course load.

(3) Since the courses with a (W) grade are considered as new courses, the student is not eligible to register for these courses.

(4) Students who register for summer school or in part-time status are not allowed to register for new courses.

CHAPTER 5
Instructional Processes

54. Courses

(1) University compulsory courses, department compulsory courses and elective courses are included in the university's education programmes.

(a) Ataturk's Principles and History of Revolution I, II; Turkish Language I, II and Foreign Language courses are the compulsory courses for TR and TRNC students. Ataturk's Principles and History of Revolution I, II; Turkish Language I and II courses are offered as 2 local credits and 2 ECTS each, and Foreign Language courses are offered as 3 local credits and 4 ECTS for two semesters. These courses cannot be substituted for departmental elective courses.

(b) Compulsory courses are offered in the period specified in the education programmes. However, the courses, which are the prerequisites of other courses and which, if unsuccessful, cause the student's education period to be extended, can be offered in fall, spring and summer semesters, provided that this does not constitute a problem in the education programmes.

(c) Quota restrictions cannot be imposed on compulsory courses. However, in cases where the students' number in a class or a workshop is high, the same coded course can be offered as more than one classes. In this case, a quota can be determined for each branch, taking into account the number of students who are required to take the course. Each of the compulsory courses offered as more than one group can be instructed under the responsibility of a different instructor. Evaluations in different group (exam, homework, etc.) can be made jointly or separately by the decision of the department board.

(d) Elective courses are the courses that all students enrolled in the relevant programme are not obliged to take, but are required for the field in which the student wishes to specialise in order to obtain the relevant formation. In order for students to take elective courses, a sufficient number of courses are defined and opened considering the number of students enrolled in the programme and the areas of specialisation of the students.

(e) The quotas and the quorum regarding the students from the department/other departments for the elective courses whose quotas are specified in line with their characteristics are determined by the reasoned recommendation of the relevant department, the decision of the relevant board and the approval of the Senate, and are announced before the registration renewal date specified in the academic calendar. In terms of the integrity of the instructional plans, students may be asked to choose a certain number of courses or a total of credits among the elective course groups. Prerequisites can be applied to elective courses that are a continuations of each other.

(f) Vocational elective courses in foreign languages can be offered with the reasoned recommendation of the department, the decision of the relevant board and the approval of the Senate.

(g) Departmental elective courses are the courses that the students are required to choose, register and be successful in among the elective courses in the registered education programme. In the event of being unsuccessful in a departmental elective, it is possible for the student to register to another departmental elective instead of this course, however, the failed departmental elective course is included in the transcript.

(h) University elective courses consist of courses that support the programme in which the student is registered, or that provide the students with the opportunity to do a minor and/or double major, and the courses that the student would like to register in line with his/her area of interest. These courses can also be a departmental elective or compulsory course of a programme. The students are obliged to register to another university elective course and succeed instead of the university elective course s/he registered previously and was unable to succeed. The same course cannot be considered as both a departmental elective and a university elective course at the same time.

(i) Faculty elective courses, which students consider will contribute to their own personal development, are the courses offered by other departments of the faculty to which they are affiliated, by giving non-departmental quotas. These courses can also be elective or compulsory courses of a department. The students are required to register and succeed in another faculty's elective course instead of the faculty elective course that he has been unsuccessful in. A course cannot be considered as both a departmental elective and a faculty elective at the same time.

(j) Prerequisite courses are the courses that one or more of the courses in the previous semesters must be completed in order to be taken. These courses are determined by the proposal of the relevant boards and the decision of the Senate.

(k) Co-conditional courses are the courses that require registration to one or more of the courses offered in the same semester in order to be eligible to register. These courses are added/dropped in blocks or withdrawn from these courses in blocks. Co-conditional courses are determined by the proposal of the relevant boards and the decision of the Senate.

(2) Departments can set quota for non-departmental students for the courses they offered for the students registered to their own programmes. A compulsory course for departmental students can be designated as an elective course for non-departmental students.

(3) Whenever necessary, the courses can be held outside the university buildings and office hours or on holidays, with the reasoned suggestion of the relevant department/programme, the decision of the relevant board and the approval of the Rectorate,

(4) Students enrolled in an undergraduate programme cannot register to the courses offered in an associate degree programme as compulsory or elective courses.

55. Course Registration, Dropping a Course, and New Course Registration

(1) Students can change, drop, or register to a new elective course, under the guidance of their advisors, within the add-drop period in the academic calendar.

(2) Students who enrol in the departments in the first semester are deemed to have been directly enrolled in the courses specified in the programme.

(3) If they apply for it, students who are exempted from some of the first semester courses, are eligible to register in courses which will be offered the following semester or an upper class with the approval of their advisor and the decision of the relevant board within the first semester course registration or add/drop week.

(4) Students who have to commence their education at the beginning of the second semester are eligible to register to the second semester courses without preconditions in addition to the first semester courses offered.

(5) Students are obliged as a priority to take the compulsory courses, which are specified in the instructional plans and offered in the relevant level and semester in which the students are registered. **(6)** Students who are not able to complete their course registration process on time can complete their registration by the end date of the add-drop period. Course registration is not possible after the add-drop deadline.

(7) Students are not eligible to attend the course for which s/he has not been registered, and fulfil his/her exam and other obligations. The student's fulfilment of these obligations does not mean that he/she is enrolled in the course, and the grades s/he obtained from the examinations are not recorded in his/her transcript.

(8) Students are eligible to choose a course from another higher education institution with the reasoned recommendation of the relevant department/programme and the approval of the relevant board, provided that the language of instruction is appropriate. With the decision of the relevant board, except for the studies related to the diploma, this course can be counted as a common compulsory or elective course instead of a course which is included in the education programme. However, the sum of the credits of the courses registered from another higher institution cannot be more than one third of the total credits of the programme in which they are registered.

(9) Students who are unsuccessful in a compulsory course that is excluded from the programme without being replaced by another course will not be obliged to reregister to that course and students complete the total credits required for graduation by registering to elective courses.

56. Course Exemption/ Course Submission

Course exemption procedures are conducted and evaluated within the framework specified in the Course Exemption and Equivalence Procedures Regulation.

57. Registering to Courses at Other Higher Education Institutions

Students are eligible to register to courses from other higher education institutions during the Summer School or via the Student Exchange Programmes. The regulations concerning course registration at other institutions are subject to "The Rules and Regulations for Taking Courses from Outside the University" which is enacted by the Senate.

CHAPTER 6
Student Obligations and Examinations

58. Examinations

(1) Exams are administered as mid-term, final exam, make-up exam, graduation exam and re-sit exam.

(2) Mid-term Exam: The mid-term evaluation of the courses include assignments such as project, graduation paper, workshop, written, oral, jury, etc. are considered as mid-term exams.

(a) It is essential for the course instructors to state the dates of the mid-term exams and their weighting in the end of semester success grade in the course syllabus.

(b) The number of mid-term exams, the structure of the exam, the date of the exam, the academic work performed during the semester and the assignments which will be evaluated as mid-term exams and the contribution of the mid-term exams and other semester assignments to the course success grade are determined by the relevant instructor and the students are notified about the details within the first week of the semester.

(c) The procedure to be applied to the student who cannot attend the mid-term exams or complete substitute assignments due to a valid excuse is determined in line with the decisions of the relevant department board, provided that s/he documents his/her excuses.

(3) End of Semester Final Exam: The evaluation of the courses that include projects, graduation papers, workshop, written, oral and similar assignments (subjects taught after the mid-term exam or all subjects taught throughout the semester) is entitled as the final exam.

(a) The weighting of the final exams in the success grade must be stated in the course syllabus.

(b) The students are required to fulfil the specified obligations in order to be eligible to sit the end-of-semester final exam and/or submit their work to be evaluated at the end of the term. Students who do not fulfil these obligations are not allowed to sit the final exam.

(c) The list of students who do not meet the requirements to sit the end-of-term final exam, is announced by the relevant department chair/programme head within the last week of the semester..

(4) The make-up exam for the final exam is a re-sit exam. There is no separate make-up exam.

(5) Other Evaluation Methods: Evaluation methods such as quizzes, homework, participation, make-up, written, oral and similar evaluation methods can be utilised, provided that they are determined by the instructor at the commencement of the semester and included in the course syllabus.

(6) Make-up Exam: Students who are not able to sit the mid-term exam are given the right to sit a make-up exam, provided that the exam is suitable for the qualities of a mid-term exam, if their excuses are deemed valid by the relevant administrative board. Students who do not sit the make-up exam lose this right.

(7) Graduation Exam: Taking into account the graduation conditions, a graduation exam is administered on the dates specified in the academic calendar.

(8) **Re-sit Exam** is the exam for students who have fulfilled the responsibility of attending the course and have been entitled to sit the end-of-term Final exam, but were not able to sit this exam or were unable to obtain a pass grade from the exam.

(a) Re-sit exams are not administered for courses with practical applications such as workshops, projects, design, designing and exhibitions. At the commencement of each academic year, courses without re-sit exams are determined by the recommendation of the departments and the approval of the relevant committees.

(b) Students who are found to have plagiarised or cheated in the mid-term or final exam are not eligible to sit a re-sit exam.

(c) The score obtained from the re-sit exam is accepted as the final exam score.

(d) There is no make-up exam for the re-sit exam.

(e) Exams are administered on the dates specified in the academic calendar.

(f) The end of semester letter grades calculated after the re-sit exams are transferred to the computer through the portal until the end of the day specified in the Academic Calendar, and the phrase ‘Rst' is placed next to the letter grade in the student transcript.

(g) In order to participate in the re-sit exams, it is necessary to apply in writing to the relevant department chair within 3 working days following the announcement of the semester grades, and to indicate which courses will take the re-sit exam in the application. Students who do not apply in writing are not eligible to sit the make-up exams. Students who apply for the re-sit

exam can withdraw their applications in the same way within 3 working days from the application deadline.

(h) The letter grades students obtain as a result of the re-sit exams replaces the previously received letter grade.

(i) Students who would like to sit the re-sit exam are required to pay the exam fee to be determined by the Board of Trustees.

(j) Re-sit exams are not available in English Preparatory School courses.

59. Administration, Scoring and Announcement Methods of Exams

(1) Exams; can consist of written, oral, practical applications, drawing-based, workshop-project evaluation and a combination of a few of these assignments. The principles regarding submission and evaluation of workshops, projects, design and similar courses are determined by the departments. Oral exams are administered in the presence of an audience.

(2) Exams are evaluated in line with absolute or relative criteria. The students are informed about the assessment and evaluation methods and techniques to be implemented by the relevant instructor at the commencement of the semester in which the course is offered.

(3) It is possible to administer the exams in one day, or they can be spread over more than one day depending on the nature of the course.

(4) Examinations can be held outside the University campuses and working hours or on holidays, with the recommendation of the relevant board and the decision of the Senate, when deemed necessary.

(5) Exam dates and times are determined by the relevant department/programme chair based on the academic calendar, approved by the deans/directorates and announced at least one week before the start of the exams.

60. Reservation of Exam Documents/Student Work

(1) Examination documents and assignments or copies of those assignments which replace an examination must be kept by the relevant units for at least two years. The Rectorate may take a decision to change the relevant units specified in this article.

(2) Exam documents are submitted to the relevant unit/department within 7 days at the latest following the end-of-term Final exams. Instructors who are not in a position to present a printed document regarding the exam are required to archive the students' assignments/work as digital for two years.

(3) The works produced by the students in departments may be reserved for display or educational purposes by the relevant departments.

(4) The right of use regarding student works is organised with the proposal of the relevant department, upon the decision of the relevant board by the Board of Trustees.

61. Announcement and Appeal to Grades

(1) Course success grades, which are indicated as letters, are entered into the student information system by the instructors after the end of the semester examination period, within the period specified in the academic calendar and the results are announced by the Registrar's Office.

(2) Students; have the right to apply to the relevant Dean's office/Directorate with a petition and request his/her examination paper to be re-evaluated for administrative calculation mistakes within three working days following the last day of the course grade entry. The student is informed of the decision regarding his/her petition by the relevant department/programme chair, after consulting the course instructor, and being finalised by the relevant Administrative Board. The instructor concludes the examination of the exam paper within 5 working days at the latest after s/he receives the petition. The result of the revision of the student's exam paper is documented in a report and

the relevant dean/directorate is informed about it for the essential board of directors' decision to be taken.

62. Cheating and Plagiarism

In the event of a student attempting to or actually cheat in an exam, plagiarism, or if it is determined that an academic work submitted by the student is not the student's own work, or in the event of plagiarism in a project or internship report, a report is prepared by the relevant instructor and the relevant dean's office or the school directorate is notified of the situation in writing by means of a report. In the event of a student cheating or plagiarising, action is taken against the related exam or assignment in accordance with the relevant provisions of the ARUCAD Rules and Regulations for Student Disciplinary Code.

63. Grade Point Average

(1) The weighted grade point average shows the student's academic achievement level.

(2) The principles regarding the weighted grade point average and graduation degree are as follows:

(a) Weighted grade point average; It is calculated in line with the formula (K1*B1+K2*B2+K3*B3+...)/(K1+K2+K3+...) and rounded to the thousandths place. K in this formula is the local credit of the course; B shows the coefficient of the success grade of the course in the quatrain system.

(b) GPA is the weighted grade point average of the courses taken by the student in the relevant semester.

(c) CGPA is the weighted grade point average of the courses taken in the relevant semester and the previous semesters.

(d) All grades obtained from common compulsory, compulsory and elective courses are taken into account when calculating GPA and CGPA.

(3) The graduation degree (graduation success grade) is the overall weighted average grade of the graduating student

64. Transcript

In the transcript, all courses the student registered in and all grades obtained from these courses are arranged on the basis of the year and semester in which the courses were taken. The transcripts include GPA, CGPA, letter grades and, if any, information about disciplinary offences.

65. Graduation, Diplomas and Fees

(1) The total number of credit hours required for graduation is determined in the education programmes approved by the Senate of the Arkın University of Creative Arts and Design.

(2) The graduation of a student who has successfully fulfilled all the requirements for graduation in any Department or School of the University and has achieved a minimum CGPA of 2.00 becomes final with the recommendation of the Department and Faculty Boards and the decision of the Senate, regardless of the period of study.

(3) The diploma and/or graduation documents to be awarded to the graduating student are prepared by the Registrar's Office and the name of the completed programme, graduation date, earned qualification and degrees are documented on it. Diploma and/or graduation certificates bear the signature of the Registrar, the Dean of the Faculty or the Director of School and the Rector, and the seal and/or cold stamp of the University.

(4) The degrees and titles to be awarded in various faculties and schools of the University are determined by the decision of the Senate.

(5) "High Honour" for students with CGPA of 3.50-4.00 and "Honour" for students with CGPA of 3.00-3.49 are indicated on their diplomas.

(6) Students who have received a disciplinary punishment cannot receive an honour or high degree.
(7) Students are required not to have any unpaid tuition fees in order to be awarded diplomas.
(8) Students who graduate from the university are obliged to pay the document and diploma fees determined by the Board of Trustees.

66. Graduation Exam

If it is deemed that the required conditions can be met by the students who are not eligible to graduate since they do not meet all the stipulated graduation conditions even though they are in the graduation period,

(1) Undergraduate or associate degree programme students who cannot graduate due to the "F" and/or "D-" grades they have obtained from their courses , are granted the right to sit graduation exams for a maximum 3 courses they obtained "F" or "D-" grades from; or
(2) Undergraduate or associate degree programme students who cannot graduate because their CGPA is below 2.00, are granted the right to sit graduation exams for a maximum of 3 courses they obtained "D", "D+" and "C-" grades from.
(3) The graduation examination shall be held within fifteen working days following the completion of the resit examinations. However, for students who are required to complete a compulsory internship course during the summer period and who have no remaining graduation requirements other than the internship course and a maximum of three courses eligible for the graduation examination, this period shall commence from the date on which the internship grade is announced and becomes final. Students falling within this scope shall submit a written application to the relevant Dean's Office or School Directorate within three working days following the announcement of the internship grade. Applications shall be evaluated by the relevant academic unit to verify that the student has successfully completed the internship course and satisfies the other conditions for taking the graduation examination. The graduation examinations of students whose applications are approved shall be held within fifteen working days following the expiry of the application period. Students who fail to complete the internship course successfully shall not be granted the right to take a graduation examination under this paragraph. No graduation examination shall be administered for the internship course itself; the student shall repeat the internship course in accordance with the relevant legislation.(Amendment: Senate Decision No. 2026/12, dated 17/09/2026)
(4) The students cannot be granted a graduation exam right for a course that they have not registered in before.
(5) Fees determined by the Board of Trustees are applied for graduation exams.
(6) Excuses are not accepted for these assessments and the make-up exam provisions are not applied. Students who are unable to raise their CGPA to 2.00 or above are subject to the provision of course repetition even if they are successful in the aforementioned exams.
(7) Graduation exam is not given for courses that do not have resit exams, such as workshop, project, design, design and exhibition. (Amendment; Senate No: 2024/04, Date: 06/06/24)
(8) The score obtained in the graduation examination shall be assessed out of 100, without taking into account the student's semester work or previous examination results. The score obtained shall be converted into a letter grade in accordance with the score–letter grade conversion table set out in this Regulation, and the resulting letter grade shall replace the student's previous course grade for the relevant course. No excuse or make-up examination shall be administered for the graduation examination. (Amendment: Senate Decision No. 2026/12, dated 17/09/2026)

67. Students Who are Unable to Graduate Within the Maximum Period

The status of students who are Turkish Republic citizens and are unable to graduate at the end of the maximum period is subject to the provisions of the Law No. 2547 and the relevant legislation.

68. Differently-abled Students

ARUCAD Regulation on Education, Teaching and Examination Measures for differently-abled students will be applied for differently-abled students whose disability status and degrees are documented with a health report.

69. Document on Principles Regarding Assessment and Evaluation and their Storage *(Amendment; Senate No: 2023/04, Date: 30/03/23)*

(1) It is mandatory that all assignments, projects, written or oral exams, workshop studies or similar works that include student evaluation are documented by the responsible academic staff and delivered at the end of the term.
(2) In evaluation methods conducted through any kind of models, performances such as listening, sound, stage, sculpture, ceramics, and similar products/artworks, where exams are not held in written form, the responsible academic staff must prepare a report indicating the relevant evaluation criteria for each exam and the evaluation results separately prepared for each student.
(3) In exams such as jury or committee exams, the coordinator or responsible academic staff of the relevant course must document the committee/jury exams held during the academic year separately by listing the determined evaluation criteria and evaluation grade.
(4) Academic staff who have received exam documents electronically are obliged to include a hard copy of this document in the end-of-term files. If there are too many documents, the relevant documents can also be submitted electronically. It is mandatory to obtain signed delivery records from the student, either with a wet signature or through the system, for such documents.
(5) In practical internship, the academic staff responsible for the relevant internship adds all documents prepared from the internship application processes to the end-of-term files, as well as evaluation forms and documents related to the evaluations.
(6) The end-of-term file of the course is submitted to the relevant secretary office with signature confirmation for the controls of the Department Head and Dean/Dean of the School within 3 business days following the grade entry dates specified in the academic calendar for the makeup exam.
(7) Envelopes with incomplete contents are not accepted by the unit secretariats without addressing their deficiencies.
(8) During the file submission, 4 copies of end-of-term grade chart signed by the academic staff (1 to be retained by the academic staff, 1 to be sent to the Student Affairs, 1 to be kept at the Institute/Faculty/School Secretary's Office, and 1 to be added to the relevant file) are received by the relevant secretary’s office.
(9) The exam file subject to evaluation (including internship courses) must include the following documents:
    a) Course syllabus
    b) List of participation/submission/examination attendance for midterm/short exam/final exam/project/homework/presentation evaluations
    c) Evaluation criteria or answer key with midterm/short exam/final exam/project/homework/presentation questions
    d) Separate evaluation report for each student in exams based on a product/artwork, electronic record (disk, portable memory)
    e) After the evaluation of midterm/final exam/project/homework/presentation is completed, there should be a signed and student information system-retrieved grade list.

In the evaluation methods made on all kinds of models, handicrafts, models, sculptures, ceramics and similar 3D products / works or concerts, sounds, stage performances, etc., which are difficult or impossible to store, transport, preserve, it is necessary to photograph the student's work from every angle or to record it in a way to be stored in digital environment and to attach these documents created by the relevant instructor to the file.

Each student's work is recorded separately, and the evaluation criteria and evaluations are added to the file, ensuring that the product/work is evaluated. The product/work is then returned to the student. However, products/works that are deemed worthy of exhibition at events such as exhibitions, organised by the University, may be held by the relevant department of the University until the event is completed and then returned to the student.

Additionally, the following should also be included:

a) The attendance lists for the courses until the mid-term exam date specified in the Academic Calendar in the mid-term exam file.
b) The attendance lists for the courses until the Final Exam date specified in the Academic Calendar in the Final Exam file.

(10) The end-of-term course file received is kept in the department secretariats until the end of the student grade appeal period.
(11) After the appeal period, the envelopes are sealed and handed over to the Student Affairs Office in return for a signature, after being reviewed by the Dean/School Director to ensure that nothing is missing.
(12) The Student Affairs Office keeps the exam documents received in its archive until the end of the next academic year (at least one year).
(13) If it is necessary to open the envelopes of the delivered course/exam documents (for inspection, grade appeal, etc.), the relevant Secretary's Office may receive them with a delivery receipt for the relevant course/exam documents. At the end of the process, they are returned with another delivery receipt.

CHAPTER SEVEN
Miscellaneous and Final Provisions

70. Non-provisional Circumstances in the Regulation

In cases where there is no provision in these regulations, the provisions of other relevant legislations and the decisions of the Board of Trustees, YÖK, YODAK, Senate, University Administrative Board and related boards are applied.

71. Enforcement

These regulations enters into force in the 2021-2022 Academic Year.

72. Execution

The provisions of these regulations are executed by the Rector of Arkın University of Creative Arts and Design.