

April 16th 2012, Monday

From TED University:

**TED UNIVERSITY ACADEMIC RULES AND REGULATIONS FOR UNDERGRADUATE STUDY**

**PART ONE**

**Aim, Scope, Basis and Definitions**

**Aim**

**ARTICLE 1** – (1) The aim of the rules and regulations herein are to regulate the procedures and principles with regard to registration, education, examination and graduation of the students attending undergraduate programs at the faculties of TED University.

**Scope**

**ARTICLE 2** – (1) The rules and regulations herein cover the principles of admission and registration, examination, assessment of achievement, provision of diplomas and other related procedures pertaining to undergraduate studies at the faculties of TED University.

**Basis**

**ARTICLE 3** – (1) The rules and regulations herein have been based on Articles 14, 43 and 44 of the Higher Education Law No. 2547 dated 4/11/1981.

**Definitions**

**ARTICLE 4** – (1) These terms shall have the following meanings heretofore;

- a) Relevant board: TED University Faculty board(s)
- b) Relevant administrative board: TED University Faculty Administrative Board(s)
- c) Board of Trustees: TED University Board of Trustees
- d) Rector: TED University Rector
- e) Senate: TED University Senate
- d) University Administrative Board: TED University Administrative Board
- f) University: TED University

## **PART TWO**

### **Academic Calendar, Education Programs, Period of Study and Tuition Fees**

#### **Semester System and Academic Calendar**

**ARTICLE 5** – (1) Undergraduate study is arranged on the basis of semesters.

(2) The academic year consists of fall and spring semesters, each lasts for 14 weeks, excluding the final examination period.

(3) In addition to fall and spring semesters, a 7 week summer session is organized upon the decision of the Senate and the approval of the Board of Trustees. The principles and procedures applicable to the summer session are determined by the Senate. Summer school education period is not considered in the calculation of total education period.

(4) The dates and durations pertaining to all educational activities are included in the academic calendar prepared by the Senate.

#### **Quotas and Education Programs**

**ARTICLE 6** – (1) The number of students with or without scholarship to be admitted to faculty degree programs in the subsequent academic year is determined by the Board of Trustees upon the proposal of the University Administrative Board and is finalized with the approval of the Higher Education Council.

(2) The proficiencies expected from a student who graduates from a diploma program and the educational programs composed of courses, laboratory work, internship and similar activities are prepared by the respective administrative boards and approved by the Senate.

(3) All changes in curricula for the subsequent academic year are determined, finalized and announced by the end of June every year in accordance with the same procedures and principles.

#### **Medium of Instruction**

**ARTICLE 7** – (1) The medium of instruction in TED University undergraduate programs is English. However, as required by Higher Education Law No. 2547, mandatory courses to be given in Turkish, as well as other courses determined by the Senate, are taught in Turkish and are specified as such in the University Catalog.

#### **Period of Study**

**ARTICLE 8** – (1) The regular teaching period at the English Language School preparatory program is two semesters. For elementary level students, the period includes the subsequent summer session, in addition to the two semesters. Students whose level of English is deemed insufficient at the end of this period are entitled to study English one more year.

(2) The undergraduate study is normally eight semesters at the faculties of the University.

*(Amendments made by the Senate on 21.01.2021/02 — See the endnotes.)*

## **Student Advisors**

**ARTICLE 9** – (1) For each student enrolled at TED University, a faculty member is appointed as an advisor by the relevant department chair. The duty of the student advisor is to follow up on the academic performance, to assist in the scheduling of the student’s education program, and to guide the student within the framework of regulations and directives.

## **Tuition Fees**

**ARTICLE 10** – (1) Undergraduate study at TED University is subject to tuition fees. The fees are determined annually by the Board of Trustees.

(2) Students who fail to pay the annual tuition fee by the announced due dates are not registered, their registration is not renewed and leave of absence requests are not granted. These individuals are not able to benefit from the rights of students.

## **Scholarships**

**ARTICLE 11** – (1) Except for students who are placed with scholarships in various programs of the university by ÖSYM (Student Selection and Placement Center), the principles on distribution of the additional scholarships and financial assistance provided to the students from various sources are determined by the Senate.

# **PART THREE**

## **Principles of Admission and Registration**

### **Admission of New Students**

**ARTICLE 12** – (1) The admission of students to the first year of undergraduate programs is done in accordance with the results of the annual examination carried out by ÖSYM (Student Selection and Placement Center.)

(2) Admission of international students is done with the decision of the relevant administrative board within the framework of the regulations and decisions of the Higher Education Council, within the provisions of higher education law and in accordance with the conditions outlined by the Senate.

(3) Transfer students placed at other universities by ÖSYM can be exempted from the courses they have successfully completed in these universities with the decision of the relevant administrative board, provided that they submit an application in the first week of the academic year. In case of approval of course exemption, the student’s grade for the relevant course is indicated as “T”.

### **Admission via Lateral or Vertical Transfer**

**ARTICLE 13** – (1) Admission to TED University undergraduate programs is open to students from other national and international higher education institutions via lateral or vertical transfers.

(2) The quotas of such transfers are determined with the approval of the Board of Trustees upon the proposal of the University Administrative Board. It is also determined within the provisions of the Rules and Regulations No: 27561 on the *The Regulation for Student Transfer Between Associate Degree and Bachelor's Degree Programs, Double Major and Minor Programs and Course Credit Transfers Between Institutions of Higher Education Institutions*, published in the Official Gazette on 24/4/2010.

(3) Candidates applying for lateral or vertical transfer are required to fulfil the English proficiency requirements set for candidates starting undergraduate programs of the university.

### **Lateral Transfer within the University**

**ARTICLE 14** – (1) In lateral transfers within the university, students are required to have completed the first two semesters satisfactorily (excluding the language preparatory program), not have been dismissed from the university for any reason, and to fulfil the requirements of *The Regulation for Student Transfer Between Associate Degree and Bachelor's Degree Programs, Double Major and Minor Programs and Course Credit Transfers Between Institutions of Higher Education Institutions*, in addition to the conditions determined by the Senate if applicable.

### **Special Students**

**ARTICLE 15** – (1) Students or graduates of other higher education institutions can be accepted as special students in undergraduate courses in order to develop their knowledge and skills on a specific subject.

(2) Candidates applying to take courses with special student status are required to fulfil the requirements set for English proficiency necessary for study at the undergraduate programs of the university.

(3) The application, courses and total course hours of special students are decided on by the relevant administrative board, taking the opinion of the relevant department's chair into account.

(4) Neither diplomas nor credits are awarded to special students. A document indicating the courses taken and their grades can be given upon their request.

(5) Special students pay a tuition fee on the basis of the courses they attend in accordance with the principles determined by the Board of Trustees.

### **Exchange Programs**

**ARTICLE 16** – (1) TED University can arrange student exchange programs with national and international universities can send students to other higher education institutions for a maximum of two semesters within the scope of these programs and can receive students from other higher education institutions.

(2) Student exchange is possible within the framework of the basics set forth in *The Regulation for Student Transfer Between Associate Degree and Bachelor's Degree Programs, Double Major and Minor Programs and Course Credit Transfers Between Institutions of Higher Education Institutions*, in addition to the conditions determined by the Senate with the decision of the administrative board of the relevant faculty or graduate school.

(3) The students sent to other higher education institutions within the scope of exchange agreements continue to be enrolled at TED University during the period they spend in the exchange program.

(4) Students are not eligible for exchange programs in the final semester of their senior year.

(5) Credit and grade matching of the courses the students have taken in other higher education institutions with their advisor's approval, within the scope of exchange agreements, is done with the decision of the relevant administrative board.

(6) Exchange students are liable to pay the tuition fee required by the higher education institution that they are registered in.

### **English Proficiency Examination**

**ARTICLE 17** – (1) Students who complete their registration should take the English Placement Examination given by the English Language School

(2) Students who score higher than the predetermined level in that examination take the English Proficiency Test.

(3) Students who score lower than the predetermined level attend the level determined in accordance with the score they have received, and the weekly course hours and rules of changing levels are determined by the English Language School.

(4) Students who fail the English Proficiency Examination continue in the English Preparatory Class for one year. The principles of teaching at the English Preparatory Class are determined by the Senate.

(5) National and international tests equivalent to the English Proficiency Examination can exempt students from enrolling in the university preparatory program and the minimum scores necessary for exemption are determined by the Senate.

(6) Students who provide documentation of the required level of success determined by the Senate directly start their undergraduate programs.

(7) Undergraduate students with gaps in their education of two consecutive years or four semesters due to reasons such as leave of absence, failure to renew registration, etc., are required to prove their competency through the English Proficiency Examination or through an equivalent test approved by the Senate. However, for those who spent the relevant time in national or international English medium higher education institutions, such a condition is not to be sought.

### **Initial Registration**

**ARTICLE 18** – (1) The students admitted at the University are required to obtain the necessary documents announced and to complete their initial registration in person within the time period indicated in the academic calendar.

(2) Candidates who cannot register individually due to valid reasons might have their initial registration processed through a legal representative.

(3) Candidates who fail to complete registration in the required time forfeit their registration rights.

(4) Registration of candidates with missing or damaged documents or candidates expelled from any higher education institution as a penalty is annulled.

(5) At registration, only the original documents or the copies approved by the university are accepted. For military status and judicial records, the declaration of the candidate is valid.

### **Renewal**

**ARTICLE 19** – (1) At the beginning of each semester, the students of the university are required to renew their registration within the time period indicated in the academic calendar prepared by the Senate and announced by the Rector's Office. This process involves selecting courses under the guidance of their advisors, paying the relevant tuition fees and completing other liabilities to the university.

## **PART FOUR**

### **Teaching and Education**

#### **Curricula and Course Load <sup>i</sup>**

**ARTICLE 20** – (1) The courses to be taken by the students in each semester consist of required and elective courses, laboratory, practice, project, thesis and similar studies

(2) Required courses are the courses that the student is obliged to take, whereas the electives are the courses that the student selects from among various groups of courses.

(3) The courses in the curriculum are taken in accordance with the course hours, credits and prerequisites, if any, within the framework of the below mentioned conditions. Average credit per semester is calculated by dividing total credits of the program courses by 8. The regular course load for a student is between -2 and +2 of average credit per semester.

**Updated at Senate Session 10.06.2021 /16, amendments are given below.**

a) Students taking courses for the first time or repeating courses from previous semesters are required to first register for these courses. If these courses to be repeated or to be taken for the first time are in the same semester, students need to take the ones from the earliest semester.

b) "F" and "FX" grades show that the student has failed that course. The students with these grades are obliged to repeat the course upon the first availability of the mentioned course, if it is a required program course.

c) Students who do not satisfy the prerequisites of a course cannot register for that course.

ç) In case of multiplicity or conflict of the courses a student should take or repeat it is possible not to take some or all of the courses in the curriculum of that semester.

d) The students are able to add or drop courses within the period indicated on the academic calendar. Add/drop is subject to the conditions applicable for regular registration such as prerequisite courses, maximum course load, minimum required course load and conflicting courses. The add/drop period cannot exceed two weeks following the start of the semester.

Students cannot drop the F and FX grade required courses they are repeating or the courses of the first semester.

e) Prior to the deadline of the withdrawal period indicated in the academic calendar, students are able to withdraw from two courses maximum in a given semester and a maximum of six courses throughout their education. These students receive a “W” for these courses. The approval of the student’s advisor is required for withdrawal. No refund is available for the fees related to “W” courses. Students cannot withdraw from the required courses of the first semester and from the required courses to be repeated with grade “F” or “FX” throughout their undergraduate program. The mark of “W” does not hinder graduation. Students cannot withdraw from courses in the last four weeks of the academic semester.

### **Course Load and Credit Load**

**ARTICLE 21** – (1) The number of examinations, practical assignments and other assignments that the students are responsible for each course and the contribution of these to the final grades as well as the requirements of the final exam are determined by the instructor of the course and disclosed to the students at the onset of the semester.

(2) Depending on the characteristics of a course, a final exam may be excluded, upon the approval of the relevant administrative board.

(3) The regular course load advised to students is equal to the average number of credits per semester in a given program, plus or minus two credits. The average number of credits per semester is calculated by dividing the total number of credits in the curriculum by 8.

(4) The course load of a student can be increased or decreased with the approval of the student’s advisor. However, students registered for the first time in the first semester of a diploma program are not able to exceed the regular course load of that semester. Exceeding the regular course load (i.e. overloading) by 8 credits is not allowed. The minimum course load is 9 credits per semester, which can be reduced to 6 credits with the decision of the relevant administrative board. The students who are expected to graduate in a maximum of two semesters are not subject to that condition.

### **Late Registration and Unregistered Student Status**

**ARTICLE 22** – (1) Students who fail to register by the designated registration dates may also register late during the add/drop period indicated in the academic calendar. Students who also fail to register before the end of the add/drop period are not registered unless they can show valid acceptable reasons for the delay, to be approved by the relevant administrative board within two weeks from the end of the add/drop period. Moreover, students registering late are obliged to fulfil the additional requirements determined by the Senate. <sup>ii</sup>

(2) Students who do not renew their registration become unregistered students. Unregistered students cannot enjoy the rights to which registered students are entitled to. The period spent while a student is unregistered is included in the term of study. Students wishing to reactivate their registrations will have to pay the tuition fee for the year and are not able to benefit from the scholarships they were previously awarded.

### **Attendance**

**ARTICLE 23** – (1) Students are liable to attend the theoretical and practical class hours, examinations and other academic studies as required by the instructors.

(2) The attendance requirements will be announced by the instructor at the onset of the semester

### **Internship**

**ARTICLE 24** – (1) For programs that require the completion of an internship program, the rules of conduct of the practicum are determined and declared by the Senate.

### **Double Major and Minor Programs**

**ARTICLE 25** – (1) The Senate might open double major and minor programs. The regulations governing these programs are determined by the Senate.

## **PART FIVE**

### **Assessment**

#### **Examinations**

**ARTICLE 26** – (1) Each semester ends with a final examination period, exact dates of which are announced in the academic calendar.

(2) The final exam dates are determined and announced at least four weeks prior to the final examination period of fall and spring semesters and two weeks prior to the final exam period of summer session.

(3) Apart from the final exam, at least one midterm exam is to be given for each course at each semester.

(4) The instructor may assess the assignments, laboratory practices and similar activities as midterm and/or final exam

(5) The courses for which no midterm and/or final exam will be given are decided on by the relevant faculty board.

(6) The excuses of students, who could not take the final exam due to illness or other reason, are to be evaluated by the University Excuse Committee. Students whose excuses are accepted valid by the committee will be entitled to a make-up exam. The excuses of students who failed to attend a midterm examination will be directly evaluated by the instructor of the course. If the instructor accepts the excuses, the students will be offered instruments to be able to make up for the unattended midterm, such as make-up exams, weight adjustments of the final exam, or assignment of an additional project/essay or similar procedure.

(7) Instructors are expected to submit letter grades to the Rector's Office and Registrar's Office information system within one week following the final exam date of the related course.



The following update has been accepted at the Senate Session No. 13.01.2022 /01:

(8) In case an error of fact is found in the submitted grades, the course instructor has to apply to the relevant Dean's Office with a written explanation. Grade errors can only be revised with the decision of the related administrative board. The correction of errors in the submitted grades should be completed before the end of the next registration period.

(9) Exam papers are to be stored for two years.

### Grade Appeals

**ARTICLE 27** – (1) Students may request their instructor to review a grade for any exam in a course within one week after the grade announcements. If the appeal is rejected, students may submit a written appeal to the relevant Dean's Office. The relevant board may, in turn, designate a review committee consisting of three members to make the final decision. If the decision is in favor of changing the result of the exam and if this requires a change in the final semester course grade of the student, the final grade is corrected. For courses not offered by the faculties, an evaluation is to be made by the Rector's Office and the University Administrative Board.

### Letter Grades and Marks

**ARTICLE 28** – (1) For each course, students are to be given one of the following grades by the course instructor as a result of the required exams or similar assessment instruments:

Grade	Status	Grade Point Value
AA	Excellent	4.00
BA	Good-Excellent	3.50
BB	Good	3.00
CB	Satisfactory-Good	2.50
CC	Satisfactory	2.00
DC	Weak-Satisfactory	1.50
DD	Satisfactory	1.00
F	Failure	0.00
FX	Failure	0.00
P	Pass	-

a) Letter grades "AA" and "BA" indicate that the course was completed with "outstanding achievement"

b) Letter grade "CC" indicates that the course was completed with "satisfactory achievement"

c) Letter grades "DC" and "DD" indicate that the course was completed "conditionally"

ç) Letter grade "F" is assigned to students who could not reach the level of "DD" or "P."

d) Letter grade “FX” is assigned to students who have failed to attend classes or failed to participate in the midterm exam, final exam, term project or in similar major course assessment activities

e) Students who receive grades “F” and “FX” for a required course are to repeat that course upon its first availability. If that course is available in the summer session, it is not required to repeat that course in the summer session.

**Other Grade Symbols Used**

*(Amendments made by the Senate on 01.06.2017/6 — See the endnotes for the IP Grade)*

**ARTICLE 29** – (1) Other than the letter grades mentioned in Article 26, the following symbols can be used as explained below: <sup>i</sup>

<b>T</b>	The letter “T” (Transfer) is assigned for those courses previously taken at another university by students transferring to TEDU, by exchange students or by students who have re-registered through ÖSYS (Student Selection and Placement Exam). Equivalence of these courses, which are not included in the calculation of grade point average, should be recognized by the relevant administrative board upon proposal by the relevant department.
<b>NC</b>	The letter “NC” (Non-Credit) is given for completed courses not included in the calculation of credits and grade point average.
<b>NP</b>	The letter “NP” (Not Present) is given to students who did not take the final exam.
<b>I</b>	The letter “I” (Incomplete) is given to students who cannot complete the course requirements, like projects or term papers in due time because of an excuse. The letter “I” must be converted to a letter grade within two weeks of the deadline for grade submission to the registrar. In case of failure to convert the letter “I” to a letter grade within the required period, it will automatically turn into a letter grade “F”. <i>(Amendments made by the Senate on 01.12.2016/14 — See the endnotes.)</i>
<b>R</b>	The letter “R” (Repeat) indicates a repeated course.
<b>W</b>	The letter “W” (Withdrawal) is given to students who withdraw from a course within the withdrawal period given in the academic calendar.
<b>L</b>	The letter “L” (Leave) is given to students on leave.

**Grade Point Averages and Academic Standings**

**ARTICLE 30** – (1) Academic standings of the students are determined by calculating their grade point averages at the end of each semester.

(2) The total credit points obtained from a course are calculated by multiplying the course’s number of credit hours and the grade point value received.

(3) Semester Grade Point Average (SPA) is calculated by dividing the total credit points obtained from all the courses a student has taken in the related semester by the total number of credit hours received in those courses.

(4) Cumulative Grade Point Average (GPA) is calculated by taking into consideration all the courses a student has taken since the beginning of the program. If there are repeated courses, the last grade obtained from the course, replaces the previous grade and is included in the grade point average calculation

(5) Calculated semester and cumulative grade point averages are rounded to two decimal places.

(6) Students may repeat courses for which they have received a letter grade “DD” and/or “DC” in order to raise their grade point averages. Courses with letter grades “CC” and above cannot be repeated.

(7) Students with cumulative grade point averages of 2.00 and above are in good academic standing.

(8) Students with cumulative grade point averages less than 2.00 are placed on academic probation; probationary students are not entitled to course overload. These students must first repeat the courses from which they have received conditionally passing grades (“DD” or “DC”) to raise their grade point averages. (*Amendments made by the Senate on 29.08.2012/05 — See the endnotes.*)

(9) Course overloads of students in good academic standing and mandatory course repeats of students on probation are regulated on the basis of the principles determined by the Senate. <sup>iii</sup>

(10) Every semester, students with SPAs between 3.50 and above qualify as “High Honor” students, and those with SPAs between 3.00 and 3.49 qualify as “Honor” students, provided that they have taken the regular course load and have a cumulative GPA of 2.00 or above. <sup>iv</sup> (*Amendments made by the Senate on 21.03.2019/5 — See the endnotes.*)

## **PART SIX**

### **Leave of Absence and Withdrawal from University**

#### **Leave of Absence**

**ARTICLE 31** – (1) With the condition of providing necessary documents, students may apply for leaves of absence due to health related matters, military service, education abroad or other academic, financial or familial obligations, as well as other extraordinary reasons accepted by the University Administrative Board.

(2) The application for leave of absence must be submitted to the relevant Dean’s Office by a petition with supporting documents any time up to and including the last working day of the fourth week following the start of the classes. Applications after the end of this period are not processed. The request for leave of absence is granted upon the approval of the relevant faculty administrative board.

(3) In the case of immediate sickness, a serious accident or other extraordinary circumstances occurring after the end of the application period for leave of absence, the status of the student is evaluated by the University Administrative Board.

(4) Students are entitled to leave the University for a maximum of two consecutive semesters and four semesters in total during their term of the study. In obligatory situations upon the proposal

of the relevant faculty administrative board the term can be extended with the decision of the University Administrative Board.

(5) Students requesting leave of absence from the university must pay half the tuition fee of the pertinent semester and clear all their debts to the university prior to the activation of the process. The tuition fees paid for the period of leave will not be deducted from the following semester's fees. Students considered on approved leave upon the decision of the University Administrative Board after the indicated deadline, have to pay the full tuition fee for the respective semester.

### **Withdrawal from University**

**ARTICLE 32** – (1) Students who wish to withdraw from the university must apply in writing to the relevant dean's office and follow the procedures required by the university. These students must fulfil their tuition fee and other financial obligations in order to receive their high-school diplomas and other related personal documents from the registrar's files. If requested, students can be given a document indicating their grades. The notarized copies of the high-school diploma and other documents required at the stage of registration will be kept on file in the Registrar's Office.

(2) If the student's withdrawal request is received prior to the start of courses, the student is not obliged to pay any tuition fee. Fifty percent of the tuition fee paid for the pertinent semester will be refunded to the student if the withdrawal request is filed any time up to and including the last working day of the fourth week following the start of the classes in a regular semester or the second week following the start of courses in the summer session. No refund will be available after this deadline for withdrawal requests.

## **PART SEVEN**

### **Graduation**

#### **Special Requirements**

**ARTICLE 33** – (1) Students must spend their last semester before graduation, excluding the summer session in TEDU. At least half of the total credit points required for graduation as well as the final exam grades, which are countable at GPA, must be obtained from courses completed at TEDU.

#### **Diploma and Honors Documents**

**ARTICLE 34** – (1) Students who successfully complete all courses in the undergraduate program in which they are registered with a cumulative grade point average of at least 2.00 are eligible, with the condition of fulfilling the other graduation requirements, to receive the "Undergraduate Diploma of TED University" upon the decision of the relevant administrative board.

(2) Students with a grade point average of at least 2.00 but failing to fulfil the graduation conditions due to "F" (not valid for FX) letter grades in a maximum of two courses, may be given the opportunity to take an exam or to undertake an equivalent academic project by the relevant administrative board, upon the favorable opinion of the relevant instructor. With this exam or project, the student can compensate for the letter grade(s) of "F" without repeating the course(s).

(3) Students who complete their undergraduate education within 9 semesters or less with cumulative grade point averages between 3.00 and 3.49 graduate with "Honor," and the ones with

cumulative grade point averages of 3.50 or above graduate with “High Honor.” Students who have received disciplinary penalties during the course of their education in the university, however, are not entitled to such status. Students graduating with “Honors” and “High Honor” graduates are issued an honorary certificate indicating their status along with their diplomas.

(4) The requirements for diplomas and graduation of students earning double major or minor degrees are determined by the Senate.

(5) In the event that a diploma is lost, a new copy is issued only once, provided that a written request is submitted, the related fee is paid and a lost notice is published in a newspaper. The new copy is printed with the phrase “second copy” on it.

### **Associate Degree**

**ARTICLE 35** – (1) An “Associate Degree Diploma” is awarded to students who choose to leave the university or are expelled from the university without completing their degree program, but have completed all the courses of the first four semesters or at least half of the total credit of the programs that they are registered in with a grade point average of at least 2.00 upon their request.

### **Discipline**

**ARTICLE 36** – (1) The disciplinary proceedings of students are conducted in accordance with the “Rules and Regulations Governing the Disciplinary Procedures in Institutions of Higher Education” published in Official Gazette issue 18634, dated 13/1/1985. *(Amendments made by the Senate on 15.06.2023/18 — See the endnotes.)*

## **PART EIGHT**

### **Execution and Enforcement**

#### **Enforcement**

**ARTICLE 37** – (1) This regulation comes into effect on the date it was published.

#### **Execution**

**ARTICLE 38** – (1) This regulation is executed by TED University Rector.

*Amendments made by the Senate on 29.08.2012/05:*

#### **1.a Compulsory course repetition for probation students:**

Because the minimum GPA for graduation is 2.00, new course registration is restricted for probation students in order to allow them to increase their grade point averages by repeating F, FX, DD and DC

courses. The students who cannot achieve the **satisfactory status** due to lack of credits, repeat the courses in which they have received F, FX, DD and DC letter grades in order to attain **satisfactory status**. However if there are no courses they were graded with F, FX, DD, DC they can register to new courses if their course load allows.

**The satisfactory status** is defined as,

- GPA = 1.60 for students with 50 credits or less,
- GPA = 1.70 for students with 51-100 credits,
- GAP = 1.80 for students with 101 and more credits

*“Credit” denotes to “credit completed.”*

### **1.b Excessive course load:**

The students are to follow a package program in their first semesters, excessive course load is not allowed. Probation students cannot exceed their normal course load. No student can be allowed to receive more than 8 credits over their normal course load.

### **1.c Correction of the error of fact at the Paragraph 10:**

The students whose general point average is between 3.00-3.49 are awarded as “Honor”, those who achieve a general point average of 3.50 and above are awarded as “High Honor” students with the pre-condition of being registered to normal course load each semester.

## **2. Minimum Number of Students in Courses**

The minimum number of students for opening an elective course is 10 for undergraduate programs, and 15 for the first year and second year service courses. This criteria is not valid for the establishment period (until the first graduates are produced). For the summer school the designation of the tuition fee per credit and the minimum number of paid students for opening a course is done according to the current budget limitations. These rules are defined and announced each year along with the summer school decisions.

### **Amendments made by the Senate on 01.12.2016/14:**

The Senate has decided that the grading period for “I-incomplete” grades, for courses not changed into letter grades within 15 days, could be extended to the beginning of the following semester’s registration period at the latest by a relevant board decision.

### **Amendments made by the Senate on 01.06.2017/6:**

As of 2016/2017 Academic Year, IP (In Progress) grade is given to students who are registered at TEDU400 Course for the first time but have not fulfilled the requirements of the course. These students re-register for TEDU400 in the subsequent semester. “F” Grade is to be given to students who have not fulfilled the requirements of the course for the second time.

### **Amendments made by the Senate on 21.03.2019/5:**

“Every semester, students with SPAs between 3.50 and above qualify as “High Honor” students and those with SPAs between 3.00 and 3.49 qualify as “Honor” students, provided that they have taken the credited regular or excessive course load of the related undergraduate program and have a cumulative GPA of 2.00 or above.”

### **Amendments made by the Senate on 21.01.2021/02:**

## **PRINCIPLES ON THE IMPLEMENTATION OF**

## **MAXIMUM PERIOD OF STUDY FOR UNDERGRADUATE PROGRAMS**

- (1) The maximum period of undergraduate study is stated as seven years and the procedures to be followed at the end of this period are indicated in the Article 44 of the Law No. 2547. Amendments in the Law regarding this issue has been introduced as of 2014/2015 Academic Year. To this end, the maximum period for the students who had entered the program before 2014/2015 Academic Year, has been started as of the Fall Semester in 2014/2015 Academic Year.
- (2) Procedures to be followed for the students who could not fulfill the requirements for graduation at the end of the maximum period of study are as follows:
  - a) Students are granted two additional exam rights on the dates as announced in the Academic Calendar for the courses they have previously taken and failed (Grade F).
  - b) At the end of these two additional exams, students whose remaining credit courses (courses not yet taken or courses with F and FX grade) for graduation are 6 and above are dismissed from the University.
  - c) At the end of these exams, students whose remaining credit courses are 2 to 5 are granted a registration right for 3 additional semesters.
  - ç) Students who waiver their two additional exam rights are granted a registration right for 4 additional semesters. At the end of this additional period, students with more than one remaining credit courses for graduation are dismissed from the University. Students with one credit course are granted registration right for indefinite semesters.
  - d) Students who have received passing grades in all courses in the program curriculum but could not fulfill the GPA required for graduation have additional registration right for indefinite semesters for the courses they have selected.
  - e) Students in additional period who did not register for three Academic Years successively or intermittently are dismissed from the University.
- (3) No additional exam right is granted for the courses with FX grade.
- (4) No additional exam right is granted for the courses for which the letter grade evaluation has been made through several studies (design courses, studios, laboratories, summer practice, term project, thesis, thesis courses, etc.) throughout the semester. Courses in this context are announced upon the decision by the administrative board of the relevant faculty.
- (5) No make-up exam available for the students who did not use their additional exam rights on the announced date.
- (6) The grade received at the exam is exclusively evaluated and converted to letter grade. Grades received throughout the semester are not considered.
- (7) Students who are granted additional period of study must meet their tuition fee liabilities in order to register for a semester.

Updated at Senate Session 10.06.2021 /16, amendments are given below.

### **Average Credits, Normal Course Load, Minimum and Maximum Credits, Tuition Payment**

- I. For all undergraduate students (except for those students of the Faculty of Education as mentioned at Article II.)
  1. Average credits per semester are 17 credits.
  2. Normal course load per semester is minimum 15; maximum 19 credits (two credits more and less than the average credits).
  3. Minimum course load per semester is 9 credits.
  4. Minimum course load per semester is 25 credits.
  5. Full tuition fee applies to 14-20 credits per semester based on scholarship status. A lower or higher tuition fee applies in cases when the student has taken 13 credits or less, or, 21 credits or more for any reason. Full tuition fee rates are to be announced at the beginning of every semester.
  
- II. For students who have started the first year of undergraduate programs of the Faculty of Education in 2018/2019, 2019/2020 and 2020/2021 Academic Years and those attending the new curriculum designated by the Council of Higher Education.
  1. Average credits per semester are 18 credits.
  2. Normal course load per semester is minimum 14; maximum 22 credits (four credits more and less than the average credits).
  3. Minimum course load per semester is 9 credits.
  4. Minimum course load per semester is 26 credits.
  5. Full tuition fee applies to 14-23 credits per semester based on scholarship status. A lower or higher tuition fee applies in cases when the student has taken 13 credits or less, or, 24 credits or more for any reason. Full tuition fee rates are to be announced at the beginning of every semester.
  
- III. Relevant articles of *TED University Academic Rules And Regulations For Undergraduate Study* apply for other practices regarding the concepts mentioned in this Appendix such as average course load, normal course load, minimum and maximum credits.

The following update has been accepted at the Senate Session No. 13.01.2022 /01:

The error of fact mentioned in the 8th paragraph of the Article 26 of the TED University Academic Rules and Regulations for Undergraduate Study is to be resolved by the relevant administrative board provided that it is in the favor of the student; otherwise it is to be resolved by the relevant administrative board and the University Administrative Board.

The following update has been accepted at the Senate Session No. 15.06.2023 /15:

ARTICLE 36 – (1) The disciplinary proceedings of students are to be conducted in accordance with Article 54 of the Law No. 2547 on Higher Education.