

# **BASKENT UNIVERSITY STATUTES FOR UNDERGRADUATE STUDY AND ASSESSMENT**

## **CHAPTER ONE**

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

#### **Aim**

**Article 1.** The aim of these Statutes is to stipulate the provisions and rules for the undergraduate study and assessment at Baskent University.

#### **Scope**

**Article 2.** These Statutes comprise the provisions concerning the rules and regulations for the formal and non-formal undergraduate study offered by Baskent University's faculties, State Conservatoire, schools and vocational schools, excluding the faculties of medicine and dentistry.

#### **Legal Basis**

**Article 3.** These Statutes have been drafted in accordance with Article 14 of the Higher Education Act, No. 2547 and dated 04 November 1981.

#### **Definitions**

**Article 4.** In these Statutes:

- a) "ECTS" means European Credit Transfer and Accumulation System;
- b) "Unit" means a faculty, school, vocational school and the State Conservatoire of Baskent University;
- c) "Dean" means the dean of a faculty at Baskent University;
- d) "Deferred Course" means a course in a study programme, which has not been taken in the prescribed semester of the academic year;
- e) "Equivalent Course" means a course which minimum has the same ECTS credits as any other course in a study programme and has been accepted by the administrative committee of the respective unit as the equivalent of that course;
- f) "GPA" means Grade Point Average;
- g) "Suspended Student" means a student who has not paid the required tuition fee within the prescribed period of time, and whose student rights have therefore been suspended;
- h) "Director" means the director of a school or a vocational school or the State Conservatoire at Baskent University;
- i) "Board of Trustees" means the Baskent University Board of Trustees;
- j) "Prerequisite Course" means a course in a study programme, which can be taken only after the fulfilment of the requirements for one or more courses offered during the preceding semester;
- k) "Rector" means the Rector of Baskent University
- l) "Elective Course" means a course in a study programme, which may be taken in addition to compulsory courses;

- m) "Senate" means the Senate of Baskent University;
- n) "Repeat Course" means a course in a study programme, which a student has to repeat due to his failure in it in previous semesters;
- o) "Extended Student" means a student who is allowed, in accordance with Article 44 of the Higher Education Act, No. 2547, to continue his studies without being dismissed even though he has exceeded the maximum period of study stipulated in these Statutes;
- p) "University" means Baskent University;
- q) "SGA" means Semester Grade Average
- r) "Administrative Board" means the Administrative Board of Baskent University.

## **CHAPTER TWO**

### **Entrance and Registration**

#### **Admission Quotas**

**Article 5.** The admission quotas for the University's units shall be determined each academic year by the Senate upon the proposals made by the administrative committees of respective units.

#### **Admissions**

**Article 6.** Subject to the pertinent legislation, student admissions to study programmes shall be made in accordance with the provisions made by the Higher Education Council.

#### **Admission of Transfer Students**

**Article 7.** Subject to the pertinent legislation, the rules and regulations for transfer student admissions to the University units shall be determined by the Senate.

#### **Tuition Fees**

**Article 8. (1)** The tuition fees shall be determined by the Board of Trustees prior to the start of the academic year. The first instalment of the required tuition fee has to be paid at the beginning of the Autumn Semester and the second instalment at the beginning of the Spring Semester, before the registration or the renewal of the registration.

**(2)** The students who register later than the deadline set for registration shall be charged a default interest determined by the Board of Trustees.

**(3)** With the exception of full-scholarship students, the registration of those students who have failed to pay their tuition fees shall be suspended;

**(4)** Tuition fees do not include the fees for summer school courses and extra examinations.

#### **Registration**

**Article 9.** The registration of the students newly admitted to the University shall be completed, in accordance with the pertinent legislation, between the dates previously announced. The registration of those students shall not be made, who have been dismissed from a higher education institution by reason of disciplinary penalty or whose documents

contain forgery or who have not provided the lacking documents within the period of time specified; even if the registration may have been processed, it shall be made void. For registration, the originals of the required documents or their copies certified by the University are accepted. As regards the military service and the criminal record, the student's statement shall be considered sufficient for the completion of the registration procedure.

### **Renewal of Registration**

**Article 10. (1)** All registrations shall be renewed at the start of each semester within the period of time indicated in the academic calendar. At the renewal of the registration, the courses to be taken by a student shall be specified. Students can, within the period of time indicated in the academic calendar, make additions to or cancellations from the courses in which they have registered for the semester. The registration of only those students whose excuses have been accepted by the Office of the Rector can be renewed at the latest by the end of the add-and-drop period. The registration of the students who have failed to renew their registration shall be suspended, and they can only register and benefit from student rights on condition that they have paid the tuition fee applicable to the academic year for which they wish to register.

(2) Those students who have exceeded the maximum period of study can continue their studies as "extended students".

### **Deregistration**

**Article 11. (1)** The student who wishes to deregister applies in writing to the unit he has been registered in.

(2) The student who has deregistered within the first week after the start of instruction shall be refunded 90 per cent of his tuition fee, 75 per cent within the second week, and 50 per cent within the third week. There can be no refund made at all after the third week.

## **CHAPTER THREE**

### **Medium of Instruction, and Preparatory English Instruction**

#### **Medium of Instruction**

**Article 12. (1)** In the University, besides the departments and programmes in which instruction is by necessity in a foreign language, the medium of instruction is Turkish. Upon the proposal of the respective unit and subject to the resolution of the Senate, some courses may be offered in English. Moreover, in the courses offered in Turkish, sources may be assigned in English; assignments, projects and research reports may be required to be prepared in English.

(2) In accordance with the Department of English Regulations for Preparatory English Instruction, all the undergraduates newly admitted to the University and also the Associate Degree as well as State Conservatoire students who wish to receive preparatory English instruction, are first required to take the English Proficiency and Placement Examination. The students whose proficiency in English has been assessed in this examination as satisfactory, and also those students who are to be exempted from preparatory English instruction, begin their studies in the programmes they have registered for, while those

students whose proficiency in English is not satisfactory are subject to the procedures specified in the same Regulations.

### **Periods of Study**

**Article 13. (1)** Instruction is offered on a semester basis. One academic year has two semesters, namely Autumn and Spring, and each semester consists of minimum 14 weeks of 70 weekdays, excluding examinations days.

(2) Where needed, summer school courses may be offered in accordance with the rules and regulations stipulated by the Senate and subject to the approval of the Higher Education Council. The procedures concerning summer school instruction are specified in a separate set of regulations. The fees for summer school instruction shall be determined by the Board of Trustees.

(3) The normal period of study is four years (eight semesters) at the faculties, the schools and the State Conservatoire, five years (ten semesters) in the programmes for secondary education branch teacher training, and two years (four semesters) at the vocational schools. The period of study spent in the Preparatory English programme is not included in these periods of study.

(4) Students are required, whether they have registered or not, to complete the normal two-year period of study within four years, the normal four-year period of study within seven years, and the normal five-year period of study within nine years, excluding the period granted for leave of absence. In case they have failed to complete their study programme, for which they have registered, within its maximum period, they continue their studies as extended students.

### **Study Programmes and Courses**

**Article 14. (1)** Proposals concerning the courses to be included in a study programme, the semesters in which they are to be offered, the number of hours per week for the teaching of each course, the number of hours for the theoretical and applied teaching of each course, the ECTS credits for each course, what courses are compulsory and what courses are elective, and their prerequisites if any, shall be made by the head of the respective department or programme to the unit with which the department or programme is affiliated. The proposals approved by the board of the respective unit shall go into effect subject to the Senate's final approval. The same procedure shall be followed for the changes to be made in the study programme.

(2) Where needed, some courses may, upon the proposal of the department or programme head and subject to the approval of the unit board, be offered in both semesters.

(3) Of the courses included in a study programme, the ones to be offered for summer school instruction are specified, prior to the summer school term, upon the proposal of the department or programme head and subject to the resolution of the unit board. These courses are then announced on the date indicated in the summer school academic calendar.

(4) If work practice is included in the study programme, the matters concerning how many times and in what periods the students have to have work practice, and also the duration, requirements and assessment of work practice, shall be specified in the regulations to be set down by the boards of the respective units and approved by the Senate.

(5) The introduction of minor and double major study programmes, the admission of students to these programmes and the implementation of the programmes shall be subject to the Baskent University Regulations for the Undergraduate Double Major Study Programme and the Baskent University Regulations for the Undergraduate Minor Study Programme.

### **Course Load**

**Article 15.** The normal course load for a student per semester is 30 ECTS credits. The student may take courses per semester up to 40 ECTS credits. For those students whose GPA is minimum 2.50 and over, the course load may be increased up to 45 ECTS credits. These course load limits do not apply to extended students. A student may, if approved by his adviser, take courses under 30 ECTS credits.

### **Course Registration and Course Adds-and-Drops**

**Article 16. (1)** Students must, with the help of their advisers, complete their course enrolment procedures at the beginning of each semester, between the dates indicated in the academic calendar. Those students who fail to do their course enrolments within the specified dates may complete their course enrolments by the end of the add-drop period, provided that their excuses are accepted by the Office of the Rector. In case this period is exceeded, the student cannot take any course for the semester.

(2) Students cannot enrol on the courses that conflict, even partially, with the courses in their weekly schedule, on which they have already enrolled.

(3) In choosing the courses on which they wish to enrol, students must primarily take the courses previously failed or deferred. However, in the case of those students who have repeat courses or whose period of study will lengthen owing to a course conflict, this rule may not apply for the courses which have no unfulfilled prerequisites and are considered eligible by the student adviser and approved by the department or programme head.

(4) For a prerequisite course to be taken, the course or courses, with which it is connected, must already have been taken, and the passing grades must not be the grades "F1" or "F2".

(5) Students may, upon the approval of their adviser and within the period indicated in the academic calendar, drop one or more courses on which they have previously enrolled, or add new courses to the courses already enrolled on. However, all these procedures and the results thereof must not conflict with the provisions made in this Article and Article 15.

(6) Subject to the adviser's proposal and the department or programme head's approval, students may take various other courses offered by the University as electives so long as these courses do not exceed 10% of the ECTS credits of the elective courses included in their own programmes.

### **Attendance**

**Article 17.** It is compulsory for students to attend lectures, laboratory work, work practice and other study activities considered appropriate by instructors. Those students whose inattendance in a course exceeds the specified limit shall be considered unsuccessful in the course. The rules and regulations concerning inattendance limits and students' attendance

shall be determined by the Senate upon the proposals made by the administrative committees of the respective units.

### **Examinations and Assessment**

**Article 18. (1)** Minimum one midterm examination during the semester and one final examination at the end of the semester shall be given each semester. The instructor may, with or without previous notification, also give short written examinations (*quizzes*); homeworks, projects, laboratory and similar other work may be assessed as midterm examinations. Examinations may be conducted as written, oral, both written and oral, and/or applied.

(2) In the assessment of a student's semester achievement, the results of all the examinations, intra-semester work, attendance and in-class participation shall be taken into consideration. The weightings shall be determined by the instructor and reported to the department/programme head as well as the students within the first two weeks following the beginning of instruction.

(3) All examination results shall be announced at the latest within the 10 weekdays following the examinations. Instructors must, if requested by the students, show the examination papers to the students.

(4) Students who have missed an examination due to an illness which has been medically certified in accordance with the procedure specified in these Statutes or due to an excuse considered to be valid by the respective instructor and the department/programme head may, upon request, be given a make-up examination. Make-up examinations can be requested solely for midterm and final examinations. The provisions for the conduct of make-up examinations shall be determined by the administrative committee of the respective unit .

(5) Students who object to their examination results shall first try to resolve their objections with the respective instructor by jointly checking the examination papers. The students who sustain their objections to the examination results or wish to object to the course achievement grade, which they have been given in the examination, must submit their objections in writing to the department or programme head within the three weekdays following the announcement of the examination results or achievement grades. Objections shall be scrutinized by a committee of three faculty members, who shall be commissioned by the respective department or programme head, and one of whom must be the respective instructor, and shall be concluded within the three weekdays following the submission in writing of the objection. The committee shall submit its conclusions to the department or programme head by filling up a printed form. In case there has been an error in grading, the respective instructor shall make the necessary correction by filling up a form. The forms filled up as such shall become final upon the approval of the respective administrative committee concerned.

(6) Students who cheat, attempt to cheat or help others to cheat in examinations shall be graded zero. Moreover, disciplinary action shall be taken against them.

### **Grades**

**Article 19. (1)** For each course taken, a student shall be given one of the following letter grades. The letter grades and their coefficients are as follows:

<u>Grade</u>	<u>Coefficient</u>
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F1	0.0
F2	0.0

(2) Students, whose work practice for a course is lacking or who have not been given a grade within the grading period since they are to take a make-up examination, shall be given the grade “E”. A student who has been given the grade “E”, must, after having completed the lacking work practice if there be any, take the make-up examination within the ten days following the announcement of the grades. The decision for the extension of this period shall be made by the administrative committee of the respective unit. The “E” grades that have not been extended by the unit administrative committee or replaced by other grades within a fortnight shall turn automatically into “F1” grades.

(3) Students who have pursued their two-semester courses successfully during the first semester shall be given the grade “P”.

(4) The grade “S” shall be given for the work practice done or any applied course taken outside the semester academic calendar. Upon the resolution of the unit administrative committee and by the end at the latest of the add-drop period of the ensuing academic year, this grade must be replaced by one of the usual achievement grades.

### **Course and Credit Transfer**

**Article 20. (1)** The courses taken by a student during the last five years, prior to his registration at the University, at another institution of higher education and assessed by the student’s adviser as equivalent to the courses which the student has passed minimum with the “C” grade shall be transferred, upon the proposal of the department/programme head and the resolution of the respective unit’s administrative committee, to the programme for which the student has registered. In this case, the student shall be exempt from the courses which have been accepted as equivalent to the transferred courses.

(2) The credits, which are to be transferred and belong to the courses previously taken at another institution of higher education, must have been entered into the student’s transcript with the original code number, title and ECTS credits. The equivalence of the transfer grades to the grades at the University shall be determined by the administrative committee of the respective unit by assessing on the basis of 100 full score for equivalence the other institution’s grade scale in the transcript.

### **Calculation of Grade Average**

**Article 21. (1).** The ECTS, which has been earned in a course, is the score obtained by the multiplication of the course's ECTS credit and the coefficient of the grade that the student has taken in the course.

(2) SGA is the score obtained when the total of the ECTSes, which have been earned in a semester from the enrolled courses, is divided by the total of the ECTS credits of the enrolled courses.

(3) GPA is the score obtained when the total of the ECTSes, which have been earned from all the courses taken since the student's admission to the programme, is divided by the total of the ECTS credits earned from all the courses on which the student has enrolled.

(4) In the courses (including summer school courses), which are repeated or taken for grade increase, only the latest grade shall be taken into consideration.

(5) In calculating the grade average, the result shall be moved two digits forward after the comma.

### **Student Academic Standing**

**Article 22. (1)** The students whose SGA and GPA is minimum 2.00 and who have no repeat courses shall be considered successful.

(2) The students whose GPA, except for the work practice and deferred courses, is less than 1.80 at the end of each registered semester, excluding the first semester, are required to increase their GPA minimum to 1.80 in order to be able to enrol on a course not taken previously. The students with less than 1.80 GPA have to repeat the courses previously taken until their GPA has risen to 1.80. This rule does not apply to extended students. The semesters in which students repeat courses shall be counted within their study period.

(3) The students whose SGA and GPA are between 3.00 and 3.49 shall be considered honour students, and the students whose SGA and GPA are between 3.50 and 4.00 shall be considered high honour students.

### **Course Repeat**

**Article 23.** The grades "F1" and "F2" indicate that the student has failed in a course. The grade "F1" shall be given to the student who has attended but failed in a course. The grade "F2" shall be given to the student who has failed in a course despite his attendance. The student who has failed in a course due to inattendance cannot take the semester final examination. The student with "F1" or "F2" must repeat the course in the first place in the semester in which it shall be offered again. If the course, which is to be repeated, is an elective course or has been removed from the programme, then the student shall be given its equivalent determined by the administrative committee of the respective unit. The student who wishes to increase his GPA may, within the limits specified in Article 15, take the courses, which he has already taken, in addition to the courses he is required to take for the semester for which he has registered.

## **CHAPTER FOUR**

### **Leave of Absence**

#### **Leave of Absence**

**Article 24. (1)** Students with a good and valid cause may request a leave of absence for a semester by applying in writing to the head of the respective department or programme. Leaves of absence shall be granted to students upon the resolution of the respective unit's administrative committee; for the students attending the Preparatory English Programme, the opinion of the Preparatory English Department shall be sought. All student leaves of absence shall be reported to the Office of the Rector. Leaves of absence shall be granted each time for one semester and for a total of four semesters within the duration of the study period. Applications for leaves of absence must be made each semester until the very last day of the add-drop period, excepting unavoidable circumstances.

(2) Those students who have been detained, arrested, imprisoned except for negligent offenses, or wanted by official authorities, cannot apply for a leave of absence. Only the students whose detention has been lifted by nonsuit or acquittal shall be considered to be on leave for the detention period.

(3) Students on leave shall resume their studies, after having re-registered, from where they have left.

#### **Illnesses**

**Article 25.** The student who has got a medical report in accordance with the rules and regulations of the Health Services Bylaw of the Baskent University Medicosocial Centre must, upon approval by the Health Centre of the Baskent University Health, Culture and Sports Office, submit his report within three weekdays as of the end of the report period to the head of the respective department or programme. The student shall be considered excused during his report period and cannot take examinations. However, he can, following the termination of his report period, take make-up examinations. Report periods shall not be counted into the student's absence periods. The student who has got a medical report for a period of five weeks or longer may be considered to be on leave.

#### **Payment of Tuition Fees during A Leave of Absence or the Medical Report Period**

**Article 26.** Student obligations shall continue to be in effect while a student is on a leave of absence, and he is therefore required to pay 50% of his tuition fee at the start of each semester. If the student has paid his full tuition fee before he is granted a leave of absence, 50% of his fee shall be entered for his tuition fee debit of the following semester. If the student has not paid his tuition fee, his registration shall be suspended.

## **CHAPTER FIVE**

### **Degrees**

#### **Degree Requirements**

**Article 27.** Students who have fulfilled the following requirements shall be considered to have completed their studies and earned the right to receive their degrees and degree supplements. Accordingly, they

- (a) must have achieved all the courses of the programme, for which they have registered, and fulfilled the other requirements;
- (b) must have received minimum the grade “D” in all the programme courses, except the courses outside the programme;
- (c) must have earned minimum 120 ECTS credits in two-year programmes, minimum 240 ECTS credits in the undergraduate programmes for the B.A. degree, and minimum 300 ECTS credits in the branch teacher training programmes of the Faculty of Education;
- (d) must have achieved minimum 2.00 GPA.

#### **The Associate Degree**

**Article 28.** Students who have completed their four-semester associate degree programmes shall be granted the Associate Degree. Also the students, who have registered for a Bachelor’s Degree programme, may be granted, upon their request in writing, the Associate Degree and its supplements on condition that they have achieved with minimum 2.00 GPA all the courses of the first four semesters and received minimum the grade “D” in all of them. All the procedures for granting the Associate Degree to the students registered for the Bachelor’s Degree or the transfer of such students to vocational schools shall be completed in accordance with the resolutions adopted by the Higher Education Council.

#### **The Bachelor’s Degree**

**Article 29.** Students who have successfully completed an eight-semester programme or a branch teacher training programme at the Faculty of Education, in accordance with the provisions of these Statutes, shall be granted the Bachelor’s Degree.

#### **Types of Education**

**Article 30.** The University’s affiliated units essentially offer formal education. However, upon the reasoned proposals of respective committees and subject to the Senate’s resolution and the Higher Education Council’s approval, evening education, distance education, informal education, open education or external education may also be offered .

#### **Exchange Programmes**

**Article 31. (1)** Student exchange programmes may be put into practice in accordance with agreements made between the University and foreign institutions of higher education. Within

the framework of such agreements, students may be sent to foreign universities for one or two semesters.

(2) The courses that are to be taken by the students, who have been sent to the EU universities abroad within the framework of The ERASMUS Programme (*EuRopean Community Action Scheme for the Mobility of University Students*), shall be specified by the respective departments' ERASMUS coordinators. If there be courses specified as such and considered as equivalents of the courses in students' own programmes, they shall be entered into the students' transcripts together with original course codes, names and ECTS credits as equivalent courses and, if not, as elective courses.

(3) The courses taken at foreign universities by students of departments that run joint double-diploma programmes with them within the framework of bilateral agreements shall be directly entered into the students' transcripts.

(4) The students that have come from the agreement universities abroad to Baskent University for their studies shall be given a certificate which shows their academic standing and the courses taken by them.

(5) As regards exchange programmes, the procedure for the payment of tuition fees shall be specified in bilateral agreements.

## **CHAPTER SIX**

### **Miscellaneous Provisions**

#### **Repealed Statutes**

**Article 32.** The Baskent University Statutes for Undergraduate Study and Assessment, which were promulgated in *The Official Gazette (Resmî Gazete)*, No. 25686 and dated 30 December 2004, have been repealed.

#### **Unstipulated Cases**

**Article 33.** As regards cases not stipulated in these Statutes, other relevant legislation and the Senate's resolutions shall be taken into consideration.

#### **Adjustment**

**Provisional Article 1.** The students who have a right for extra examinations in accordance with Article 26 of the repealed Baskent University Statutes for Undergraduate Study and Assessment, shall continue to exercise their right until the end of the 2012-2013 academic year.

#### **Entry into Force**

**Article 34.** These Statutes shall enter into force as of the date of their promulgation.

#### **Enforcement**

**Article 35.** These Statutes shall be enforced by the Rector of Baskent University.

