

REPUBLIC OF TÜRKİYE
LOKMAN HEKİM UNIVERSITY
GUIDELINES ON THE GRADING OF ASSOCIATE DEGREE AND
UNDERGRADUATE STUDENTS

(Adopted by the Senate of the Lokman Hekim University on 26 July 2022)

PART ONE

Purpose, Scope and Basis

Purpose

Article 1- (1) Purpose of this guideline is to regulate the requirements concerning the students' success rating and the certifications to be granted for those who are continuing their study in Lokman Hekim University on associate degree and undergraduate programs or has gained graduation right.

Scope

Article 2- (1) This guideline covers the provisions for students' success ratings who continue to study in Lokman Hekim University on associate degree and undergraduate programs or has gained graduation right.

Basis

Article 3- (1) This guideline is based on the provisions of Higher Education Law no. 2547; Higher Education Institutions Student Disciplinary Regulation; Lokman Hekim University Associate degree, Undergraduate Education and Exam Regulation; Medical Faculty Education and Exam Regulation; Faculty of Dentistry Scholarship and Reduction Guidelines.

PART TWO

General Principles

Article 4- (1) The education period for Medical Faculty and Faculty of Dentistry is one year and two semesters for faculty of Pharmacy, Faculty of Health Sciences, Faculty of Sport Sciences and Vocational School of Healthcare.

(2) For medical and Faculty of Dentistry the success rating among the students who continue their study is calculated on yearly basis and for other faculties and vocational schools success rating is calculated on semester basis.

(3) The students with grade point average for the year/semester of 3.00-3,49 is identified as honor student and those with grade point average 3,50-4,00 as high honor student. Honor and high honor certificate are only issued for students who are in the graduation level. No certificate is issued for intermediate education honor and high honor students. The honor and high honor student list which is provided by Student Affairs Coordinator is forwarded to Faculty Deans and Vocational Healthcare School Management for announcement and such process is recorded to the students' transcripts.

(4) Graduate success rating and documents as well as class/department success rating is only

issued for principle branch. No success document is issued for double major and minor.

(5) For intermediate class students department/class success rates are only identified for honor and high honor students.

(6) Students who are in the following situation may not benefit from academic success scholarship or graduate or intermediate class success rating or success certificate for the relevant education year.

(a) Students who are subject to disciplinary action,

(b) Students who fail a course (including for the purpose of increasing grade)

(7) Summer school education grades are not subject to success rating. Excluding diploma and supplement, no other certificate is provided to students who graduate from summer schools.

PART THREE

Intermediate Class Rating Principles

Article 5- (1) Success ratings of department/program and faculty/university is made according to the result of academic period general exams (finals) for students who are included within the normal educational period.

(2) Success ratings are calculated over year end grade point average for honor and high honor students of Medical and Dentistry Faculty. Success ratings for other faculty and vocational schools are calculated over semester grade point average.

(3) Intermediate class students whom are to be issued honor and high honor certificate (excluding students of Medical Faculty and Faculty of Dentistry) should take at least fifteen (15) credit courses yearly and show success.

(4) Success ratings which are to be calculated according to the general exam (finals) results for the relevant academic year spring semester, students who rank the top five shall be awarded with academic success scholarship/discount to be determined by the board of overseers. Academic success scholarship/discount is not granted to students who attend to make-up exam or is imposed a disciplinary action.

PART FOUR

Principles for Graduate Grading

Principles for graduate success grading

Article 6- (1) Graduate success rating is determined according to the general academic exams/finals which is provided in Medical Faculty/ Faculty of Dentistry academic calendar.

(2) Students who complete at least half of the normal educational period in Lokman Hekim University are subject to success rating assessment.

- (3) Students who gains graduation right as a result of general exams/finals are not granted a right to take make-up exams to increase grade or summer period education.
- (4) Students who take make-up exams (including for grade increase purposes) excluding the normal education period by summer education and takes one exam shall not be included in the graduate success rating assessment.
- (5) In identifying graduate success rating for the relevant educational year, fall semester and spring semester graduates are assessed together.
- (6) Graduate success rating is based on grade point average and ranking is made by starting from the highest point average which is 4.00/4.00. In identifying grade point average two digits after the comma is considered.
- (7) Graduate success rating to be based on department/program shall be made according to the grade point average and the success rating. As to the faculty/high school level, the graduate's grade point average in the relevant department/program is taken as basis.
- (8) As a result of the success rating, those who have graduated within the normal educational period or shorter period shall be assessed according to the following topics.
 - a) Those who rank first, second and third in undergraduate and pre-undergraduate programs ,
 - b) Those who rank first, second and third in Faculty/ high school level,
- (9) In case the graduates' grade point average are equal, then the rating is shared among more than one students.
- (10) The faculty and high school graduates who rank in the success rating shall be granted certificate of achievement along with the graduate diploma. Such document shall specify the total graduate number for the relevant educational year.

PART FIVE

Documents

Documents to be issued

Article 7– (1) Student Affairs Coordinator shall issue the following documents for Lokman Hekim University faculty and high school students who continue their study or graduate:

- (a) Diploma
 - (b) Diploma supplement
 - (c) Double major diploma
 - (ç) Minor certificate
 - (d) Honor certificate
 - (e) High honor certificate
 - (f) Grade certificate
 - (g) Participation certificate.
- (2) The diploma, supplement, double major, minor certificate and grade certificate is issued for students who obtained graduation approval and participation certificate is for students who

did not gain graduation right but may participate to the graduation ceremony.

(3) Documents issued for students who have obtained graduation approval are presented to them in the graduation ceremony.

(4) Documents to be issued as a result of make-up exam, one course exam and summer education are presented after the graduation ceremony.

PART SIX

Final provisions

Enforcement

Article 8– (1) The Senate shall set the principles and procedures for implementation of the guidelines to departments and programs.

(2) Provisions of law no 2547 on High Education; High Education Institutions Student Disciplinary Regulation; Lokman Hekim University Associate degree, Undergraduate Education and Exam Regulation; Medical Faculty Education and Exam Regulation; Faculty of Dentistry Education and exam Regulation; Lokman Hekim University Scholarship and Discount Guideline as well as decisions adopted by University Senate applies for issues which are not covered in this Guideline.

(3) This guideline shall enter into force as of 2022-2023 Educational year

Execution

Article 9 (1) The provisions of this Guideline shall be executed by the Rector of Lokman Hekim University.