

ISTANBUL GEDİK UNIVERSITY ASSOCIATE AND BACHELOR'S DEGREE EDUCATION-INSTRUCTION AND EXAMINATION REGULATION

CHAPTER ONE⁽¹⁾

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 – (Amended: OG-28/7/2017-30137)⁽²⁾

(1) The purpose of this Regulation is to set forth the procedures and principles concerning the education, instruction and examinations carried out in the associate degree and bachelor's degree programmes/departments of Istanbul Gedik University.

Scope

ARTICLE 2 – (Amended: OG-28/7/2017-30137)⁽²⁾

(1) This Regulation covers the provisions concerning the associate degree and bachelor's degree education and instruction, and the examinations conducted in all programmes/departments of the faculties, schools and vocational schools affiliated with Istanbul Gedik University.

Basis

ARTICLE 3 – (Amended: OG-11/9/2025-33014)

(1) This Regulation has been prepared on the basis of Articles 14 and 44 of the Higher Education Law No. 2547 dated 4/11/1981.

Definitions

ARTICLE 4 – (Amended: OG-28/7/2017-30137)⁽²⁾

(1) The following terms used in this Regulation shall have the meanings set out below:

- a) ECTS:** the European Credit Transfer System,
- b) DMP:** the double major programme,
- c) Faculty:** faculties affiliated with Istanbul Gedik University,
- ç) Faculty Executive Board (FEB):** the executive boards of the faculties affiliated with Istanbul Gedik University,
- d) CGPA:** the cumulative grade point average,
- e) Preparatory Class:** the foreign language preparatory class of Istanbul Gedik University,
- f) Relevant Executive Board:** the executive board of the faculty, school or vocational school concerned affiliated with Istanbul Gedik University,
- g) Board of Trustees:** the Board of Trustees of Istanbul Gedik University,
- ğ) VS:** the vocational school affiliated with Istanbul Gedik University,
- h) OSYM:** the Measuring, Selection and Placement Centre,
- ı) Rector:** the Rector of Istanbul Gedik University,
- i) Senate:** the Senate of Istanbul Gedik University,
- j) University:** Istanbul Gedik University,
- k) University Executive Board (UEB):** the Executive Board of Istanbul Gedik University,
- l) Minor:** the minor programme,

m) SGPA: the semester grade point average,

n) FLPE: the foreign language proficiency examination administered by Istanbul Gedik University,

o) CHE: the Council of Higher Education.

CHAPTER TWO

Principles Concerning Applications to Departments/Programmes and Admission of Students

Instructional programmes and quotas

ARTICLE 5 – (1) The number of students to be admitted to the programmes/departments of the vocational schools, schools and faculties affiliated with the University is determined by the Senate upon the proposal of the relevant units and, after the approval of the Board of Trustees, is submitted to CHE.

Conditions for admission and registration to the University

ARTICLE 6 – (1) All proceedings of the student, including registration, registration renewal, course registration, withdrawal of registration, severance, granted leave and freezing of registration, adjustment, intra- and inter-institutional horizontal transfer, vertical transfer, double major, minor, taking courses from outside the University, special student status, Erasmus mobility, examinations, internships and similar matters, are carried out by the relevant units and the Department of Student Affairs in accordance with the provisions of the relevant legislation and/or the decisions of the Senate.

Special students

ARTICLE 7 – (Amended: OG-11/9/2025-33014) (1) The admission of special students is carried out in accordance with the provisions of the Regulation on the Principles for Transfer between Programmes at the Associate and Bachelor's Levels in Higher Education Institutions, Double Major, Minor and Inter-Institutional Credit Transfer, published in the Official Gazette dated 24/4/2010 and numbered 27561.

(2) (Amended: OG-11/9/2025-33014) Special students are not awarded a diploma or title. They are nevertheless issued a document showing the courses in which they were enrolled, the grades they received and the ECTS credits. The provisions on exemption regarding the courses taken under the status of special student are decided by the relevant executive boards.

(3) (Amended: OG-11/9/2025-33014) A student may be admitted as a special student for at most two semesters during a programme. This period may be extended at the student's request and only under the conditions set out below, by decision of CHE:

a) (Amended: OG-11/9/2025-33014) The student must, after placement in the higher education institution, document by means of a medical board report obtained from a State hospital or a State university hospital that, due to his/her education, a serious illness has been diagnosed which cannot be treated in the province of residence, or that an existing illness has progressed.

b) (Amended: OG-11/9/2025-33014) There must be a proposal from the University Executive Board to the effect that the student is unable to continue his/her education at the higher education institution in which he/she is enrolled by reason of acts such as battery or violence to which the student has been subjected.

(4) (Amended: OG-11/9/2025-33014) Special students are not admitted to the first semester of associate degree programmes or to the first two semesters of bachelor's degree programmes. However, in cases of force majeure, special students may be admitted by decision of the relevant executive board.

(5) (Amended: OG-11/9/2025-33014) Students enrolled in programmes whose language of instruction is Turkish must document a sufficient level of foreign language proficiency in order to take courses from programmes whose language of instruction is a foreign language.

(6) (Amended: OG-11/9/2025-33014) Repealed.

Taking courses from another university under special student status

ARTICLE 8 (Repealed: OG-11/9/2025-33014)

National and international student exchange

ARTICLE 9 – (1) Inter-university student exchange programmes may be conducted in accordance with the agreements concluded between the University and other universities at home or abroad. During the period of the exchange programme the student's registration at the University continues and this period is counted within the duration of study. Exchange programmes are conducted in accordance with bilateral agreements and the principles determined by the Council of Higher Education.

(2) (Amended: OG-28/1/2018-30315) The proceedings of students coming to the University from abroad within the framework of bilateral agreements or international relations, including their course enrolment, tuition fees and similar matters, are conducted, in accordance with bilateral agreements and the provisions of the legislation in force, by the relevant faculty dean's office, the directorate of the school or vocational school, the Department of Student Affairs and the Office of the International Relations and Erasmus Coordinator.

(3) A student who wishes to take courses from other universities within the framework of an exchange programme shall, during such periods, pay the tuition fee for the relevant semester to the University. The adjustment and the manner of crediting the courses thus taken by the student are decided by the executive board of the faculty, school or vocational school in which the student is enrolled.

(4) (Repealed: OG-28/1/2018-30315)

Student registration and admission procedures

ARTICLE 10 – (1) Student admission to the University is carried out in accordance with the provisions of the relevant legislation and the following principles:

a) Having gained admission to a programme/department in accordance with the admission conditions of CHE/OSYM;

b) Having gained the right of horizontal transfer by decision of the relevant executive board pursuant to the provisions of the Regulation on the Principles for Transfer between Programmes at the Associate and Bachelor's Levels in Higher Education Institutions, Double Major, Minor and Inter-Institutional Credit Transfer;

c) (Repealed: OG-28/7/2017-30137)⁽²⁾

ç) For foreign national students arriving from abroad by their own means, having fulfilled the criteria determined by the Senate;

d) Having fulfilled the admission conditions determined by CHE;

e) (Amended: OG-11/9/2025-33014) – Repealed.

f) Submitting the documents required for registration and having fulfilled the financial obligations.

Final registration procedures

ARTICLE 11 – (Amended: OG-11/9/2025-33014)

(1) The final registration of a student who is to enrol in the University for the first time takes place between the dates determined by CHE/OSYM. A candidate admitted to the University may register at the University in person, through his/her legal representatives, or through proxies holding a notarised power of attorney, by submitting the required documents and paying the tuition fee between the dates announced for registration in the academic calendar. The originals of the documents required for registration, or copies certified as appropriate by the University, are accepted. Final registration shall not be carried out with missing documents or by post. A student who fails to complete the registration procedures within the prescribed period forfeits the right of registration to the University. A student found not to meet, or later determined to have lost, the conditions required for registration has his/her registration cancelled even if it has been effected. The registration of a candidate determined to have been admitted on the basis of false or misleading declarations or documents shall not be effected; if it has been effected, it shall be cancelled irrespective of the semester in which the student is enrolled. Even if such a person has graduated, all documents issued to him/her, including the diploma, shall be deemed invalid, and legal proceedings shall be initiated against the person. The tuition fees paid by the person shall not be refunded.

Identity card

ARTICLE 12 – (1) A student identity card of the University is issued to a student who has completed final registration.

(2) The student is obliged to carry his/her student identity card on University premises and to present it to the persons concerned when required.

(3) *(Amended: OG-11/9/2025-33014)* The student identity card is taken back from students who leave, are dismissed from, have their registration cancelled by, or graduate from the University.

(4) *(Amended: OG-28/1/2018-30315)* Where a student declares that he/she has lost the identity card, a new identity card is issued to him/her against payment of a fee.

Foreign language proficiency

ARTICLE 13 – (1) The foreign language proficiency level of a registered student is determined by the FLPE administered at the beginning of each academic year.

(2) *(Amended: OG-11/9/2025-33014)* In programmes/departments with a compulsory preparatory class, students who are successful according to the results of the FLPE, as well as students who, at the beginning of the academic year, document that they have achieved the required level of success in one of the national or international examinations whose equivalence is recognised by CHE and the Senate, commence their associate/bachelor's studies directly. A student who, in the course of the academic year, documents that he/she has achieved the required level of success in one of the national or international examinations commences associate/bachelor's studies at the beginning of the following semester.

(3) In programmes/departments with a compulsory preparatory class, a student who fails to attend the FLPE or who is unsuccessful in the FLPE attends the preparatory class.

(4) A student in a programme/department without a compulsory preparatory class may, on a voluntary basis and without any requirement of success, attend the preparatory class. The optional preparatory programme is subject to a fee.

(5) In programmes/departments without a compulsory preparatory class, a student who attends the preparatory programme on a voluntary basis and is unsuccessful may proceed to the programme/department at the beginning of the following semester.

Orientation and academic advising

ARTICLE 14 – (1) Orientation programmes are organised by the Rectorate, the dean's offices and the directorates during the week in which classes begin, in order to introduce the University to newly-registered students.

(2) For each student, an advisor is appointed by the head of the relevant programme/department from among the faculty members, instructors and lecturers. The advisor monitors, informs and guides the student throughout the course of his/her studies. The procedures of course enrolment, adding and dropping of courses, and withdrawal from a course are carried out with the approval of the advisor.

Registration renewal

ARTICLE 15 – (1) The student is required to renew registration at the beginning of each semester, within the periods specified in the academic calendar, by paying the tuition fee and after fulfilling the other obligations toward the University.

(2) *(Amended: OG-11/9/2025-33014)* A student who fails to graduate within the normal duration of education is required, at the beginning of each semester and within the periods specified in the academic calendar, to renew his/her registration by paying the tuition fee determined on the basis of course credits. In determining the tuition fee per credit, the ECTS credits of the courses are taken as a basis. Where the course credit fee exceeds the semester tuition fee, the registration is renewed by paying the semester tuition fee.

(3) *(Amended: OG-11/9/2025-33014)* A student who does not renew his/her registration within the period specified may not attend classes or examinations during that semester and may not benefit from student rights.

(4) *(Amended: OG-11/9/2025-33014)* The registration of a student who has been unable to register on the grounds of an excuse may be effected if the excuse is deemed acceptable by the relevant executive boards.

(5) The period during which a student who fails to register for courses within the prescribed time does not attend classes is counted as absence.

(6) A student who fails to renew his/her registration at the beginning of the semester, or who fails on account of absence, may register during the registration period of the following semester.

(7) The student may, where the course is offered, re-enrol in courses previously taken for the purpose of raising the grade. In repeated courses the last grade obtained shall, in every case, be valid.

Fees

ARTICLE 16 – (1) *(Amended: OG-11/9/2025-33014)* Education and instruction at the University are subject to fees. Tuition fees are redetermined by the Board of Trustees for each academic year and announced together with the method of payment.

(2) *(Amended: OG-11/9/2025-33014)* A student who is unable to register within the prescribed period on account of an excuse shall pay the tuition fee in accordance with the decisions of the Board of Trustees.

(3) *(Amended: OG-11/9/2025-33014)* The rate of refund of the tuition fee paid for the relevant semester by students who, having renewed their registration at the beginning of each academic year and enrolled in courses, sever their relationship with the University, and the rate of tuition fee to be paid by those who have not made an advance payment, are determined by the Board of Trustees.

(4) Pursuant to the provisions of this Regulation:

- a) Students who have not graduated within the normal duration of education;
- b) Special students;

c) Students taking courses in the summer school;

ç) *(Repealed: OG-2/3/2023-32120)*

(5) Scholarship and discount rates are determined by the Board of Trustees upon the proposal of the UEB.

Scholarships

ARTICLE 17 – (1) *(Amended: OG-11/9/2025-33014)* The scholarship provided to students placed by OSYM in the scholarship-supported associate and bachelor's programmes/departments of the University covers only the tuition fee. This scholarship, granted on a non-repayable basis, covers, provided that student status is maintained, the normal duration of study of the programme/department in which the student is enrolled — two years for associate and four years for bachelor's — as well as the one-year preparatory period of programmes/departments offering a compulsory preparatory class. The duration of the scholarship may be extended by decision of the Board of Trustees.

(2) A scholarship-supported student who fails to graduate within the normal duration of education carries out the semester registration renewal procedures within the period specified in the academic calendar by paying the ECTS course credit fee for courses on the curriculum of the programme/department in which he/she is enrolled and which he/she has not yet taken and/or has failed.

CHAPTER THREE

Education-Instruction Principles

Duration, types and model of education-instruction

ARTICLE 18 – (1) *(Amended: OG-11/9/2025-33014)* In bachelor's programmes the normal duration of education is eight semesters (four years) and the maximum duration of education is fourteen semesters (seven years). In associate programmes the normal duration of education is four semesters (two years) and the maximum duration of education is eight semesters (four years). Time spent in the Foreign Language Preparatory Programme and in summer schools is not included in the duration of education. The academic year consists of the fall and spring semesters. The normal duration of each of the fall and spring semesters is seventy working days. End-of-semester examinations are not included in this period. Where necessary, this period may be amended by the Senate. The starting and ending dates of each semester and the examination periods are announced in the academic calendar determined by the Senate.

(2) *(Amended: OG-11/9/2025-33014)* No instruction or examinations are conducted on official holidays.

(3) Education and instruction at the University may be carried out in formal, non-formal and distance education modes based on information and communication technologies.

(4) All proficiency, level determination and course achievement examinations may be administered on paper and simultaneously, or in an electronic environment in such a way as to allow different questions to be put to each candidate at different times, drawn from a question bank classified by field and difficulty level and stored securely.

(5) Pursuant to a decision of CHE and within the framework of the principles determined by the Senate, associate or bachelor's-level distance education programmes may be opened in which instructional activities are planned and conducted on the basis of information and communication technologies, without any requirement that the faculty member and the students be in the same place.

(6) Summer school may be opened within the framework of the relevant legislation. In summer school, the provisions of the relevant legislation apply.

Language of instruction

ARTICLE 19 – (1) The language of education and instruction at the University is Turkish. However, within the framework of the provisions of the relevant legislation, compulsory and optional preparatory classes may be opened, and programmes/departments whose language of instruction is partially or wholly in a foreign language may also be opened.

Curricula and courses

ARTICLE 20 – (1) Associate and bachelor's education and instruction at the University are carried out in accordance with the curricula in which the codes, names and weekly credit hours and ECTS credits of the courses for each semester are indicated.

(2) The curriculum of a programme/department and amendments to be made to such curricula become final and are put into effect upon the proposal of the relevant programme/department, the favourable opinion of the boards of the vocational school, school or faculty, and the decision of the Senate.

(3) Education and instruction at the University consist of theoretical work, applications, laboratory work, workshops, internships and similar work.

(4) *(Amended: OG-11/9/2025-33014)* The credit and ECTS credit of each course are indicated in the curriculum. The credit of a course is the sum of the weekly theoretical hours of the course and half of the application and laboratory hours. The ECTS of a course consists of the total of all the work (seminars, individual study, examinations, assignments and the like) that the student is required to perform in order to complete the course successfully.

(5) Courses at the University are of one semester's duration.

Course load

ARTICLE 21 – (1) *(Amended: OG-1/10/2018-30552)* The normal course load to be taken by a student in each semester is 30 ECTS.

(2) *(Amended: OG-2/3/2023-32120)* The course load of a bachelor's or associate student who has fallen behind in his/her normal programme and wishes to complete his/her courses, or who wishes to repeat courses for the purpose of raising his/her grade, may, with the approval of the advisor and provided that his/her CGPA is at least 1.80, be increased by at most 12 ECTS. The course load of a student whose CGPA is 2.00 or higher may, with the approval of the advisor, be increased by at most 15 ECTS.

(3) *(Amended: OG-11/9/2025-33014)* *(Amended: OG-2/3/2023-32120)* A bachelor's student whose CGPA is 3.50 or higher and an associate student whose CGPA is 3.00 or higher may, provided that he/she has no failed courses from lower semesters and with the approval of the advisor, take courses from a higher year not exceeding 9 ECTS. The maximum number of ECTS that the student may take in one semester, together with the courses to be taken from a higher year, is 45.

(4) *(Amended: OG-1/10/2018-30552)* A student whose grade point average is below 1.80 is required, in accordance with the curriculum and by following the order of the programme, to take, as a priority, the courses in which he/she has received an AB-FF-FD letter grade and the courses he/she has not yet taken. The maximum course load to be taken is 30 ECTS.

(5) *(Repealed: OG-14/10/2016-29857)*

(6) *(Added: OG-28/7/2017-30137)⁽²⁾* *(Amended: OG-2/3/2023-32120)* After the normal duration of education has been completed, the student may, with the approval of the advisor, take up to 45 ECTS in each semester.

(7) *(Added: OG-28/1/2018-30315)* Each student is required to complete the cultural and scientific activity practice activities, within the framework of the principles determined by the Senate, by the time of graduation.

Compulsory and elective courses, prerequisite courses ARTICLE

22 – (1) Courses are of two kinds: compulsory and elective.

(2) *(Amended: OG-28/7/2017-30137)⁽²⁾* Upon the proposal of the boards of the vocational school, school or faculty and with the approval of the Senate, certain courses may be designated as prerequisite courses. The conditions for taking these courses are determined by the Senate upon the proposal of the boards of the vocational school, school or faculty.

Exemption

ARTICLE 23 – (1) *(Amended: OG-28/7/2017-30137)⁽²⁾* A student who has previously been registered as a student in a higher education programme and who has registered through the examination administered by OSYM or by way of horizontal or vertical transfer may apply for exemption from courses he/she has previously taken and passed at the higher education institution from which he/she has come. Such courses must have been taken at a higher education institution recognised by CHE. *(Amended: OG-16/4/2026-33226)* To this end, the student applies to the relevant directorates or dean's offices by means of a petition, attaching the certified course contents of the courses previously taken and passed, the transcript and other documents which may be requested by the relevant academic unit. Courses taken from higher education institutions whose equivalences and corresponding letter grades are accepted by the relevant executive board are included in the cumulative grade point average and are indicated in a separate semester.

(2) A student who has registered at the University by way of horizontal transfer is subject to the provisions of the regulations applicable to the semester to which he/she has been adjusted.

Course attendance requirement

ARTICLE 24 – (1) *(Amended: OG-28/7/2017-30137)⁽²⁾* Attendance is compulsory at all courses included in the curriculum, as well as at the projects, workshops, laboratory work, applications and seminars within the scope of the courses. In one semester, the attendance requirement is 85% for the courses of the foreign language preparatory class, 70% for the theoretical courses of the programmes/departments, and 80% for the laboratory and applied courses. However, in extraordinary circumstances accepted upon the proposal of the relevant executive board and the approval of the Senate, this rate may be reduced to 50%.

(2) A student who fails to meet the course attendance requirement is deemed absent in the course in question and may not sit the end-of-semester examination of that course. A grade of absent is given to such a student, who is considered to have failed, in respect of the course in which he/she has been absent.

(3) A student who has once met the attendance requirement of a course is not required to meet the attendance requirement when retaking that course.

(4) Where a change has been made to the curriculum, the student is also deemed to have met the attendance requirement in respect of a course removed from the programme which is accepted as equivalent to the course in which the attendance requirement has been met.

(5) *(Repealed: OG-11/9/2025-33014)*

(6) The student may not attend the courses in which he/she has not registered within the prescribed time and in the due manner, may not sit the examinations of these courses,

and may not receive a grade in such courses.

(7) (*Amended: OG-19/2/2018-30337*) A student who, at the end of the second semester of the compulsory preparatory class, has not been successful must, by attending the preparatory class for one or two additional semesters or by developing his/her foreign language knowledge by his/her own means, become successful in the foreign language proficiency examination administered by the School of Foreign Languages of Istanbul Gedik University, or, if he/she documents that he/she has obtained a score at the level determined by the Senate in the central foreign language examinations recognised by CHE and in the international foreign language examinations recognised as equivalent thereto, the student may continue the associate or bachelor's instruction programme in the foreign language to which he/she has gained access. Students who fail to complete the preparatory class successfully within two years are dismissed from the programme. Associate and bachelor's students dismissed from the programme by reason of being unsuccessful in the preparatory class may register in their own higher education institutions in an equivalent programme whose language of instruction is Turkish. However, such students may, if they so request, be centrally placed on a one-off basis by OSYM in one of the programmes whose language of instruction is Turkish, as of the year in which they registered, provided that the student's university entrance score is not lower than the threshold score required for registration in the programme to which he/she is to be placed.

(8) National athletes and students who represent the University in sportive, cultural, scientific and artistic activities at home and abroad shall, throughout the duration of the activity, be deemed to be on leave, and such period shall not be counted as absence. In any event, such absence shall not exceed the period specified in the first paragraph of this article.

Internships

ARTICLE 25 – (1) In programmes/departments where internship is compulsory, the principles relating to internship work are determined by the vocational school, school or faculty within the framework of the provisions of the relevant legislation.

(2) (*Amended: OG-11/9/2025-33014*) A student who, at the end of the maximum duration of education and instruction, has successfully completed all the courses in the curriculum of the programme/department in which he/she is enrolled but has not completed the internship, pays a fee determined on the basis of ECTS credits during the semester in which the internship is to be completed. A student who has not completed the internship may not graduate.

(3) (*Amended: OG-28/1/2018-30315*) Internships may be conducted during the summer months, following the completion of the end-of-semester examinations. For students who have no course attendance requirement, an internship may also be carried out during the semester upon the proposal of the internship commission and the approval of the relevant executive board.

CHAPTER FOUR

Examinations and Achievement Evaluation

Examinations

ARTICLE 26 – (1) Examinations consist of the midterm examination, end-of-semester examination, make-up examination, single-course examination, supplementary examination and excuse examination.

(2) (*Amended: OG-11/9/2025-33014*) The examinations of the courses and the principles of evaluation are determined by the Senate upon the proposal of the board of the faculty,

school or vocational school.

Midterm examination

ARTICLE 27 – (Amended: OG-11/9/2025-33014) (Amended: OG-26/9/2021-31610) (1) At least one midterm examination is held in each course. The faculty member concerned may, if he/she sees fit, evaluate assignments, laboratory work, projects, quizzes, presentations and similar work as a midterm examination. The weights of such work in the midterm grade are determined by the faculty member and announced by being included in the course plans at the beginning of the semester.

End-of-semester examination

ARTICLE 28 – (1) (Amended: OG-11/9/2025-33014) (Amended: OG-26/9/2021-31610) The end-of-semester examination is the examination administered after the completion of the semester's courses, within the period determined in the academic calendar, for the courses included in the curriculum of the relevant semester and offered in that semester. At least one end-of-semester examination is held for each course. The faculty member concerned may, if he/she sees fit, evaluate assignments, laboratory work, projects, quizzes, presentations and similar work as the end-of-semester examination. The weights of such work in the end-of-semester grade are determined by the faculty member and announced by being included in the course plans at the beginning of the semester.

(2) Where the attendance requirement has been met, a student who has not attended the midterm or the excuse examination of a course may sit the end-of-semester examination of that course.

(3) (Amended: OG-28/7/2017-30137)⁽²⁾ No excuse examination is held in respect of the end-of-semester examination.

Make-up examination

ARTICLE 29 – (1) Make-up examinations are the examination right granted at the end of the relevant semester or year, for each course in which they have failed, to students who have earned the right to sit the end-of-semester examination of the course or courses they have taken, who have been unsuccessful in the end-of-semester examination, and to students who, although they have met the conditions for sitting the examination, have been unable to sit the end-of-semester examination, irrespective of whether summer school is being offered.

(2) (Amended: OG-19/9/2022-31958) A student may, on the basis of the end-of-semester examination result, sit the make-up examination in order to raise the grade by submitting a petition to the directorate/dean's office within one working day from the date of announcement of the examination result. In such case, the last grade obtained shall be valid.

(3) The grade obtained in the make-up examination replaces the end-of-semester examination grade, and the achievement grade of a student sitting the make-up examination is evaluated on the basis of the make-up examination grade.

(4) The end-of-semester examination grade of a student who does not sit the make-up examination remains valid.

(5) (Added: OG-28/7/2017-30137)⁽²⁾ No excuse examination is held in respect of the make-up examination.

Single-course examination

ARTICLE 30 – (1) (Amended: OG-28/7/2017-30137)⁽²⁾ The single-course examination is an examination held for a student who, within the maximum duration of education-instruction, has only one course remaining for graduation and who has met the attendance requirement for that course.

- (2) The date of the single-course examination is announced in the academic calendar.
- (3) A student who wishes to sit the single-course examination applies in writing to the relevant directorate/dean's office. The student may sit the single-course examination on the date specified in the academic calendar.
- (4) The single-course examination is an examination independent of the other examinations. In the evaluation of the achievement in the single-course examination, in-semester work is not taken into account.
- (5) In order to pass the single-course examination, a grade of at least CC must be obtained.
- (6) The achievement grade of the single-course examination is shown independently in the achievement transcript and is taken into account in the calculation of the cumulative grade point average.
- (7) *(Amended: OG-19/9/2022-31958)* Students who, having completed the normal duration of education and all the courses included in the curriculum, are unsuccessful in a single course by reason of obtaining an FF or FD grade for graduation, are granted the right of a single-course examination on the date stated in the academic calendar by decision of the relevant faculty executive board. Students who cannot avail themselves of this right or who, having availed themselves of it, are unsuccessful, may sit the end-of-semester examination and the make-up examination offered at the end of the following semester, as well as the single-course examination specified in the academic calendar.
- (8) *(Repealed: OG-19/9/2022-31958)*
- (9) *(Added: OG-28/7/2017-30137)⁽²⁾* No single-course examination is held for studio courses or project courses.
- (10) *(Added: OG-28/7/2017-30137)⁽²⁾* A student who has not completed the internships may not sit the single-course examination.
- (11) *(Added: OG-28/7/2017-30137)⁽²⁾* No excuse examination is held in respect of the single-course examination.

Excuse examination

ARTICLE 31 – (1) A student who has been unable to attend a midterm examination on the grounds of an excuse may be granted the right of an excuse examination by decision of the relevant executive board.

(2) A student who has been unable to attend the midterm examination on the grounds of an excuse shall submit the document attesting the excuse to the directorate/dean's office, attached to a petition, within five working days following the examination at the latest.

(3) The relevant executive board grants the right of an excuse examination for the course concerned to a student who notifies the excuse within the prescribed period, where it deems the excuse just and acceptable.

(4) The excuse examination of the midterm examinations is held in the semester, on the date determined by the relevant executive board and before the end-of-semester examinations.

(5) Health-related excuses must be documented by means of a medical report obtained from health institutions. A student in receipt of a medical report may not sit examinations.

Supplementary examination

ARTICLE 32 – *(Amended: OG-11/9/2025-33014)* (1) In respect of a student who has not graduated at the end of the maximum duration of study, the provisions of Article 44 of Law No. 2547 apply.

(2) *(Amended: OG-11/9/2025-33014)* No excuse examination is held in respect of the supplementary examination.

Mode of conduct of examinations

ARTICLE 33 – (1) The examination programme specifying the day, hour and halls of the examinations is announced at least one week before the commencement of the examinations.

(2) *(Amended: OG-11/9/2025-33014)* The student is required to comply with the examination order conducted by the faculty member in charge in the examination hall and at the place of examination. Where a reasonable suspicion arises during the examination that a student has cheated, attempted to cheat or engaged in any other act disrupting the examination order, the examination invigilator shall immediately establish the situation by means of a detailed minute. Seized evidence shall be appended to the minute. The student whose situation has been recorded in the minute shall, as a rule, continue the examination. The invigilator shall take the necessary measures for the student to complete the remainder of the examination. At the end of the examination, the minute and the evidence appended thereto shall be delivered by the examination invigilator to the competent disciplinary authority without delay. No action shall be taken with regard to the validity of the student's examination unless a disciplinary investigation is opened and a decision is rendered by the competent authorities as a result of such investigation, in accordance with the procedures and principles provided in Article 54 of Law No. 2547. Until the investigation is completed, the examination grade of the student shall not be announced, and proceedings shall be conducted in accordance with the final decision to be rendered concerning the student. The examination grade of a student determined as a result of a disciplinary investigation to have cheated or attempted to cheat shall be deemed zero. The same principles also apply to students who plagiarise in respect of assignments, reports or technical report work taking the place of an examination.

(3) During the examination, each student must carry the student identity card or prove that he/she is a student.

Announcement of examination results

ARTICLE 34 – (1) *(Amended: OG-19/9/2022-31958)* Course grades are given by the faculty member teaching the course on the dates specified in the academic calendar.

(2) *(Repealed: OG-19/9/2022-31958)*

(3) *(Amended: OG-19/9/2022-31958)* Grade lists, covering the midterm, end-of-semester and make-up examination results, are delivered, signed, to the academic unit secretariat within five working days following the completion of the make-up examinations.

Retention and destruction of examination documents

ARTICLE 35 – (1) *(Amended: OG-22/4/2019-30753)* All graded measurement, evaluation and examination documents are archived and retained by the directorate/dean's office for a period of two years following the academic year to which they belong.

(2) Examination documents whose archiving and retention period has expired are destroyed in accordance with the procedures specified in the provisions of the relevant legislation.

Objection to examination grades

ARTICLE 36 – (1) The student may object to the announced examination grades.

(2) Objections to examination grades are made in writing to the directorate/dean's office within three working days following the announcement of the examination grades.

(3) The directorate/dean's office requests that the examination paper be examined by the faculty member concerned in order to determine whether there has been a material error.

The faculty member concerned communicates the result to the directorate/dean's office within three working days. The directorate/dean's office resolves the objection by decision of the relevant executive board and notifies the student and the Department of Student Affairs.

Principles of evaluation

ARTICLE 37 – (1) The achievement grade of a student in a course is determined by evaluation, together, of the level of achievement shown in all in-semester work in that course, the average grade of the midterm examinations and the grade obtained at the end of the semester.

(2) *(Amended: OG-13/5/2024-32545)* The faculty member of each course announces to the students in writing, at the beginning of the semester, the weights within the semester grade of the midterm examinations, the end-of-semester examinations, the assignments, applications and other work for which the students are responsible. The weight within the semester grade of the in-semester examinations and other work may not be less than 30% or more than 70%. In order for a student to be deemed successful, he/she must obtain at least 40 in the end-of-semester (final/make-up) examination. The grade of a student who fails to obtain at least 40 in the end-of-semester (final/make-up) examination shall be recorded as FF.

(3) The grade average of the course is shown by being rounded to a whole number.

Calculation of the achievement grade

ARTICLE 38 – (1) In the calculation of the student's achievement grade, the absolute evaluation system is applied.

(2) For each course, the faculty member responsible for the course gives a grade out of 100 for the in-semester work, the midterm examination and the end-of-semester examination, and the achievement grade is calculated out of 100. The letter equivalent of the achievement grade is determined and announced.

(3) *(Amended: OG-11/9/2025-33014)* The coefficient equivalents of the achievement grades expressed in letter form are set out below:

Grade Range	Letter Grade	Coefficient
88–100	AA	4.0
81–87	BA	3.5
76–80	BB	3.0
65–75	CB	2.5
55–64	CC	2.0
45–54	DC	1.5
40–44	DD	1.0
30–39	FD	0.5
29 and below	FF	0

(4) Apart from these letter grades, the letter symbols NA (Did Not Attend), R (Repeat), AB (Absent), TR (Transfer), ERA (Erasmus), SE (Student Exchange), P (Passed) and F (Failed) are used. Of these:

- a) NA (Did Not Attend): given where a student does not attend the examination of the course;

- b) R (Repeat): indicates a repeated course;
- c) AB (Absent): indicates the student's absence in respect of the relevant course; a student receiving an AB grade in a course may not sit the end-of-semester examination;
- ç) TR (Transfer): indicates transfer courses and is included in the average;
- d) ERA (Erasmus): indicates courses taken during the Erasmus programme and is included in the average;
- e) SE (Student Exchange): indicates courses taken during the student exchange programme and is included in the average;
- f) P (Passed): indicates that the course has been passed;
- g) F (Failed): indicates that the course has not been passed.

(5) A student who obtains an AA, BA, BB, CB or CC grade as the achievement grade in a course is deemed to have passed that course.

(6) (*Amended: OG-19/9/2022-31958*) A student who obtains a DC or DD grade in a course is deemed to have passed that course on a conditional basis. In order for the student to be deemed to have passed such a course, the CGPA must, at the time of graduation, be at least 2.00.

(7) (*Repealed: OG-2/3/2023-32120*)

Semester grade point average and cumulative grade point average

ARTICLE 39 – (1) (*Amended: OG-11/9/2025-33014*) The SGPA is calculated by multiplying the ECTS credits of the courses in which the student is enrolled in the relevant semester by the course grade coefficients specified in Article 38, summing the products and dividing the result by the total ECTS credits of that semester. The CGPA is calculated by multiplying the ECTS credits of all the courses in which the student has been enrolled from the commencement of his/her education up to that date, including the semester just completed, by the course grade coefficients specified in Article 38, summing the products and dividing the result by the total ECTS credits of these courses. In the calculation of the CGPA and the SGPA, only the courses in which the student has been enrolled are taken into account; courses that could not be taken from lower semesters are not taken into consideration. For repeated courses, the last achievement grade obtained in that course shall be taken into account. A student whose CGPA is at least 2.00 is considered successful.

(2) (*Repealed: OG-28/7/2017-30137*)⁽²⁾

(3) In associate and bachelor's studies, the minimum achievement threshold grade is 2.00. In order for the student to graduate, the CGPA of the courses to be taken from the curriculum of the programme/department in which he/she is enrolled must be at least 2.00.

(4) A student who wishes to raise his/her CGPA may retake, in the semester in which they are offered, courses previously taken and passed. In such case, the student must register for the course. There is no attendance requirement when retaking a course that has been passed. In the repeated course, the last grade obtained shall be valid.

Unsuccessful status and repetition of courses

ARTICLE 40 – (1) (*Amended: OG-26/9/2021-31610*) Courses in which a grade lower than DD has been obtained at the end of each semester must be taken in the first semester in which they are offered. However, if such courses are elective courses or courses subsequently removed from the programme, the students shall, in their stead, take other courses recommended by the advisor.

(2) *(Amended: OG-13/5/2024-32545)* In associate and bachelor's studies, if the student's CGPA at the time of graduation is below 2.00, the student shall continue to take a number of DD and DC courses sufficient to raise the CGPA to 2.00.

(3) The faculty advisor guides the student undertaking a course repeat in registering for courses in accordance with the provisions of this Regulation.

(4) The achievement grade of repeated courses is recorded in the chronological transcript in the semester in which the course was taken and is taken into account in the calculation of the semester grade point average of that semester.

High honour and honour students

ARTICLE 41 – *(Amended: OG-11/9/2025-33014)* (1) Provided that no disciplinary sanction has been received, a student whose graduation CGPA is 3.50–4.00 is deemed a high honour student, and a student whose graduation CGPA is 3.00–3.49 is deemed an honour student.

(2) On the graduation transcript and the diploma supplement of an honour or high honour student, it is indicated that he/she is an honour or high honour student.

CHAPTER FIVE

Issuance of Diploma, Cancellation of Registration, Freezing of Registration

Achievement status document/transcript

ARTICLE 42 – (1) The achievement status of the courses taken by the student during the period of education-instruction is recorded on the student's transcript on a semester basis.

(2) The Department of Student Affairs is responsible for the arrangement, recording, updating and secure retention of the student's course achievement status.

(3) *(Amended: OG-11/9/2025-33014)* At the time of graduation, the achievement status of the courses successfully completed by the student is recorded in the relevant semester of the curriculum, and the graduation transcript is drawn up in such a way that the weighted grade point average constitutes the graduation grade.

(4) *(Amended: OG-28/7/2017-30137)*⁽²⁾ An associate or bachelor's graduate is issued, in addition to the diploma, a diploma supplement (DS) drawn up in English, containing the achievement status of the courses taken by the student and their ECTS equivalents.

(5) *(Amended: OG-11/9/2025-33014)* For a student who, having no failed courses, has been unable to attain the CGPA required for graduation, a grade-raising examination is held, upon written application and where deemed appropriate by the relevant executive board, within one month following the end-of-semester examinations, in a course previously taken and chosen by the student. The grade obtained in the grade-raising examination is recorded on the transcript as the final grade. A student deemed unsuccessful in the grade-raising examination must re-enrol in the course during the following end-of-semester examination periods.

Conditions for the issuance of diplomas

ARTICLE 43 – *(Amended: OG-28/7/2017-30137)*⁽²⁾

(1) *(Amended: OG-20/9/2018-30541 Repeated)* Students who have fulfilled all the requirements of the associate and bachelor's education-instruction programmes in which they are enrolled and who, *(Amended phrase: OG-13/5/2024-32545)* on condition that the CGPA is 2.00 or higher, have obtained at least 120 ECTS credits for an associate degree and at least 240 ECTS credits for a bachelor's degree, are entitled to receive a diploma.

(2) Students who will be ranked among the top achievers are determined at the end of the normal duration of education from among the students who have come to be in graduating status following the end-of-semester examination. *(Added sentence: OG-13/5/2024-32545)* A student who, in the final semester, has sat the make-up examination may not be ranked among the top achievers.

(3) *(Amended: OG-13/5/2024-32545)* A student placed at the University through the vertical transfer examination and a student registered through horizontal transfer are included in the ranking where they come to be in graduating status within the normal duration as from the year of class to which they were admitted.

(4) Double major programme students are not included in the class and graduation achievement ranking together with the major students of the programme in which they are following the double major.

(5) *(Amended: OG-13/5/2024-32545)* A student who has received a disciplinary sanction is not included in the ranking.

(6) In departments/programmes with a graduation thesis requirement, a student who has not completed the graduation thesis or who has been unsuccessful in the graduation thesis may not graduate.

(7) The diploma is delivered to the student in person. However, where the student is unable to attend in person, the diploma is delivered to the person designated by the student by means of a notarised power of attorney.

(8) Diplomas are issued in accordance with the principles determined by the Senate concerning diplomas.

(9) *(Amended: OG-11/9/2025-33014)* A student studying at the bachelor's level who has, excluding the preparatory class, successfully completed all the courses of the first four semesters of the relevant programme and the other obligations, whose CGPA is at least 2.00, and who so requests, shall, by decision of the relevant executive board and in accordance with the principles determined by CHE, receive an associate degree.

Cancellation of registration

ARTICLE 44 – (1) The student may cancel his/her registration with the University by applying to the Department of Student Affairs. Such student's relationship with the University is severed as of the date on which he/she wishes to leave.

(2) Where the student's relationship with the University is severed, the provisions of Article 44 of Law No. 2547 apply.

(3) In order for a student who has left the University or whose relationship with the University has been severed for any reason to retrieve from his/her file the documents belonging to him/her, the student must have no obligations toward the University and must have returned, undamaged, the goods and equipment provided to him/her for use by the University.

(4) Where the student leaves the University within the course adding and dropping periods, the courses in which he/she was enrolled in the relevant semester are removed from his/her registration. For students leaving the University after the expiry of such period, the procedure of withdrawal from the course is carried out in respect of the courses for which the end-of-semester achievement grade has not yet been formed.

Principles concerning the freezing of registration

ARTICLE 45 – (1) Where the student has a valid excuse accepted by the relevant executive board, the student's registration may be frozen. The principles concerning the freezing of registration are as follows:

a) The student who wishes to freeze the registration must apply to the directorate of the relevant vocational school or school or to the dean's office of the relevant faculty by means of a petition stating the grounds, accompanied by supporting documents.

b) (*Amended: OG-13/5/2024-32545*) Students may, by decision of the relevant executive board on the basis of a just and valid excuse, freeze their registration for at most two semesters at a time and for at most four semesters throughout the period of study. Periods during which the registration has been frozen are not counted within the maximum duration of study. However, in the case of a health excuse, students whose course of treatment is continuing and convicted students may, by decision of the relevant executive board, freeze their registration for more than four semesters without it being counted within the maximum duration of education-instruction.

c) Periods of granted leave are not included in the duration of study.

ç) At the end of the period of leave, the student resumes studies by completing the semester and course registrations. A student on leave for two semesters who wishes to resume studies at the end of the first semester must apply by means of a petition to the directorate of the vocational school or school or to the dean's office of the faculty before the course registrations begin.

d) (*Amended: OG-2/3/2023-32120*) In order for the leave of a student whose request for the freezing of registration has been accepted to be put into effect, the leave application must, except in cases of natural disaster and similar extraordinary circumstances, have been submitted before the week in which the midterm examination commences in the fall and spring semesters, and the leave request must have been accepted by decision of the relevant executive board. The student whose request for the freezing of registration has been accepted is obliged to pay the tuition fee for the semester/year for which the registration is frozen. The registration of a student who does not pay the full tuition fee shall not be frozen. The tuition fee paid is set off against the tuition fee to be paid in the following semester/year.

e) During the period in which the student has frozen registration, the student may not benefit from the scholarship opportunities provided by the University.

(2) (*Added: OG-2/3/2023-32120*) International students may continue their education if they have registered before the midterm examination in the relevant semester and have sat the midterm examination. However, in the case of international students who register after the midterm examination, the registration is frozen, where deemed appropriate by the executive board of the relevant academic unit, and the student may resume education in the following semester. No fee is claimed from a student who freezes registration in this manner in respect of the semester for which the registration has been frozen. If any payment has been made, it is set off against the tuition fee to be paid in the following semester/year.

CHAPTER SIX

Miscellaneous and Final Provisions

Discipline

ARTICLE 46 – (*Amended: OG-13/5/2024-32545*) (1) Disciplinary proceedings in respect of students are carried out within the scope of Article 54 of Law No. 2547.

Service of process and notification of address

ARTICLE 47 – (1) Any service of process is deemed to be completed by being effected, by registered mail with acknowledgement of receipt via courier or postal service, to the address notified by the student during the registration procedures at the University.

(2) Service of process effected at the existing addresses registered at the University in respect of students who, at the time of registration with the University, have notified their addresses incorrectly or incompletely, or have failed to notify a change of address in writing to the Department of Student Affairs, shall be valid.

(3) Announcements and notices issued through the University's website or notice boards constitute service of process.

Cases not provided for

ARTICLE 48 – (1) In cases not provided for in this Regulation, the provisions of other relevant legislation and the decisions of CHE, the Board of Trustees, the Senate and the University Executive Board apply.

Repealed regulation

ARTICLE 49 – (1) The Gedik University Associate, Bachelor's Education-Instruction and Examination Regulation, published in the Official Gazette dated 4/9/2014 and numbered 29109, has been repealed.

Adjustment

PROVISIONAL ARTICLE 1 – (1) *(Repealed: OG-11/9/2025-33014)*

Entry into force

ARTICLE 50 – (1) This Regulation enters into force at the beginning of the 2015–2016 academic year.

Execution

ARTICLE 51 – *(Amended: OG-28/7/2017-30137)*⁽²⁾ (1) The provisions of this Regulation are executed by the Rector of Istanbul Gedik University.

(1) By means of the amendment published in the Official Gazette dated 28/7/2017 and numbered 30137, the title of the Gedik University Associate, Bachelor's Education-Instruction and Examination Regulation was changed to 'Istanbul Gedik University Associate, Bachelor's Education-Instruction and Examination Regulation.'

(2) This amendment enters into force at the beginning of the 2017–2018 academic year.

Date and Number of the Official Gazette in which the Regulation was Published	
Date	Number
25/8/2015	29456

Dates and Numbers of the Official Gazettes in which the Amendments to the Regulation were Published

No.	Date	Number
1	15/6/2016	29743
2	21/8/2016	29808
3	14/10/2016	29857
4	28/7/2017	30137
5	28/1/2018	30315
6	19/2/2018	30337
7	20/9/2018	30541 Repeated
8	1/10/2018	30552
9	22/4/2019	30753

**Should any discrepancy arise between the language versions, the Turkish version shall take precedence.*

10	26/9/2021	31610
11	19/9/2022	31958
12	2/3/2023	32120
13	13/5/2024	32545
14	11/9/2025	33014