

Effective Date: March 27 <sup>th</sup> , 2017	<b>KOÇ UNIVERSITY REGULATION FOR UNDERGRADUATE AND ASSOCIATE DEGREE TEACHING AND LEARNING</b>	Last Update: May 18 <sup>th</sup> , 2021
Responsible Unit: RAİ		Approved by: President
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## SECTION ONE

### Aim, Scope, Legal Basis, and Definitions

#### Aim

**ARTICLE 1–** (1) The aim of this Regulation is to organize the procedures and principles concerning all teaching and learning activities and examinations conducted at Koç University at undergraduate and associate degree level.

#### Scope

**ARTICLE 2–** (1) This Regulation covers terms relating to the procedures for student admission and registration to the undergraduate and associate degree programs conducted at Koç University and terms relating to the all teaching and learning activities and examinations undertaken at the undergraduate and associate degree level.

#### Legal basis

**ARTICLE 3–** (1) This Regulation has been prepared based on Articles 14, 43, and 44 of the Higher Education Law 2547 dated November 4<sup>th</sup>, 1981 and based on the Additional Article 4 of Higher Education Institutions Organizational Law 2809.

#### Definition of terms

**ARTICLE 4–** (1) The terms that appear in this Regulation shall refer to the following;

- a) Academic Council: Koç University Academic Council,
- b) ...<sup>[1]</sup>
- c) College: Koç University Colleges,
- ç) Cumulative Grade Point Average: The grade point average of all courses taken by students weighted according to credit, excluding the English Language Center courses,
- d) Relevant council: Relevant college council,
- e) Relevant executive council: Relevant college executive council,
- f) Registrar's and Student Affairs Directorate: Koç University Registrar's and Student Affairs Directorate<sup>[2]</sup>,
- g) Credit: The semester credit value of a course,
- ğ) Board of Trustees: Koç University Board of Trustees,
- h) ÖSYM (Ölçme, Seçme ve Yerleştirme Merkezi): Measuring, Selection, and Placement Center
- ı) President: The President of Koç University,
- i) University: Koç University,
- j) University Executive Council: Koç University Executive Council,
- k) Semester Grade Point Average: The grade point average of all courses taken by the student in a given semester, weighted according to their credit calculated at the end of the semester.
- l) YÖK (Yüksek Öğretim Kurulu): Higher Educational Council.

<sup>1</sup> Annulled clause: R.G. 18.05.2021/31485

<sup>2</sup> Different clause: R.G. 18.05.2021/31485.

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## SECTION TWO

### Procedures and Principles Concerning Education, Learning, and Admissions

#### Student admissions

**ARTICLE 5–** (1) Student admissions to the undergraduate and associate degree programs of the University shall be conducted in the following manner:

a) Students shall be admitted to undergraduate and associate degree programs according to the selection and placement procedures conducted by ÖSYM and according to the regulations concerning the admissions of international students.

b) As provided by principles regulated by YÖK, those students who have proven to possess superior talents in specific artistic fields shall be admitted to study in the field in question according to the results of the talent examination.

(2) For issues concerning admission to University not covered by this Regulation, the relevant terms of the Higher Education Law 2547, of the Regulation for Foundation Institutions of Higher Education published in the Official Gazette 26040 dated December 31<sup>st</sup>, 2005, and of the Regulation Concerning Transfer between Undergraduate and Associate Degree Programs, Double Major, Minor, and Principles Concerning Credit Transfer among Institutions of Higher Education published in the Official Gazette 27561 dated April 24<sup>th</sup>, 2010 shall apply.

(3) In cases where students provide falsified documents and information to the University, they shall be dismissed from the University; If they have left the University, all documents including diplomas shall be cancelled, and legal action shall be initiated.

#### Tuition fees

**ARTICLE 6–** (1) Education at the University is fee-based. The fees are determined each year by the Board of Trustees.

(2) Students who have not paid University fees shall not be registered, their registrations shall not be renewed, nor shall they be granted leave of absence. Such students are unable to benefit from any rights associated with student status.

#### Scholarships <sup>131</sup>

**ARTICLE 7–** (1) Educational scholarships provided to students placed in scholarship programs provides exemption for the tuition fee relative the rate of scholarship. In cases where the student transfers to another academic program within the University, their scholarships may be discontinued.

(2) Support scholarships can be given under Koç University Financial Aid Program (KUDEB) based on the need for students placed in full scholarship programs upon application. Support scholarships consist of full or partial dormitory scholarships, full or partial financial support scholarships or book scholarships.

(3) Educational scholarships and support scholarships are provided for a maximum duration of four semesters to students in the English Language Center preparation program, for a maximum duration of eight semesters to students in four-year undergraduate programs, and for a maximum duration of twelve semesters to students in six-year undergraduate programs.

(4) Need-based scholarships shall be provided in limited quantities considering upon application by students. Their status are reevaluated each semester.

(5) Upon the recommendation of the Scholarship Committee and decision of the relevant Executive Council, scholarships may be cancelled because of disciplinary action or academic reasons.

(6) The Scholarship Committees consist of at least three and at most five members with the President's recommendation. These members consist of at least one faculty member and one administrative staff and are appointed by the Executive Council.

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### **Language of instruction and English language competence**

**ARTICLE 8-** (1) The language of instruction in the University is English; however, upon the proposal of the Academic Council, the decision of the Board of Trustees and YÖK's approval, in certain teaching-learning units and programs, the teaching-learning may be conducted partially or fully in Turkish.

(2) English language skill levels of the students admitted to the University shall be determined through the results of the examinations listed below:

- a) English language competence examination administered by the University,
- b) International English language examinations with equivalencies recognized by the University,
- c) Foreign language examinations administered by ÖSYM for which equivalencies with international examinations have been established by the Higher Education Executive Council.

(3) Those individuals whose English language is at the competence level established by the University can register to the undergraduate program.

(4) Those individuals whose English language is below the competence level established by the University shall follow a suitable English language preparatory program at the ELC.

(5) Issues relating to the evaluation of the English language competence at the University and to the English language center are determined by the Academic Council upon the suggestion of the President.

### **Registration to the University**

**ARTICLE 9-** (1) Those individuals who submit to the University the documents specified by ÖSYM and who fulfill all requirements stipulated by this Regulation or determined according to this Regulation shall be registered to the University.

(2) Registration dates are specified in the academic calendar. Those individuals who do not submit the required documents or do not meet conditions until the deadline specified in the academic calendar shall not be registered.

(3) Those individuals who have submitted falsified or altered documents or who have been dismissed from an institution of higher education on disciplinary grounds cannot be registered; if they have been registered, this registration shall be cancelled.

### **Suspending registration and leave of absence**

**ARTICLE 10-** (1) Under compelling circumstances, students can apply to the University Executive Council to suspend their registration and to secure a leave of absence to achieve a certain educational goal. The application for suspension of registration or leave of absence can be done for one or more semesters. The evaluation of this application and the final decision shall be made by the University Executive Council. At the end of the suspended registration or leave of absence period, the student shall continue his/her education without requiring another decision.

(2) Upon the decision of the relevant Executive Council, the student may be allowed to transfer credits onto their degree program at the University for courses completed at other educational institutions during the leave of absence.

(3) Students who apply for suspending their registration or for a leave of absence, must have paid tuition fees and completed all registration procedures.

### **Renewal of registration, course registrations, adding and dropping courses**

**ARTICLE 11-** (1) At the beginning of each academic semester, students must register for their courses and renew their semester registration. Students must pay the semester tuition fee to register for the semester and pay other required fees to make use of University facilities. Full scholarship students register for their courses and thus renew their semester registration; a full-scholarship student who does not register for his/her courses is considered not to have renewed his/her registration.<sup>[4]</sup>

<sup>4</sup> Different article: R.G. 18.05.2021/31485

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(2) On condition that they document their excuses, students who do not renew their registration within the period determined at the beginning of the academic semester may apply for excused registration within the period specified by the President’s Office. Decisions concerning the approval of the excuses and the granting of permission to register are made by the University Executive Council.

(3) The semesters in which students do not renew their registrations count towards the calculation of the maximum education duration. Students who do not pay tuition fees or renew their registrations for four consecutive years may be dismissed from the University based on the decision of the University Executive Council.

(4) At the beginning of each semester, students must register for the courses they will take during the semester. To register, students need to have fulfilled their financial obligations towards to university.

(5) As a prerequisite for taking a course, students may be required to have taken or to have successfully completed another course or other courses. It is not possible for students to take a course for which they have not met the prerequisite; however, the faculty member who is teaching the course may allow the student who has not met the requirement to take the course.

(6) To audit any course, the student needs to secure the approval of the faculty member teaching the course. Audited courses do not earn credits and these courses cannot be included in the course load required for graduation or for a major or minor; however, the grade reports of the students who complete the requirements set by the faculty member teaching the course shall designate the course in question as “AU.” The status of student who registered to a course as a credited course cannot be changed from credited to audited, and the status of student who registered to a course as an audited course cannot be changed from audited to credited.

(7) Relevant Executive Councils may allow students registered to undergraduate diploma programs to take a graduate course, on condition of being on the graduating year and/or securing the approval of the faculty member teaching the course. Graduate courses that count towards the undergraduate course load, cannot later be counted towards graduate course load.

(8) Students may withdraw from the courses they registered until the last day to withdraw from a course specified in the academic calendar. In case of withdrawal from the course, their success is not evaluated, and no course grade is awarded. Withdrawal from a course is indicated with a (W) in the records and grade report cards of the student. Students who withdraw from a course cannot be refunded fees that they have paid for the course.

(9) During the course add-and-drop period specified in the academic calendar, students can drop a course they have registered for, can change it, or take a new course. Course add-and-drop procedures are performed according to the rules governing course registrations. Those students who do not perform the add-and-drop procedure during the designated period due to an excuse may apply to the University Executive Council to petition their case. If the excuse of the student is accepted by the University Executive Council, the student can perform the course add-and-drop procedure.

## **Transfer**

**ARTICLE 12–** (1) Transfer between institutions means that a student registered in an institution of higher education earns the right to continue their education in another equivalent-level program at the University; whereas internal transfer within an institution means that a student registered in a diploma program of the University earns the right to attend another equivalent-level diploma program of the University.

(2) Issues relating to the application to and acceptance of transfer between institutions and internal transfers are determined by Academic Council decision in accordance with the Regulation Governing the Transfer Among Associate and Undergraduate Programs, Double Majors, Minors and the Principles governing Credit Transfer between Institutions for Institutions of Higher Education.

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### **Special students and exchange students**

**ARTICLE 13-** (1) If they meet conditions for application set forth by the Academic Council and the Executive Council of related Faculty, graduates and students of an institution of higher education may be provided with an opportunity to take or follow some courses under special student status without being a diploma candidate. <sup>[5]</sup>

(2) For the duration they are registered, special students shall be considered students of the University and shall benefit from all rights associated with students. Special students are subject to administrative and academic rules that apply to other students of the University, and in addition they shall be required to pay tuition fees established for special students.

(3) Special students are not given diplomas; however, upon their request, they are provided with a document listing the courses they have taken along with the grades awarded. Credits and grades acquired while under special student status may not be used as transfer credits to Koç University nor may they be used as transfer credits in case they are placed in one of the programs of Koç University.

(4) The University may conduct student exchange programs with universities abroad. Students of the University who will receive education abroad under the exchange program must secure approval from the relevant college dean or school director concerning the courses that they will take. The approval shall also establish which of the courses to be taken shall count as required, as area electives, or as free electives. Students must submit their applications on this matter prior to joining the exchange programs. The recognition of the credits, the grades of the courses taken, and the equivalence of these in the grade system of the University are determined by the Executive Council of the relevant college or school. The student's grades and credits are put on the student's records according to the relevant college or school executive Council decision along with the expression "T (Transfer Credit)" or "T (Letter Grade)."

### **Identification Card**

**ARTICLE 14-** (1) Students who have registered or renewed their registration are given a University Identification Card.

(2) The University identification card which attests that the bearer is a student of the University shall at a minimum contain the student's name and last name, their college, department if applicable and student number. Other student-related information that is to appear in the University identification card is determined by the University Executive Council while the dimensions of the card, its color, and similar form-related issues are determined by the President's Office.

(3) University identification cards are renewed every year. Renewal can be provided with new card or through validation of the card. <sup>[6]</sup>

(4) Lost or stolen University identification card is renewed for a fee determined by the University however, no fee is charged if an official application to law enforcement concerning the loss or theft of the card is submitted. <sup>[7]</sup>

### **Academic year and academic calendar**

**ARTICLE 15-** (1) Teaching and learning activities at the University are conducted on a semester basis. With no prejudice to the terms relating to summer school, one academic year consists of fall and spring semesters. The beginning and end dates of the semesters and the duration of the break between the semesters are determined in the academic calendar.

(2) The academic calendar is decided by the Academic Council for every academic year. Students must follow the dates and durations established in the academic calendar and the dates and durations established by University units in consideration of the academic calendar.

5 Different article: R.G. 18.05.2021/31485.

6 Different article: R.G. 18.05.2021/31485.

7 Different article: R.G. 18.05.2021/31485.

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### **Attendance**

**ARTICLE 16-** (1) Students are required to attend all classes, practice sessions, laboratory work they are registered for and all examinations and other academic work required or that the relevant faculty member requires. The number of examinations, homework/papers, practice sessions and other work that students are responsible for and their weight contribution to the semester grade are determined by the faculty member responsible for the course at the beginning of the semester and announced to the students. The attendance of the students is monitored by the relevant faculty member.

(2) Situations such as submission of health reports for health-related absences, the acceptance of the health report, and their effect on the attendance situation are regulated and announced to the students by the President's Office.

### **Summer school**

**ARTICLE 17-** (1) Summer school may be held based on the decision of the Academic Council.

(2) For the purposes of the calculation of the total duration of education, summer school is not considered a separate semester; however, for students who do take summer school, the academic standing that forms the basis of fall semester registrations is determined by considering the courses, credits, and grades at the end of summer school.

(3) The beginning and end dates of summer school shall be announced in the academic calendar.

(4) The total number of class hours for a course offered in summer school is equal to the number of hours in the last semester it was offered.

(5) Taking summer school courses is optional for students; taking or repeating courses in summer school cannot be made mandatory.

(6) Students can take courses offered in summer school within the capacity determined for these courses.

(7) Depending on the cumulative grade point average, a student can take a maximum of three courses in summer school. Conditions for taking courses are determined by the Academic Council. Depending on the cumulative grade point average, except for internship the number of courses taken during summer school from the University or from other institutions of higher education cannot exceed three.

(8) For recognizing summer courses students have taken in domestic or other institutions abroad with YÖK-established equivalence and for transferring the credits, prior permission of the Executive Council of the college or school where students are registered is necessary. Students who wish to secure permission to take summer courses from other institutions of higher education need to apply to the institution in question and to the dean's office of the college or to the director's office of the school where they are registered with a petition and with detailed information on the courses they want to take. The executive Council of the college or school where the student is registered may decide to recognize these courses as exemptions for required or elective courses and to transfer the credits. To make the credit transfer possible, the student's grade must be a minimum unconditional pass in the institution of higher education where the grade was awarded and be equivalent to the "C" grade of the university. The number of credits transferred during the total duration of the education cannot exceed twelve credits, however the relevant college or school executive Council may decide on the transfer of more credits.

(9) Summer school course add-and-drop is subject to add-and-drop procedures established in this Regulation.

(10) The calculation and payment details for summer school tuition fees are determined by the Board of Trustees.

(11) No make-up and amnesty examinations are held for courses offered during summer school.

(12) Other general principles concerning summer school, recognition of courses and exemption, and terms for acceptance into offered courses are determined by the Executive Council of the relevant

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college and school. The principles concerning the administration of summer school registration and the closing of offered courses are determined by the Academic Council. <sup>[8]</sup>

### **Academic advising**

**ARTICLE 18–** (1) Every student who registers to the University shall be assigned a faculty member to act as academic advisor.

(2) Academic advisors shall provide guidance and advising so that students can select courses that align with their interest and talents, take prerequisite courses on time, and be informed on issues relating to course add-and-drop, double majors, minors, track program options, course repeats, summer school, course transfers from outside the university. When they deem it necessary, academic advisors may refer the student to relevant units of the University.

### **Regular teaching duration, course curriculum, course credit values, and course loads**

**ARTICLE 19-** (1) Without prejudice to the provisions of the Higher Education Law, the duration of education is twelve semesters at the School of Medicine, and eight semesters in other undergraduate programs. The curricula of diploma programs are determined based on these durations.

(2) Courses in diploma programs are divided into core program, required major, area elective, and general elective courses.

(3) The credit values of the courses and the international equivalence of these credit values is determined through the suggestion of the relevant council and by decision of the Academic Council.

(4) The course load is the total number of courses or the total credit value of courses a student takes in any semester. The minimum and regular course load of students and the course load that they need to complete to continue to the higher year are determined through the decision of the Academic Council; the Academic Council can establish different course loads for different diploma programs.

(5) In situations listed below, students can take more courses than their regular course load, on condition that they meet the financial obligations towards the University, as established by the University Executive Council:

- a) Regardless of grade point average; three one-credit courses or
- b) On condition that one of the conditions below are met, one course worth two credits or more, and one course worth one credit;
  - 1) Having a grade point average of 2,70 or above,
  - 2) Having, in the previous semester, completed a regular course load and achieved a semester grade point average of 2,70 or above,
  - 3) Regardless of grade point average; having a maximum of 15 courses left before graduation.
- c) Having two courses with two or more credits provided that grade point average of 3,60 or above. <sup>[9]</sup>
- ç) Students with ten courses left to complete their curriculum as of the beginning of the spring term regardless of their grand point average can take two three-credits courses in addition to their usual course load; the remaining number of courses for the Faculty of Law students is applied as eleven. <sup>[10]</sup>
- d) The number of additional courses that can be taken according to this paragraph can be increased or decreased by one course with the decision of the Academic Council. <sup>[11]</sup>

(6) For some programs, departments, or colleges, by decision of the Academic Council, additional conditions may be established or the number of courses left before graduation could be increased to 17 concerning taking courses over the regular load.

(7) Conditions and restrictions concerning double major students taking courses in excess of their regular course load are determined by the Academic Council.

8 Different article: R.G. 18.05.2021/31485.

9 Additional clause: R.G. 18.05.2021/31485.

10 Additional clause: R.G. 18.05.2021/31485.

11 Additional clause: R.G. 18.05.2021/31485.

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## Grades

**ARTICLE 20–** (1) Along with notable exceptions appearing in this Regulation; for every credit course they take, students are awarded one of the grades below by the faculty member responsible for teaching that course after the required examinations and assessments:

a) For all colleges and schools:

Letter Grade	Description	Numerical equivalent
A+	Superior +	4,00
A	Superior	4,00
A–	Superior –	3,70
B+	Above Average+	3,30
B	Above Average	3,00
B–	Above Average –	2,70
C+	Average +	2,30
C	Average	2,00
C–	Average –	1,70
D+	Deficient +	1,30
D	Deficient	1,00
F	Fail	0,00

8 Different article: R.G. 18.05.2021/31485.

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b) For all colleges and schools:

Letter Grade	Description	Numerical equivalent
S	Satisfactory	None
U	Unsatisfactory	None

c) In the School of Medicine and School of Nursing, in addition to the grades above:

Letter Grade	Description	Numerical equivalent
(H)	Pass with honors	None
(P)	Pass	None
(F)	Fail	None

(2) For credit or non-credit work that does not affect cumulative grade point average, but is required and/or planned for graduation, the “exemption” grades specified below are used. This situation does not count toward credit total required for graduation.

S	Satisfactory
U	Unsatisfactory

(3) For courses and examinations, the standing of students shall be recorded with the following symbols:

- a) I Incomplete: The faculty member has extended time for the completion of the missing work. This is given to students who for unavoidable reasons have not completed course requirements such as final examination, paper, or project. The missing work in question is to be completed before a deadline provided by the faculty member. This deadline cannot exceed the semester that the course was taken by more than one calendar year. The grade of the student who does not complete the requirement within this period turns into an (F).

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- b) RC Repeating Course: This designates a situation where the student is required to repeat the course or is repeating the course on their own will. The course shall be repeated in accordance to the rules below:
- 1) The student must repeat any required departmental or common core course with an (F) grade until the student can receive a passing grade. If the student receives a passing grade, the grade received replaces the (F) grade in grade point average calculations.
  - 2) If the student repeats an elective course that has been awarded an (F) grade and receives a passing grade, the grade received replaces the (F) grade in grade point average calculations.
  - 3) The student may choose to repeat courses awarded a grade (D) or above. If the student repeating a course on their own will is not successful and has previously received a passing grade from this course, the student does not need to repeat the course. The grade received for the repeated course is reflected in the student's academic records, and the grade point average calculation is performed by considering the highest grade received for the course.
  - 4) In case of a repeated course, all registration, attendance, practice, and examination requirements are in effect.
- c) W Withdrawal: A student may withdraw from courses by the date specified in the academic calendar for a reason that the academic advisor shall approve and on condition that the number of courses taken does not fall below the number determined by the Academic Council. In cases where the student repeats the course they withdrew, all registration, attendance, practice sessions, and examination requirements shall be in effect.
- ç) L Leave of absence
- d) AU Auditing
- e) T Transfer credit not included in grade point averages: Grades from these courses are not included in the grade point average calculations, however they are included in the calculation of the credit total required for graduation.
- f) T (Letter) Transfer credits included in grade point averages: Grades from these courses are shown as letters in parentheses and included in the grade point average calculations, and they are also included in the credit total required for graduation.
- ğ) AP The student is exempt from the course. In the exemption decision, it is also decided whether to take an elective course equivalent to the credit of the exempted course. <sup>[12]</sup>

(4) Unless there is a regulation that states otherwise, students are expected to complete their elective course load requirements. The student can repeat the elective course that has received an (F) grade, or can take another elective course suitable to the program with the same or higher number of credits, however in cases where the elective course that has been awarded an (F) is graded in a manner to have an effect on the grade point average, the new elective course that will be taken shall also be graded in a manner to have an effect on the grade point average calculations. In case the student gets a passing grade from the new elective course suitable to the program, in grade point average calculations, the grade and credit of the new elective course shall be considered instead of the credit and grade of the course for which an (F) grade was received.

<sup>12</sup> Different clause: R.G. 18.05.2021/31485.

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### **Grade point averages**

**ARTICLE 21–** (1) The standing of the students is determined through grade point averages. Grade point averages are the weighted averages of the course grades students received in the common core, required department courses, general electives and department elective courses, including (F) grades.

(2) Grade point averages are calculated at the end of each semester for courses taken that semester as “semester grade point average” and for all courses taken as “cumulative grade point average.” The semester grade point average calculation is made by multiplying the credit value of each course taken that semester with the numerical equivalent of the grade received for the course and dividing the total by the credit number. The cumulative grade point average calculation is performed with the same method, but with the inclusion of all courses taken. For courses that are repeated, the credit weight of the previous instance is not included in the calculation of the grade point average. . (... [13])

(3) At the end of every semester, students who have a semester grade point average of 3,50 and above for that semester and who meet other conditions determined by Academic Council, are awarded the title “Vehbi Koç Honor Student.”

(4) Graduation honor degrees and conditions for qualifications for these are determined by the Academic Council, on condition that the grade point average requirement is not lowered below 3,00.

(5) Upon the decision of the Academic Council, a Dean’s Honor List or a School Director’s Honor List can be compiled; conditions for inclusion onto this list shall be determined by the Academic Council.

### **Announcing of grades, and objections <sup>[14]</sup>**

**ARTICLE 22–** (1) Grades given during the semester, such as midterm exams, homeworks and practices are announced by the instructor. On the dates determined in the academic calendar; final course grades are reported by the instructor, Faculty of Medicine second and third year final block grades are reported by year coordinators, fourth and fifth year blocks are reported by block coordinators, sixth year final internship grades are reported by intern rotation coordinators to Registrar’s and Student Affairs Directorate and the grades are announced by Registrar’s and Student Affairs Directorate.

(2) Students can object to their evaluation grades given during the semester, end of semester evaluation grades, final course grades, letter grades; Faculty of Medicine students in second and third year curriculum can object to final block grades, fourth and fifth years can object to final grades or the grades of the success evaluation components within one week from the date of the announcement.

(3) The objection process regarding the curricula of faculties and colleges excluding Faculty of Medicine but including the grades given in the first-year curriculum of the Faculty of Medicine is as follows:

a) Student makes a written objection to the instructor.

b) In cases where a student's objection is denied by the instructor, the objection is not finalized within two weeks or if the new grade is not found sufficient, the student can apply to the dean of the faculty or to the college directorate with a written petition. An objection evaluation commission of dean or director consisting of at least two teaching staff is assigned, commission members must be equivalent to or superior to the academic title of the instructor whose grade is objected to. Executive Council of the faculty or college where the student is registered reevaluates the objection and makes a decision on the application, taking into account the written opinion of the committee by re-evaluating the objections.

c) If the student's application is rejected by the relevant Executive Council, if it is not decided within four weeks or if the new grade is not found sufficient, the student can apply with a written petition to the University Executive Council, within one week. If necessary, the University Executive Council, takes an additional evaluation report and makes a final decision within four weeks from the date of receipt of the application.

13 Annulled sentence: R.G. 18.05.2021/31485.

14 Different clause: R.G. 18.05.2021/31485.

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(4) The objection process in the blocks in the Faculty of Medicine curriculum is as follows:

a) Student makes a written objection to the relevant coordinator.

b) An objection evaluation commission consisting of a coordinator and three teaching staff who worked as trainers in that block evaluates the objection. Teaching staff who will serve in the commission are appointed by the coordinator within one week from the date of the objection. When necessary, the commission examines the student's exams, documents, video recordings, oral evaluation forms and application evaluation forms and prepares the written evaluation report within two weeks from the assignment. In cases where there is no difference between the objected grade and the grade suggested grade in the evaluation report, the coordinator rejects the objection with a written document, in cases where there is a difference, the documents related to the evaluation report are submitted to the dean's office and the objection is resolved by the Faculty Executive Council.

c) If the student's objection is rejected by the coordinator or if the objection is not resolved within five weeks from the date of receipt, the student can apply with a written document to the Faculty Executive Council within one week. If an objection evaluation commission has not been appointed by the coordinator, the Faculty Executive Council may appoint an objection evaluation commission by appointing a member instead of the coordinator when necessary; if an objection evaluation commission has been appointed by the coordinator, but the evaluation report has not been prepared, the Faculty Executive Council assigns an objection evaluation commission to which the coordinator will also participate and decide on the objection.

The objection evaluation commission appointed pursuant to this paragraph also issues the evaluation report within the timeframe and principles specified in subparagraph (b).

ç) If the student's objection is rejected by the faculty council or if the application made under item (c) is not resolved within five weeks from the date of receipt, the student can apply with a written document to the University Executive Council within one week. The University Executive Council makes a final decision within four weeks from the date of receipt of the application by performing the procedures specified in subparagraph (c) or by obtaining an additional evaluation report when necessary.

(5) The instructors whose grades are objected to, the members of the objection evaluation committee and the instructors who prepared an additional evaluation report cannot participate in the voting made by the relevant Executive Council or the University Executive Council.

(6) An instructor from another University may be determined in cases where the objection evaluation commission is not appointed, or an additional evaluation report cannot be obtained in accordance with this article.

(7) In cases where the success grade also needs to be changed due to the change in grade pursuant to this article, the relevant instructor or evaluation commission determines the letter grade by applying the criteria applied for the final success grade and based on the peer average in cases where the letter grade is determined by the grade distribution.

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### **Examinations**

**ARTICLE 23–** (1) For each course, the number of midterms, homework/papers, practice sessions and other work that the students are responsible for, the weight of these on the semester grade, and qualification requirements for the semester final examination are determined by the faculty member at the beginning of the semester and announced to the students both in written and in verbal form. In situations where the nature of the course allows it, the faculty member may require a paper or a project instead of a final examination.

(2) Midterm examinations can be held during class hours. The date and the time of the midterm examinations shall be announced to students at least two weeks prior to the examination date.

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(3) Midterm examinations for core and required area courses are organized by the Registrar's and Student Affairs Directorate based academic staff's available examination date and hours recommendations.  
[15]

(4) Semester final examinations are held on the final examination period provided in the academic calendar and the days and times of the examinations are announced by the Registrar's and Student Affairs Directorate to the students latest by the end of the eighth week of the semester. Semester final examinations can only be cancelled with the consent of the dean of the college which the course is connected to; the relevant Executive Council shall come to a decision on whether the cancelled examination shall be held, and on how the semester standing shall be determined if examination is not to be held. Without the approval of the dean of the college or the director of the school the course is connected to, faculty members cannot change semester final examination dates or times, nor can they administer a final examination before the semester teaching period has come to an end. [16]

(5) Midterm or semester final examination schedules shall be arranged so that students take a maximum of two examinations per calendar day. In situations where the examination schedules are not arranged as such, upon the request of student with three or more examinations scheduled per calendar day, the dean of the relevant college or school director shall provide students with an opportunity for a make-up examination and their examination schedules shall be rearranged to allow a maximum of two examinations per calendar day. Those students who want to benefit from this opportunity need to apply to the dean's office of the college or to the school director's office that the faculty member responsible for the course is affiliated with, a minimum of two weeks before the date of the examination in the fall and spring semesters, and at least one week before the date of the examination during summer semesters.

(6) Also valid for midterm examinations; the excuse presented by the student who missed the examination is evaluated by the faculty member and in situations where this is deemed reasonable, the student is given a right to a make-up examination. In situations where the faculty member does not accept the excuse, the student can apply to the executive council of the college they are registered to. The dates of the midterm make-up examinations shall be determined by the faculty member in question, while the dates of end of semester make-up examinations shall coincide with the make-up examination period determined in the academic calendar.

(7) If the student does not take the make-up examination, the student shall not be given the right to take a new make-up examination.

(8) Examination papers shall be kept on file for a period of two years following the administration of the examination; and at the end of this period, they may be submitted to the dean's office of the relevant college or school director's office and be destroyed provided that an official report is filed.

### **Cheating, Plagiarism and Collusion**

**ARTICLE 24–** (1) If it is determined that a student cheated in an examination, provided help to another student, attempted to cheat or to provide help to another student, partially or completely plagiarized homework/papers, project and laboratory work without properly acknowledging the source or if it is determined that the student colluded on the homework/paper, project and laboratory work, the faculty member in question needs to fill an incident report and notify the issue to the office of the relevant dean of college or school director.

(2) The students who are reported to have cheated or plagiarized or colluded shall be processed in compliance with the Higher Education Institutions Student Discipline Regulation published on the Official Gazette 28388 dated August 18<sup>th</sup>, 2012.

(3) The final grade for the course where cheating, plagiarism or collusion is reported is shown with an (I) and if it is determined at the end of disciplinary procedure that cheating, plagiarism, or collusion took place in the examination or other work, a grade of zero is awarded for the work or examination in question, and the final grade is determined.

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### **Discipline**

**ARTICLE 25–** (1) With no prejudice to the terms of Article 22, the disciplinary procedures concerning student cheating, plagiarism, and collusion are conducted in accordance with the Higher Education Institutions Student Discipline Regulation.

### **Graduation**

**ARTICLE 26–** (1) Students who successfully complete within the legally allowed period the courses of the program they are registered and who accumulate a grade point average of minimum 2,00 shall earn the right to an undergraduate diploma.

(2) Students who have not completed the maximum education period stated in subparagraph (c) of the first subsection of Article 44 of Higher Education Law, are given the right to take additional exams, including the semester in which they will complete their maximum education period as follows:

a) Students who have taken all the courses required for graduation but cannot fulfill the graduation requirements because they have an (F) grade, are given an additional exam right at the end of each semester for (F) courses.

b) Students who are successful in all of the courses required for graduation by using the right to take an additional exam in accordance with subparagraph (a), but who cannot fulfill the graduation requirements because their GPA is below 2.00, are entitled to an additional exam in accordance with subparagraph (a) from the courses they will choose without any number restriction. Starting from the semester, an additional exam right is given at the end of each semester.

c) Students who pass all of the courses required for graduation without using the right to take an additional examination in accordance with subparagraph (a), but who cannot fulfill the graduation requirements because their GPA is below 2.00, are given an additional examination right for courses of their choice, without any number restriction, at the end of each semester, starting from the semester in which they complete their courses.

ç) Additional exam rights specified in this subsection are used in cases where the relevant course is not repeated, with a single exam, and in cases where the course is repeated, with a single exam that is held after the amnesty exam. <sup>[17]</sup>

### **Leaving the University**

**ARTICLE 27- (1)** Students who want to leave the University must make this request in writing. If this request is granted, diplomas that the registration is based on and registration qualifying documents are returned. However, approved copies of the diplomas that the registration is based on and registration qualifying documents are kept in the student's file.

(2) Upon request, students whose application to leave has been granted shall be provided with a document listing the courses they took at the University and the grades they received.

(3) On condition that they have not registered to another institution of higher education, students who have applied to leave, can apply for a cancellation within sixty days. The University Executive Council shall have the final say on accepting the application for cancellation.

(4) Tuition fees that shall apply in cases of leaving the University are determined by the Board of Trustees.

### **Double major, minor and specialization programs**

**ARTICLE 28– (1)** In accordance with the Regulation Concerning Transfer between Undergraduate and Associate Degree Programs, Double Major, Minor, and Principles Concerning Credit Transfer among Institutions of Higher Education, students who meet the success conditions and other requirements

<sup>17</sup> Updated clause: R.G. 18.05.2021/31485.

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established by the Academic Council can, as double major students, concurrently take courses from two separate diploma programs of the University and earn two separate diplomas. For acceptance into, attendance to and graduation from a double major program, courses and common educational requirements of both diploma programs must be fulfilled. Rules concerning the application, acceptance, and attendance to double major program, taking of course over the ordinary course load in the context of the second major program, dismissal from the second major program, internal transfer to the second major, and graduation from the second major are determined by the Academic Council.

(2) In accordance with the Regulation Concerning Transfer between Undergraduate and Associate Degree Programs, Double Major, Minor, and Principles Concerning Credit Transfer among Institutions of Higher Education, students who meet the success condition and other requirements established by the Academic Council can, as minor students, concurrently take a limited number of courses from another diploma program of the University as determined by the Executive Council of the college that offers this diploma program, and receive a minor certificate. Minor programs that allow taking courses from more than one diploma program can be offered. For acceptance into, attendance to and earning a certificate from a minor program, courses and common educational requirements of both diploma programs must be fulfilled. Rules concerning the application, acceptance, and attendance to, dismissal from the minor and earning the minor certificate are determined by the Academic Council.

(3) Students who meet the success condition and other requirements established by the Academic Council can concurrently take a limited number of courses from another diploma program of the University as determined by the Executive Council of the college that offers this diploma program and receive a track certificate. Rules concerning application to, acceptance, attendance, and dismissal from the track program and qualification for the track certificate are determined by the Academic Council.

#### **Associate degree diploma**

**ARTICLE 29–** (1) Undergraduate students who successfully complete all courses of the first four or more semesters, or a minimum of fifty percent of the total credits of their programs, with a minimum grade point average of 2,00, and who leave the University after successfully completing a minimum of four semesters without completing their undergraduate education are given an Associate Degree Diploma.

### **SECTION THREE Sundry and Final Terms**

#### **Situations for which there are no provisions**

**ARTICLE 30–** (1) For cases that are not covered by the terms of this Regulation, the terms of the other relevant legislation and decisions of YÖK, the Academic Council, University Executive Council and relevant Councils or executive Councils shall apply.

#### **Regulation no longer in effect**

**ARTICLE 31–** (1) Koç University Undergraduate, Teaching, and Learning Regulation which was published on the Official Gazette 22244 dated March 31<sup>st</sup>, 1995 is no longer in effect.

#### **Application and adjustment**

**TEMPORARY ARTICLE 1-** (1) Without prejudice to the terms of student exchange agreements and inter-university protocols, this Regulation shall apply to all students who are registered on its effective date.

(2) Necessary adjustment procedures shall be undertaken by the relevant executive Councils in compliance with rules determined by the Academic Council.



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**Continuation of success scholarships for students who started their education in the 2019-2020 academic year or before** <sup>[18]</sup>

**TEMPORARY ARTICLE 2-** (1) The following provisions, together with the fifth and sixth subsections of Article 7, are applied to the continuing success scholarships of the students who started their education in the 2019-2020 academic year or before:

a) With the success scholarship provided to students enrolled in the university's scholarship programs, the student's education fee and a part of the food, dormitory and travel expenses for 10 months are covered. If the student transfers to another education program, the scholarship may be terminated.

b) Success scholarship is applied for; a maximum of eight semesters for the four-year undergraduate program students who have started their education from the first year of the university, a maximum of twelve semesters for six-year undergraduate program students, a maximum of four semesters in the English language preparation program for the four-year undergraduate program students who started their education with the English language preparatory program and a maximum of eight semesters in the undergraduate program, a maximum of four semesters in the English language preparatory program for students of a six-year undergraduate program who started with an English language preparatory program and a maximum of eight semesters in the undergraduate program.

**Effective date**

**ARTICLE 32-** (1) This Regulation shall be in effect as of publication date.

**Execution**

**ARTICLE 33-** (1) The President of Koç University shall execute the terms of this Regulation.

<sup>18</sup> Additional article: R.G. 18.05.2021/31485.