

From KARABUK UNIVERSITY

**KARABUK UNIVERSITY ASSOCIATE DEGREE/UNDERGRADUATE
EDUCATION**

EDUCATION AND EXAMINATION REGULATION

SECTION ONE

Objective/Content/Foundation/Introduction

OBJECTIVE

ARTICLE 1 –(1) The aim of this regulation is to manage the principals of education under the Authority of Karabuk university’s Faculty ,Academy and Vocational high school .

CONTENT

ARTICLE 2 –(1) This regulation includes the decisions of management of education programmes,acceptance of students,surveying and assessment ,documents and procedures of graduation.

FOUNDATION

ARTICLE 3 –(1) This regulation was enacted on the basis of bearing date 4/11/1981 and numbered 2547 higher education law’s 14th article.

INTRODUCTION

ARTICLE 4 –(1) This regulation includes

- a) European Credit Transfer System (ECTS): An academic year’s 60 ECTS is equal to each half-term’s 30 ECTS and in order to be successful in each lesson ,it is necessary to calculate the student’s whole studies and the workload of ECTS 25-30 hours.
- b) Head of the department: the heads of faculty’s,Academy’s ,Vocational high school’s under the Authority of Karabuk University.
- c) Consultant:The faculty member that was assigned by the head of the department which he is responsible for dealing with students’ educational and other problems.
- d) Vice : The Vice of faculties of Karabuk University
- e) Credit of Lesson: A theoretical lesson in a week is for 1 credit in a half –term,the seminar,laboratory and workshop which are practical lessons are for ½ credit.
- f) Faculty : Faculties of Karabuk University
- g) Related Committee : The committee of faculty is at faculties,the Academy committee is in academies and vocational high schools.
- h) Board of Directors: Faculties’ board of directors are at faculties,higher education board of committees are in Academy and Vocational high school.
- i) Head : Head of the Academy and Vocational High School of Karabuk University.
- j) Student affairs Office: Karabuk University Student affairs office

1)Students are responsible for re-registration

2)Students who don’t registrate are called standby students and the duration of process is included with the education period

- k) Rector : The rector of Karabuk University
- l) Senate : The senate of Karabuk University
- m) Distance learning: The kind of education which is carried out by using printed materials,

radio-television and information technology and does not require co-occurrence of both instructors and students.

- n) University Board of Management : Karabuk University Board of Management
- o) University : Karabuk University
- ö) College/Vocational High School: Colleges and Vocational High Schools which are affiliated with Karabuk University.

SECTION TWO

Issues related to Education

Education Language

Article-5: Education language is Turkish except for the programs whose scientific fields are a foreign language. Nevertheless, in accordance with the suggestion of relevant council, decision of the senate and approval of college, foreign language education can be executed in some departments as percent of 30 or 100.

Registration and Admission Protocol

Article-6: (1) Admission to the undergraduate programs and associate degree programs is done according to the results of selection and placement exams conducted by OSYM.

(2) Admission to the programs demanding a special ability is done according to a special talent exam carried out by the university.

(3) affairs related to registration are brought out by registrar's office.

First Registration Affairs

Article-7: (1) First registration affairs of students chosen for a specific program of the university are done on dates defined by the rectorship. Students who are late for supplementing the documents demanded by the university and applying for the registration before the deadline fail to benefit from registration. The university accepts original or approved by university form of demanded documents. Affairs as to military service and criminal record are carried out in accordance with statement of students.

(2) the students whose documents are false or deficient are sacked even if they have registered completely.

(3) students have to apply for the university individually. On the conditions hindering them to apply for individually such as soldiership, imprisonment or illness, students can apply by giving the procuration.

Re-registration

Article- 8: (1) Students have to re-register before the start of each term by paying in-term dues and selecting the courses under the control of advisor teacher on dates specified by the university. Students paying out of the dates can not re-register. Students re-register by themselves. If students can not complete this process, they are given additional time, but they are counted as absent from the courses. The students not re-registering for a term can not have courses for that term, benefit from their rights. Students are responsible for all of re-registration process.

(2) Students not re-registering are called pending students. waiting time are added to maximum time of education.

PERIOD OF EDUCATION

ARTICLE 9-(1) It is regulated on the basis of half term of education

(2)An academic year ,with the decisions of Senate ,includes at least 14 weeks or 70 workdays of fall and spring semester.Beside fall and spring half –terms,training and summer courses can be opened.Their period and style are regulated by senate.

(3)Academic calendar which includes the education programme is announced by Senate before academic year begins.

DURATION OF EDUCATION

ARTICLE 10 – (1) Maximum time which is given to the students to complete their education ,excluding Foreign language preparation and scientific adaptation classes,to run only from the term of lessons which belong to their department regardless of their registration ,is utmost 4 years in the department of Associate degree programmes ,7 years in the department of Academy.

(2)The students who can't graduate from university at the proper time,in accordance with 46th article of numbered 2547 law,they can registrate to run their education provided that they pay fee and tuition.

PROGRAMMES OF EDUCATION

ARTICLE 11 –(1) Education plans and programmes,with the proposal of related discipline committee are presented to the Senate after the decision is made.The changes related to the next academic year are determined on the basis of some decisions in May every year.

(2)Excluding common compulsory subject,4-year-period academic programme should have at least 128 credits,2-year period associate degree programme should have at

least 64 credits. There must be 30 ECTS for each term and Associate degree programmes should have 120 ECTS and Academy programmes should have 240 ECTS. Education programme consists of theoretical lessons or seminars, workshop, laboratory, rural-land training and that kind of lessons.

(3) At faculties, academies and vocational high schools which have a training course in their education programmes, rules of starting a training course and bases of training courses, including type of education, are regulated by Senate with the proposal of related Faculty/Academy/Vocational high school. The education programmes in which training course isn't compulsory in the department of Associate degree and undergraduate degree, students can attend a training course voluntarily. Some rules and bases are practised for these students.

(4) In some practical lessons, according to the type of education, within the framework of decisions that are taken by Senate, students can be considered as successful in their practice.

Therefore; the students, who are unsuccessful in their practice, can't take the general and resit examination.

Undergraduate Transfer/ double major/Sub-branch programmes

ARTICLE 12 – (1) among the higher education programmes in the level of Associate degree and undergraduate degree, process of undergraduate transfer, double major and sub-branch programmes, according to the decisions of related legislation, is practised by the proposal of related committees and Senate.

Vertical Transfer

ARTICLE 13 – (1) The acceptance of graduate students to the programmes of vocational high school and open university associate degree is practised according to the related legislation.

Adjustments

ARTICLE 14 – (1) Those students who have been registered to any units of the University while they had been students at a higher education institution may apply for dispensation of the courses they took and succeeded in their previous higher education institution. Those students are to hand their transcripts showing their marks and the original or approved copy of the contents of the courses given attached to their petitions in the first spring or autumn term following their registration within the time specified in the academic calendar to the related deanery or to the managements of higher education/vocational school. However, those students who are registered to the programs that have prep class are to hand their dispensation requests after finishing the prep class in the first spring or autumn term following their registration within the time specified in the academic calendar to the related deanery or to the managements of higher education/vocational school. Approval of the document is concluded by the related board of directors within a week taking those issues into consideration as doing the adjustment, scope, degree of success, and credits of the courses. The marks the student got from courses he is exempted from are turned into the marks as specified in Article 27 of this regulation.

(2) The dispensation petitions are to be given for only once. A dispensation petition cannot be given for the courses the student was getting with the program he was studying before giving the dispensation petition. The course dispensation of the student who applies for

dispensation is examined by related the councils and committees within the frame of all the courses taking place in the syllabus the student is bound to for only once.

Acceptance, Registration and Adjustments of Foreign Students

ARTICLE 15 – (1) The principles related to acceptance of foreign students are specified by the related regulation articles and decision of the Senate.

Evening Education

ARTICLE 16 – (1) Evening education is implemented at University according to the articles of the related regulation.

Distance Education

ARTICLE 17 – (1) In cases when the Senate offers and Higher Education Institution finds acceptable all the courses of a program can be given through distance education.

(2) In cases when the Senate finds acceptable, some of the courses of the programs of daytime education and evening education can be given through distance education.

(3) The principles concerning the distance education are specified by the Senate.

Education in Foreign Languages

ARTICLE 18 – (1) Education in foreign languages is to be implemented according to the articles of Foreign Languages Education at Higher Education Institutions and Regulation Concerning The Principles of Implementing Education in Foreign Languages which was published in the Official Gazette dated 4 December, 2008 and numbered 27074 together with the principles specified by the Senate.

National and International Student Exchange

ARTICLE 19 – (1) The transactions concerning the national and international student exchange are to be done according to the regulation of Transfer Between Associate Degree and Undergraduate Programs published in the Official Gazette dated 24 April, 2010; Regulation Related with Principles of Double Major, Subspecialty with Credit Transfer Between Institutions; and regulations and implementation principles published by the university.

Duty of Consultancy and Coordinatorship

ARTICLE 20 – (1) Karabük University Associate Degree and Undergraduate Student Consultancy Regulation the related regulation principles are to be implemented.

Identity Cards

ARTICLE 21 – (1) Each student registered to the university is to be given an identity card. These identity cards are put into a visa practice in condition with sticking the hologram belonging to that education year at the beginning of the education year. Any identity card without a valid visa loses its validity. In cases when the identity card is lost, the student informs the Registrar's Office implementing the necessary legal practices, new identity card is prepared by the Registrar's Office. All the students who are broken off our University are compulsory to give their identity cards back to the Registrar's Office.

SECTION THREE

Lessons, Exams and Evaluation

Lesson Types

ARTICLE 22—(1) Lesson schedules followed by the students in every semester is defined by the department they attend. Lessons are divided into different groups as mandatory, selective, lessons requiring prerequisite lessons, prerequisite lessons and shared mandatory lessons. From these;

- a) **Mandatory lessons:** These are the lessons in the syllabus which requires students to attend and succeed in order to graduate.
- b) **Selective lessons:** Divided into two as selective lessons depending on the syllabus, and optional selective lessons. From these lessons;
 1. **Selective lessons depending on the syllabus:** These are the lessons in the syllabus which requires students to select from a recommended specific lesson list; attend and succeed in order to graduate. These lessons can be selected from other programs according to the related board decision if there isn't a record against it. If students fail or the number of the students is less than 10, one of the other equivalent lessons defined in the syllabus can be chosen according to the related board decision. Students are obliged to succeed the lesson chosen.
 2. **Optional selective lessons:** These are the lessons attended by the students in their own will and approved by their advisor, in order to improve themselves and their knowledge. These lessons requires students to succeed if chosen and cannot replace the selective lessons depending on the syllabus. Students who fail from these lessons must select a equivalent lessons defined according to the related board decision and succeed if the same lesson from which they fail are no longer available in the next semesters.
- c) **Lessons requiring prerequisite lessons:** In order to choose these lessons, it requires students to succeed or attend one or more lessons in previous semesters.
- ç) **Requisite lessons:** These are the lessons defined in the programs which must be chosen and succeeded by the students in order to select some other lessons.
- d) **Shared mandatory lessons:** These are Principles of Atatürk and History of Turkish Revolution, Turkish and Foreign Languages, which are mentioned in Turkish Law Number 2547, Article 5.
- e) **Laboratory lessons, projects and applied lessons** can be performed in groups. The reasons for these lessons to be divided into groups are defined by the related board decision after the request from the related department. If necessary, lessons can be divided into groups or combined with the decision of University Board.
- f) According to the related board decision, a mandatory thesis, a graduation homework or study can be demanded from the students in order them to graduate.

Choosing, deleting and repeating the lessons

ARTICLE 23 – (1) At the beginning of every semester, students select their lessons in a period defined in the academic calendar, under the supervision of their advisors. In this

process, primarily, students must choose the lessons from which they failed, which they have to repeat or which they couldn't choose due to their credit insufficiency.

(2) Students beginning the first grade, must choose all the lessons belonging to first semester. From these students, those who request an exemption for a lesson and approved afterwards may choose a lesson from the next semester with a credit equal to the lessons' for which they have exemption.

(3) Apart from the lessons requiring prerequisite lessons, failed lessons are repeated in the semester they are given.

(4) After two semesters in the first year, apart from shared mandatory lessons, students who fail from three or more lessons cannot choose lessons from fifth semester or higher.

Attendance Obligation

Article 24- (1) It is compulsory to attend classes and practices. The student, who don't attend more than %20 of the practical classes and &30 of the theoretic classes, cannot enter the general and the make-up examination of that lesson. If a lesson consists of both theory and practice, then the compulsory attendance of this lesson is calculated on whichever is more of the theory and the practice or if they are equal, than they are calculated equally. The time with a report is considered as lack of continuity. The names of the students who cannot gain the right of taking the exams due to their lack of continuity is announced by the instructor giving the lesson during the last week of academic term.

(2) For the repeated classes, if attendance condition is carried out in the previous term, with a relevant board decision, it may not be required to attend classes. In the circumstances, while evaluating final grades of the students, the studies in the year during the term he/she repeats, mid-term exams, the grades of general and make-up examinations are taken consideration.

(3) On the condition that sportsman students assigned by The Board Of Management Of the university have to attend sports competition of national team or

the matches among universities of cultural activities, the time students cannot continue the classes aren't taken into consideration; they take the exams which they

cannot enter during that time on the dates which the relevant board of management decides. Students have to inform the dean's office/ management about the programs related to these activities with documents which they take from the authorized people carrying out these activities.

Examinations

ARTICLE 25 – (1) Examinations are divided into six as midterms, general exams, make up exams, excuse exams, exemption exams and one lesson exams. Exams can be performed as written, oral, written and oral, homework or applied. Exam schedules are performed on the dates defined after the request of the departments and approve of related deanship or high school / vocational high school administration, announced two weeks before on the related unit's web page and announce boards.

(2) Number and dates of midterm exams and load of the studies throughout the year are announced in the first month of the semester by the related deanship or high school / vocational high school administration. If essential, exams can be performed on Saturday and Sundays.

(3) Students have to enter the exams on the specific day, time and in the place announced and they have to bring their personal photo IDs together.

(4) For every lesson, at least a midterm exam is performed. Studies such as projects, graduation homeworks, laboratories, workshops, field trainings etc. can replace midterm exams. In accordance with the 30th article of this regulation, excuse exams are performed for the students who have valid excuses according to the related board decision on a date defined by the related deanship or high school / vocational high school administration

(5) General exam of a lesson is performed at the end of the term when the lessons are completed. Students who attend the required hours of the lesson can enter the exam. Excuse exams cannot be performed for general or make up exams. If students have a right to take a general exam, they can enter its make up exam whether they fail or they don't enter the general exam.

(6) Related with single lesson exams:

(a) Those who take and continue all the lessons in the education program but fail only one lesson can get the single lesson exam without checking whether this lesson is included in the program or not can take the single lesson exam if they do a written application in three days from the day when make-up exam notes are entered to the system. If the students can't succeed in the single lesson exam they register each term and pay the tuition fee and can get the single lesson exam again the following term. If the students pay the tuition fee but don't make a written application for the exam can't take the exam.

(b) If the grade of the students are higher than 60 out of 100 they are regarded as successful.

(7) The order of the exams is fulfilled by the related faculty/vocational school administration.

(8) The students who try to cheat, cheat, and help cheating, send someone else to the exams instead of him/her and those who enter the exam under a different name or the students who perturb the general order of the exams get 0(zero) and their statements are taken down for a later investigation. Also about this students according to the Higher Education Institutions Students Discipline Regulations which is published on 18.8.2012 and numbered 28388 Official Gazette penal statutes are done.

Success Note:

ARTICLE 26- The pass mark of a certain lesson is determined according to the general exams, retake exam, works or studies of the students all through the term/year and quizzes. The effect of the in term/year studies and quizzes are 40% and the effect of the final exam and retake exam is counted as 60%.

(2) To be able to get a pass mark for a lesson the student should get at least 50% out of general exam or re take exam and general pass note of the lesson should be higher than 60%.

Grades and their ratings

ARTICLE 27-(1) A term pass note is given by an instructor to a student by bearing in mind the 26th article of these regulations. These given notes are as follows:

- a) The pass notes are those: the coefficient of the grade gives the weighted score. To be able to find the weighted grade point average of a term; the total of all the lessons weighted aggregate mark is divided by the total credit of all the lessons taken in that term. Weighted grade point average is counted by bearing in mind all the classes which the student has taken since he/she has registered to the university. Both in term and year grade point average calculation all the grades are included in the calculation according to this regulations. While recoding the average notes the third place after the comma is lower than 5 it is regarded as 0 if it is higher than 5 the second place after the comma is increased one point and rolled up and the two places after the comma are based on.

Announcing the exam results and objection to exams

Article 28 – (1) Instructors examining announce the results of evaluation of mid-term, homework, etc. a week before and announce the results of general and final exams in the following week on the automation system of the students. The lists of mid-term and semester exam results are given to relevant student affairs by instructors by original signature in two weeks following the announcement of exam results. It is two years to keep exam papers of written papers, grade lists, attendance sheet and attendance schedule. The official instructors keep these papers themselves and the part-time instructors give them relevant student affairs. Furthermore Head of Department of Student Affairs file the list of exam results of all the exams by taking them over the automation system.

(2) The students can object to the exam results by giving a report relevant unit in 5 days following the last day of the exam results entered on the automation system, stated in the academic calendar.

(3) On the basis of the objection, the exam paper regarding the error of fact is examined by the instructor of the lesson at the latest in three workdays after the issue is reverted to him/her, the result is reported to relevant unit written and justified and the result is announced by the unit in two work days. In three workdays, on the condition of second objection, with the decision of the board, dean or manager makes the exam paper reexamine by setting up a commission consisting of at least three instructors in the department except from the instructor of the lesson and after the examination is completed at the latest in the three work days, the result is announced in two workdays.

(4) In the case that the instructor realizes that there is an error of fact on the announced exam paper, he/she has to make the justified application and the request of correction to the dean's office or the head of management in five workdays after the last day of the grade entered on the students automation system, stated in the academic calendar.

(5) Change of grades is reported to The Head of Department of Students Affairs with the decision of relevant board of management urgently. The necessary correction is made by The Head of Department of Students Affairs and the student is informed.

Grade point average

Article 29 – (1) The success of the students is watched with mid- term grades point average belonging to the mid-term they finish and general grade point average for all the lessons they take. The multiplication of the course credit and the parameter of the grade taken from the lesson gives the weighted score of the lesson. In order to find a weighted score of any mid-term, the total weighted score of all the lessons the student takes is divided into the total course credit taken in that term. As for the weighted score, it is calculated by being taken into consideration all the lessons the student take from the very beginning of the university. In both the mid-term and the general grade point average all the grades given are considered according to this Regulation. While recording the point averages, if the third section is less than five, it is rounded off to zero and if the section is five or bigger than five, then two sections are based on by rounding off in a way that it raises the second section.

SECTION FOUR

Excuses, Permissions, Break Off

ARTICLE 30 – (1) Permission, with academic unit's approval, students' pause to the programme for temporal time.

(2) General information about permissions is clarified below:

a) Based on valid and right established reasons in accordance with the relevant regulations and Higher education council, during education period at least one semester, at most two semester permission can be given.

b) Students, in the of duty semester, can't register to any class or can't take any exam.

c) Given permission doesn't count as an education period.

ç) In the of duty period, if the student pays the contribution margin or not can be found in the according legislation provisions.

d) Ask Permissions, is done by giving petition and documents to the relevant department in the beginning of the semester or before the ending of schooling period.

e) Students are supposed to learn the results of permission application.

f) Every kind of application related to allegation, should be done at the latest in a week after the ending time of allegation. The applications which aren't done in due of time and medical reports less than five days aren't put in process. The student, whose medical report was accepted by relevant department can't take any exams or can't have any classes.

g) If the total allegation period in one semester passes the absence limits as written in this regulations 24th article and in case of written application of the students according to the management's decision the student can be regarded as of duty.

ğ) Students who get permission because of their health conditions should prove that they can go on lessons with health report.

(3) Permissions can be given in the below stated conditions:

- a) Permission can be given to students for having education abroad or if they charge according to their responsibilities between the stated periods.
- b) For the unforeseen and unknown reasons such as disease, natural disasters, imprisonment, sentence and removal of military postponement permission can be given in the period of one semester. In case of having permission in semester, student is permitted from the beginning of the semester. In case of the continuation of these reasons, permissions can be extended.
- c) If the student is regarded as of duty because of medical problems or if they have military postponement but cancel it and go to fulfil the military service, education rights for this term are kept. Students in this condition have to do a written application to their department or vocational high school with their medical report and certificate of military discharge at least in a month after the end of this period to be able to register for the following term.

(3) Among undergraduate programs' best students, the student who has the highest grade according to GPA (Grade Point Average) is announced the best student of the university and s/he is given an achievement certificate signed by the Rector and a plaque.

Breaking Off/Deregistering

Article 31 – (1) According to the relevant legislation provisions, students are broken off in case they are punished to be sent down from the university or in case the other situations which are foreseen in the relevant legislation occur.

(2) Students, as long as they wish, can deregister by applying with a petition. The demand of the students for deregistering becomes definite via the decision of the relevant board of directors. The expenses and payments which the student has paid are not paid back in the event of deregistering. The diplomas of those students are passed back to the students as long as they want. In case of deregistering, the tuition fee/contribution to education and other payments that the student has paid are not paid back. Any student who deregisters is not registered again.

(3) Students who leave the University for another Higher Education Institute via the undergraduate transfer are broken off. ?

SECTION FIVE

Various and Last Provisions

Diploma

Article 32 – (1) Graduation, diploma and graduation documents are arranged according to the relevant legislation provisions and Directions Related to Karabük University Diploma, Diploma Notebook and Graduation Documents.

Contribution to Education/Tuition Fee

Article 33 – (1) Students have to pay the contribution to education/tuition fee that is determined by the Council of Ministers' decision within the dates indicated on the academic calendar according to the relevant legislation provisions annually. Registrations of those who

do not pay the contribution to education/tuition fee during the period which is indicated on the academic calendar cannot be put into practice and renewed. Those who do not pay the contribution to education/tuition fee cannot benefit from the students' rights.

Successful and ? Students

Article 34 – (1) Provided that students take all lessons in the standard program belonging to that education term and are successful, students whose weighted average grade is between 3.00 and 3.49 are regarded as honor student. Those whose weighted average grade is between 3.50 and 4.00 are regarded as high honor student at the end of an academic year. The list of honor and high honor students is announced at the end of the academic year and those are given certificate of achievement. That situation is indicated on the diploma enclosure.

(2) Among the students who are ranked in the list of students who hold associate degree and a bachelor's degree; those who fulfill the following conditions are announced to be ranked first, second and third according to the success rating.

a) Except for the foreign language preparation classes, completing the associate degree programs in four half-year? And bachelor's degree in eight half-year,

b) Not receiving any type of disciplinary penalties,

c) Ranking among the top three according to the grade point average. Those are given the certificate of achievement which is signed by the dean/principal of the relevant unit.

(3) Among the top scoring students in the bachelor's degree programs, the student who has got the highest grade according to the grade point average is announced as the top scoring student of the university and is given a certificate of achievement signed by the Rector and a plaque.

Private Students

ARTICLE 35-(1) The process for the private students is carried out according to the regulations of passing among upper secondary education and undergraduate programs, double major, minor, interacademic credit transfer rules and according to other related legislation provisions published on the official gazette dated on 24/04/2010 with the number 27561.

Notification and Address Declaration

ARTICLE 36-(1) Every declaration is carried out according to related legislation provisions to student's address on address-based population registration system (MERNIS).

(2) If students change their addresses that they use in registration process to the university and do not give information or give wrong information about their address changes, notifications are declared to their registered addresses and it is accepted that the declaration is done.

The Situations That Are Not Mentioned in the Regulation

Article37-(1) For the situations that are not mentioned in the regulation, other related legislation provisions, Senate and related board decisions are carried out.

The Abolished Regulation

ARTICLE 38-(1) Karabuk University Upper Secondary Education, Undergraduate Education and Exam Regulation which was published on Official Gazette on 27/08/2011 with the number 28038, was abolished.

Validity

Article 39-(1) This regulation becomes valid with the beginning of 2012-2013 education year when it is published.

Execution

ARTICLE 40-(1) This Regulation provisions are carried out by Karabuk University Rector.