

**LOKMAN HEKİM UNIVERSITY REGULATION ON THE ASSOCIATE
DEGREE AND UNDERGRADUATE EDUCATION AND EXAMINATIONS**

PART ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1– (1) (Amended: OG-8/2/2020-31033) The purpose of this regulation is to set forth the procedures and principles for the associate degree and undergraduate **(Amended words: OG-7/4/2019-30738)** education, examinations and practices in divisions in credit system for the Faculties and Vocational Schools other than the Faculty of Medicine and Faculty of Dentistry in Lokman Hekim University.

Scope

ARTICLE 2 – (Amended: OG-8/2/2020-31033)

(1) This Regulation includes the provisions concerning the associate degree and undergraduate education, examinations and practices in divisions in credit system for the Faculties and Vocational Schools other than the Faculty of Medicine and Faculty of Dentistry in Lokman Hekim University.

Basis

ARTICLE 3 – (1) This Regulation is based on the articles 14 and 44 of Higher Education Law No. 2547 dated 04.11.1981.

Definitions

ARTICLE 4 – (1) In this Regulation,

a) Academic calendar shall mean the duration and dates of enrollment, courses, exams and similar activities in an academic year.

b) ECTS shall mean the European Credit Transfer System which allows students to transfer the credits and grades of courses they have received and succeeded in Turkey and abroad from one higher education institution to another.

c) **(Amended words: OG-7/4/2019-30738)** Double major program shall mean a second **(Amended words: OG-22/6/2020-31163)** associate degree and undergraduate program enrolled in Lokman Hekim University in addition to the enrolled **(Amended words: OG-22/6/2020-31163)** associate degree and undergraduate program.

ç) Advisor shall mean the instructor assigned to assist the student in education, taking courses and similar matters.

d) Dean shall mean the Dean of the Lokman Hekim University.

e) Equivalent course shall mean any course that has the same ECTS credit as any course in the enrolled program and may be substituted with that course by the decision of the administrative committee of the relevant unit.

- f) Faculty shall mean the Faculties of Lokman Hekim University.
- g) Faculty Administrative Committee shall mean the administrative committee of any faculty of Lokman Hekim University.
- ğ) Faculty Board shall mean the faculty board of any faculty of Lokman Hekim University.
- h) Vocational School shall mean any vocational school of Lokman Hekim University.
- ı) GPA shall mean the grade point average.
- ı) Vocational School Board shall mean the board of any vocational school of Lokman Hekim University.
- j) Vocational School Administrative Committee shall mean the administrative committee of any vocational school of Lokman Hekim University.
- k) Manager shall mean the Vocational School Manager.
- l) Board of Overseers shall mean the Board of Overseers of Lokman Hekim University.
- m) Student Coordinator of Education Department shall mean the Student Coordinator of Education Department of Lokman Hekim University.
- n) Prerequisite course shall mean any course that requires to be successful in one or more of the courses in the sub-semesters.
- o) Rector shall mean the Rector of Lokman Hekim University.
- ö) Elective course shall mean any course required to be taken other than the compulsory courses of any program.
- p) Senate shall mean the Senate of Lokman Hekim University.
- r) University shall mean the Lokman Hekim University.
- s) University Administrative Committee shall mean the Administrative Committee of Lokman Hekim University
- ş) YNO shall mean the semester GPA.
- t) Minor Program shall mean any program consisting of a certain number of courses of another undergraduate program or a certain number of interdisciplinary courses in addition to the major undergraduate program that is enrolled, issuing a certificate.
- u) Summer School shall mean the summer education other than Fall and Spring semesters,
- ü) YOK shall mean the Council of Higher Education.
- v) **(Added: OG-7/4/2019-30738)** OSYM shall mean the Assessment, Selection and Placement Center,
- y) **(Added: OG-8/2/2020-31033)** Suspended student shall mean any student who is disenrolled and not re-enrolled and who may not benefit from any student entitlement because of failure to pay the tuition fee in timely manner

PART TWO

Principles for Education

Academic year and courses

ARTICLE 5 – (1) (Amended: RG-7/4/2019-30738) Education is based on semesters. The academic year consists of two semesters, fall and spring. A semester is minimum 14 weeks and 70 business

days excluding exams. The Senate may extend the term of the semester if it deems necessary.

(2) When necessary, summer education may be opened in accordance with the principles and procedures set by the Senate. Matters related to summer education are set forth in a separate guidelines. Summer school fees are determined by the Board of Overseers.

(3) The academic calendar enters into force every year upon approval of the Senate.

(4) The courses to be delivered in the semesters and in the summer education and which lecturer will teach these courses shall be determined by the relevant **(Amended words: OG-7/4/2019-30738)** division/department head and decided by the relevant administrative committee. The arrangements regarding the groups, capacities and, if any, other criteria of these courses shall be made by the relevant **(Amended words: OG-7/4/2019- 30738)** division/department head.

Language of education

ARTICLE 6 – (1) The language of education is Turkish in the University. However, with the proposal of the relevant committees, the decision of the Senate and the approval of the Council of Higher Education, certain programs may be fully or partially taught in a foreign language and a Turkish/English Preparatory Program may be opened.

Quotas and admission of students

ARTICLE 7 – (1) The number of students to be admitted to undergraduate and associate degree programs shall be determined by the Senate and finalized by YOK after the approval of the Board of Overseers.

(2) Those who are placed by OSYM, those whose applications are accepted according to the international student admission criteria, those whose applications for lateral/vertical transfer are accepted, and those whose application is accepted as part of special student and exchange programs shall be enrolled in associate degree and undergraduate programs **(Amended words: OG-7/4/2019-30738)**. Except for those placed by OSYM, the procedures related to admission and enrollment are carried out in accordance with the procedures and principles set by the Senate and YOK.

(3) The principles regarding the application of foreign students and students applying from abroad to quotas of foreign student admission are set by the Senate.

Admission of students through lateral transfer

ARTICLE 8 – (1) The principles and rules regarding the admission of students through lateral transfer between the programs in the faculties and vocational schools of the university (in-house) and from other universities in Türkiye and abroad (outside the institution) are determined by the Senate in accordance with the provisions of applicable legislation.

Vertical transfers

ARTICLE 9 – (1) The provisions of the Regulation on the Attendance of Graduates of Vocational Schools and Open Education Associate Degree Programs in the Undergraduate Education published in the Official Gazette No. 24676 on 19.02.2002 shall apply to the associate degree graduates of Vocational Schools and Open Education Faculties, who are placed in the undergraduate programs through vertical transfer.

Special students

ARTICLE 10 – (1) **(Amended: OG-8/2/2020-31033)** Those who are eligible to take courses from the university shall become special students with the decision of the relevant administrative committee and the approval of the Senate in order to improve their knowledge on certain subjects. The sum of the credits of the courses that a special student can take in a semester

may not exceed the maximum credit limit that can be taken in a semester as set out in this Regulation. Principles and rules regarding the special students are set by the Senate in accordance with the provisions of applicable legislation.

(2) **(Amended words: OG-7/4/2019-30738)** Those who are eligible to become a special student shall pay the tuition set by the Board of Overseers. Those who have been dismissed from any higher education institution due to a disciplinary action shall not become a special student. Such students must comply with all the rules set for the course they are enrolled. Students in this status shall not be awarded a diploma. However, a certificate showing their status shall be given to them by the Student Coordinator of the Education Department.

Disabled students

ARTICLE 11 – (1) Disabled students enrolled in the University, whose disability and degree of disability are demonstrated by a health report, are obliged to comply with the provisions of this Regulation concerning courses.

(2) If it is established that the student fails to fulfill the obligations of a course due to his/her disability, the such student may take other equivalent course/courses instead of the said course/courses with the decision of the relevant Faculty/Vocational School, and with the approval of the his/her advisor and the instructor delivering the course.

International student exchange

ARTICLE 12 – (1) Student exchange programs may be implemented in accordance with the agreement between the university and an overseas higher education institutions. As part of such programs, students may be sent to universities abroad for one or two semesters. Exchange programs are implemented in line with bilateral agreements and the principles set by the Council of Higher Education.

(2) As part of the European Union Higher Education Programs **(Amended words: OG-7/4/2019-30738)** ERASMUS+, the courses, internship, application and similar activities of the students sent to universities abroad with student exchange are recommended by the **(Amended words: OG-7/4/2019-30738)** ERASMUS+ coordinator of the department or program in each department, or are established by the program department. If there is a course equivalent to the undergraduate program courses among such determined courses, or that may be substituted shall be recorded in the transcript with its code, name and ETCS credit together with the equivalent course or substituted course in the undergraduate program. If there are no equivalent or substitute courses, the course taken shall be recorded as elective course.

(3) Pursuant to bilateral agreements, the courses taken by the students of the departments that carry out a joint program for double diploma shall be recorded in the transcript as well as the courses taken from the relevant universities.

(4) Students who are transferred to Lokman Hekim University from agreement universities abroad shall be issued a certificate by the Student Coordinator of the Education Department, showing the courses they have taken and their success status.

(5) The terms for paying the tuition fee as part of the exchange programs shall be set forth in the bilateral agreements.

International joint diploma programs

ARTICLE 13 – (1) Pursuant to international agreements, a joint diploma program for undergraduate education to be carried out jointly may be arranged. Issues related to the education of international joint diploma programs shall be established by the Senate.

Enrollment in the University

ARTICLE 14 – (1) Any actions related to the education of the students who are eligible to receive education in the units shall be taken by the Student Coordinators of the Education Department.

(2) Applicants who are eligible to enroll in Lokman Hekim University shall complete the final enrollment submitting the required documents within the period set and declared by the Council of Higher Education, OSYM and the Rector's Office, either in person or through a proxy appointed by a power of attorney issued by the notary public.

(3) Those who are dismissed from higher education institutions due to a disciplinary action, those whose documents have been falsified, and those who fail to complete the missing documents within the prescribed period shall not be allowed to enroll; if enrolled, they shall be disenrolled. The original documents or a copy thereof approved by the University shall be acceptable. Action shall be taken based on the applicant's statement regarding his military service status and criminal record. It is not possible to enroll with missing documents. The applicant who fails to complete final registration within the period shall lose their right and shall not be entitled to make a claim.

Minor programs

ARTICLE 15 – (1) Students enrolled in an undergraduate program at Lokman Hekim University may enroll in a minor program in addition to this undergraduate program. Students who complete this program shall be awarded a certificate.

(2) **(Added: OG-7/4/2019-30738)** Admission of students to minor programs shall be subject to the approval of the relevant administrative committee.

(3) Minor education of students shall be governed by the provisions of the applicable legislation and the principles set by the Senate.

Double major programs

ARTICLE 16 – (1) Students enrolled in an associate degree and undergraduate program in Lokman Hekim University as a major, which offers a double major program, **(Amended words: OG-22/6/2020-31163)** may enroll in that program in addition to such associate degree and undergraduate programs **(Amended words: OG-22/6/2020-31163)**, provided that they meet the required conditions. **(Repealed sentence: OG-22/6/2020-31163)(...)**

(2) **(Added: OG-7/4/2019-30738)** Admission of students to double major programs shall be subject to the approval of the relevant administrative committee.

(3) Double major education of students shall be governed by the provisions of the applicable legislation and the principles set by the Senate.

Enrollment for semesters

ARTICLE 17 – (1) Students are required to complete enrollment in courses and re-enroll in the semester after paying the tuition and other fees they are liable to pay, at the beginning of each Semester and within the periods declared in the academic calendar.

(2) Students who fail to complete the enrollment within the periods stipulated in the academic calendar may enroll within the add-drop period. If the students have a valid excuse, they may apply for an excused enrollment with the decision of the relevant faculty administrative committee and the approval of the Rector, provided that they apply within seven days following the end of the add-drop period and does not exceed the absenteeism period of the course. Students who enroll with excuse must also fulfill the additional obligations imposed by the University.

(3) **(Amended: OG-8/2/2020-31033)** Students who fail to re-enroll shall become a suspended student. Suspended students may not take courses and exams within such periods and benefit

from rights of students. The provisions of articles 44 and 46 of Law No. 2547 and principles of YOK and the Senate shall apply to the re-enrollment and dismissal of suspended students.

(4) Students who fail to renew their enrollment for minimum two consecutive semesters are required to apply to the Student Coordinator of the Education Department if they wish to re-enroll in the following semesters. Applications shall be assessed and processed under the provisions of this Regulation in terms of language proficiency, maximum duration and adjustment to the undergraduate program. Students may re-enroll on the enrollment dates declared for the said semester, with the decision of the relevant administrative committee. The students so re-enrolled shall pay such tuition fee that is set for the students who are newly enrolled in the University in the academic year they re-enroll.

(5) **(Amended: OG-8/2/2020-31033)** The period when the student is suspended shall be deemed the period of education.

Add-drop

ARTICLE 18 – (1) Students may add or drop the courses they have taken in that semester during the add-drop week within the periods in the academic calendar. The student's enrollment shall be renewed upon approval by the advisor within the add-drop week.

(2) Students, who are re-enrolled within the specified period or during the add-drop week, may add or drop courses with the decision of the relevant administrative committee, provided that the minimum/maximum course load limits specified in this Regulation are complied with, within seven days following the end of the add-drop week.

Advisors

ARTICLE 19 – (Amended: RG-7/4/2019-30738)

(1) For each student, an advisor shall be assigned by the dean of the enrolled faculty/vocational school, and the names of the advisors shall be submitted to the Student Coordinator of the Education Department at the beginning of each academic year. The advisor monitors the student and helps the student in solving problems related to education and university life. The student's re-enrollment, and adding/dropping courses shall be subject to the approval of the advisor. Matters related to the duties of the advisors are arranged by the Senate.

Tuition fee

ARTICLE 20 – (1) The students are obliged to pay a tuition fee to study in the university. Fees and payment methods are determined and declared by the Board of Overseers for students who are re-enrolled and will be newly enrolled every year. At the beginning of each semester, students are obliged to pay the tuition fee within the period specified in the academic calendar. Students who fail to pay the tuition fee within the specified period shall not be enrolled or re-enrolled. These students may not benefit from student rights in any way.

(2) The costs for dormitories, meals, transportation and similar additional services that may be provided by the university are not included in the tuition fee. Such costs are determined separately by the Board of Overseers.

(3) Tuition fee for summer school is collected for the summer education that is opened, excluding the tuition fees paid in the fall and spring semesters.

(4) For students who are suspended from the University for one or two semesters due to a disciplinary action under the provisions of the applicable legislation, the duration of the suspension shall be included in the period of education.

Such students have to pay 50% of the tuition fees they are obliged to pay based on the duration of suspension and the start date. No refunds shall be made to such students.

(5) **(Amended: OG-8/2/2020-31033)** Enrollment in courses shall be subject to payment of full tuition for ten semesters in pharmacy programs, eight semesters in undergraduate programs, and four semesters in associate degree programs. If the normal undergraduate and associate degree program periods are exceeded, the following semesters shall be called extended years and the tuition fee for these semesters shall be determined by the Board of Overseers.

(6) The tuition fee for the semester(s) in which the student is on leave shall be determined by the Board of Overseers.

(7) **(Amended: RG-8/2/2020-31033)** Double major/minor students who use additional time shall pay the tuition fee determined by the Board of Trustees per credit according to the credits of the courses they have attended in the relevant semester/semesters.

Leaves

ARTICLE 21 – (1) Students may be granted a leave of absence for a maximum of two semesters with the decision of the relevant Administrative Committee and **(Added words: OG-7/4/2019-30738)** approval of the University's Administrative Committee for important reasons they can prove. No leaves may be granted for a period less than one semester. In case it is required, such periods may be exceeded by the decision of the University's Administrative Committee. No leaves may be granted to students who have completed the maximum period of study. The students may benefit from such opportunity once during the education period.

(2) In order for the students to benefit from leave, they must submit their requests to the relevant Dean's Office or the Vocational School Manager **(Added words: OG-7/4/2019-30738)** the last day of the add-drop period of each semester, except for compulsory reasons. The periods of leave are excluded from the maximum period of education.

(3) **(Amended: OG-8/2/2020-31033)** Students who request leave must pay half of the tuition fee. Students who apply for leave after the add-drop week shall pay the entire tuition fee for the relevant semester. The fees paid by the students for the time they spend on leave shall not be deducted from the subsequent fees. The courses taken by the students whose leave process is completed in the relevant semester shall be removed from their records.

(4) No leaves shall be granted to students who are detained, arrested, convicted except for negligent crimes or who are wanted by government authorities. Pursuant to the provisions of the Higher Education Institutions Regulation on the Student Disciplinary Actions published in the Official Gazette No. 28388 dated 18/8/2012, no leaves shall be granted to students who are suspended or dismissed from higher education institutions. However, if the decision of non-prosecution or the decision of acquittal is made for the detention, such students shall be deemed on leave for such periods.

(5) Students are required to pay tuition fees, fulfill other obligations imposed by the University, and enroll for courses in the semester following the end of their leave in order to proceed with education. In addition, the students who wish to return to the University while they are still on leave, must apply with a petition **(Amended words: OG-7/4/2019-30738)** to the enrolled dean's office/vocational school manager before the enrollment in courses starts. The fee paid by the students, who return from the leave, for the semester when they were on leave shall be deducted from the semester's tuition fee they are obliged to pay for the semester they are enrolled.

(6) The student rights and opportunities provided by the University shall be determined by the Senate while the students are on leave.

Disenrollment

ARTICLE 22 – (1) (Amended: OG-7/4/2019-30738) Students may, at any time, apply to the relevant dean/vocational school manager with a petition for disenrollment. Upon the decision of the relevant administrative committee, the letter shall be submitted to the Student Coordinator of the Education Department for disenrollment of the student. These students shall be dismissed from the University as of the date they apply for disenrollment.

(2) If a newly enrolled student wants to leave the University within the period from the date of enrollment until the end of the first academic semester, they must pay the tuition fee for the relevant semester and the tuition shall not be refunded.

(3) **(Amended: OG-7/4/2019-30738)** After the first semester, if the student wishes to leave the University, the tuition fee shall be refunded at the rates determined by the Board of Overseers.

(4) Students who enroll for courses by paying the summer school tuition fee shall not be refunded if they leave the university or withdraw from the summer school.

(5) In order for the student who has left the University or who has been dismissed from the University for any reason, to take back their documents in their file and to refund the overpayments (if any), the student shall have fulfilled all the obligations to the University and shall have returned the **(Amended words: OG-7/4/2019-30738)** goods, equipment and similar items provided to him by the University in an undamaged condition.

(6) In case the student leaves the University within the add-drop period, the enrolled courses in the relevant semester shall be removed from the records. Students who leave the University after the end of this period shall be allowed to withdraw from the course for the courses for which a semester-end grade has not been created. Courses with semester-end grades established shall recorded with the current grades. 92 0001 0025 5447 8862 9950 02

PART THREE

Principles for curriculums and courses

Curriculums

ARTICLE 23 – (1) Units affiliated to the university mainly provide formal education. However **(Amended words: OG-7/4/2019-30738)**, secondary education and distance education may also be provided with the reasoned recommendations of the relevant administrative committee, the decision of the Senate and the approval of the Council of Higher Education.

Curriculums and contents (Amended heading: OG-7/4/2019-30738)

ARTICLE 24 – (1) (Amended paragraph: OG-7/4/2019-30738) Associate and undergraduate education programs are proposed by the faculty dean/department/program head to the dean/vocational school manager to which the department or program is affiliated. Proposals approved and accepted by the relevant faculty/vocational school boards come into force with the approval of the Senate. The same method shall be followed for the changes to be made in the curriculum. The curriculum consists of the curriculum information package and the course information package, the contents of which are explained below:

a) The program information package contains the general information on the program (general terms for the diploma program), achieved degree, education level, conditions for enrollment and admission, purpose of the program, courses contained in the program (theoretical lectures, applications, projects, laboratories and workshops, practical studies, internships **(Amended**

words: OG-7/4/2019-30738) field practice, seminars, graduation work and similar studies) list by the semesters, semester/term code, elective and compulsory courses, program qualifications, professional profile of graduates, structure of the curriculum, exams, assessment and grading, graduation conditions, type of education, program supervisor and similar topics.

b) Course information package contains the prerequisite, language, type and method of delivery of the course; learning and teaching techniques, advisors, purpose, learning outputs, contents, sources, subjects to be delivered by weeks, assessment system, ECTS (student's workload) table, and tables indicating the contribution of the course to the program qualifications.

(2) According to ECTS, five-year education programs are planned as 300 ECTS, four-year education programs as 240 ECTS, and vocational school programs as 120 ECTS credits.

(Repealed sentence: OG-7/4/2019-30738)(...)

(3) The Senate decides which courses will be practiced or which practices will be counted as courses, upon the recommendations of the relevant committees. In programs that require internship, the issues related to internship shall be determined by the Senate upon the proposal of the relevant unit. Internships shall be done in public and private institutions recognized by the relevant administrative committees. However, practical courses and internships, which are considered as a continuation and complement of theoretical courses by the relevant boards shall be delivered and done under the supervision and control of the faculty members of the relevant faculty and college or the personnel assigned by them.

(4) **(Amended: OG-7/4/2019-30738)** The list of the courses to be opened in each semester and the responsible teaching staff shall be submitted to the Rector by the relevant dean/vocational school manager to be forwarded to the Student Coordinator of the Education Department with the decision of the relevant administrative committee before the semester/year.

Period of education

ARTICLE 25 – (1) The education period is two years (four semesters) in the associate degree programs, four years (eight semesters) in the undergraduate programs, and five years (ten semesters) in the programs that offer both undergraduate and postgraduate degrees.

(2) Regardless of whether they are enrolled for each semester, students have to complete the associate degree programs in maximum four years, undergraduate programs in maximum seven years, and programs that offer both undergraduate and postgraduate degrees in maximum eight years.

(3) Students who fail to graduate from the undergraduate program within the maximum period of study shall become a sustained student. The provisions of articles 44 and 46 of Law No. 2547 and the principles set by YOK and Senate shall apply to the enrollment and attendance in education by such students in the University as well as the dismissal from the University.

Compulsory and elective courses

ARTICLE 26 – (1) Courses are included in the curriculum as compulsory, elective, prerequisite and common compulsory courses.

(2) Compulsory courses are the courses that are included in the curriculum and that the student must take and be successful in order to graduate.

(3) Elective courses are the courses that the student may take by choosing from the suggested ones. Elective courses are divided in two categories: in-area and non-area elective courses.

a) In-area elective courses are such courses that the students take by choosing from certain courses or course groups that are included in the enrolled curricula and recommended to graduate.

b) Non-area elective courses are such courses offered by different academic units that are not included in the enrolled curriculum.

(4) Common compulsory courses are described in article 5 of Higher Education Law No. 2547.

(5) **(Repealed words: OG-7/4/2019-30738)** (...) in the education plans, elective courses are arranged to constitute minimum 25% of the total credits required for graduation.

(6) **(Amended: G-7/4/2019-30738)** New elective courses shall be opened with the recommendation of the division/department/program manager, and approval of the relevant faculty/vocational school boards, and shall be removed with the same procedure. The relevant administrative committee may impose an upper and lower limit on the number of students to enroll for each elective course.

(7) Opening and conducting common elective courses in the University shall be subject to the procedures and principles set by the Senate.

Prerequisite courses

ARTICLE 27 – (Amended with its heading: OG-7/4/2019-30738)

(1) Prerequisite courses are such courses that must be taken from the courses in the previous semester or semesters as required by the curriculum. In case of such courses, the students shall not be allowed to fail due to absence. Prerequisite courses shall be determined by the recommendation of the relevant administrative committees and the decision of the Senate.

(2) Students shall not be entitled to enroll for courses for which they fail to meet the prerequisites.

(3) An exempted course may be used to meet the prerequisite for another course.

Internship

ARTICLE 28 – (1) The principles for internships shall be set by the Senate upon the proposal of the relevant unit.

Course load

ARTICLE 29 – (Amended: OG-7/4/2019-30738)

(1) Course load is the sum of ECTS credits of the courses that a student will take in any semester of the curriculum of the program he/she attends.

(2) **(Amended: OG-8/2/2020-31033)** The normal course load of a student per semester is 30 ECTS. The student's ability to take a course load of more than 30 ECTS in a semester depends on the approval of the advisor and the decision of the relevant administrative committee. A student may take a maximum of 45 ECTS credit courses in a semester.

(3) Students may take courses lower than 30 ECTS course load with the approval of their advisor.

(4) The prerequisite for the student to take courses from the upper term is to have a GPA of at least 3.00 or above.

(5) **(Amended: OG-8/2/2020-31033)** It is not possible to enroll for courses that partially coincide with another course taken in the weekly curriculum and which require attendance.

(6) Minimum course load is not required for students who meet the graduation requirements at the end of the semester they are enrolled.

Exemption from courses

ARTICLE 30 – (1) Students who enroll in associate degree/undergraduate programs of the University for the first time or who are eligible to re-enroll in the program they left after leaving the University with a central placement exam and the students who are admitted by lateral transfer and vertical transfer between institutions may apply to the relevant administrative committee with their transcript from the beginning of the academic year/semester in which they are enrolled, until the beginning of the next semester at the latest, in order to be exempted from the courses they have taken and succeeded before.

(2) The exemption shall be subject to the current curriculum.

(3) The grades of student from the exempted courses shall be shown in the transcript in accordance with the grades specified in the article 37 of this Regulation and shall be included in the academic GPA. The period equal to the whole number resulting from the division of the total ECTS of the student's exempted courses into 30, which is the total of one semester's ECTS, shall be deemed the education period of the student.

(4) The course substitution and validity period of courses shall be subject to the rules set by the Senate.

Enrollment in courses

ARTICLE 31 – (1) **(Amended: OG-7/4/2019-30738)** After paying the enrollment fee at the beginning of each semester, the students shall enroll electronically via the Student Information System on the website of Student Coordinator of the Education Department within the period specified in the academic calendar. The advisor approves the student's enrollment in courses electronically on the dates specified in the academic calendar.

(2) The enrollment of students who fail to re-enroll shall be suspended. The student shall not attend the enrolled courses, take the exams of such courses and get grades from such courses. If the students take the exam of non-enrolled courses, such exam shall be deemed invalid, such students may not benefit from the student rights and the semester/term for which they are not enrolled shall be counted as the period of education.

(3) A student who fails not complete the internship despite succeeding in all the courses in the education program shall re-enroll and enroll in internship courses on the dates specified in the academic calendar at the beginning of each semester.

(4) In preparation of courses that students will take during the enrollment in that semester, the following order of priority shall be used, provided that the prerequisites are met; however this order may be changed with the approval of the academic advisor:

- a) Courses that need to be repeated,
- b) Courses that needed to be taken in previous semesters, but not taken,
- c) Compulsory courses to be taken based on the order of classes in the curriculum,
- ç) Elective courses,
- d) Courses desired to be taken again to increase the marks,

(5) The provisions of article 17 shall apply to disenrolled students.

(6) In order for a prerequisite course to be taken, the associated course or courses must have been taken before and no NA grade has been obtained from these courses.

(7) Students may withdraw from the enrolled courses. Students may withdraw from courses after the add-drop period ends and until the date of first midterm exam **(Amended words: OG-7/4/2019-30738)** of the semester.

(8) Students may not withdraw from all the enrolled courses of the semester. Requests to withdraw from courses in summer school shall be processed as disenrollment from the course. No money shall be refunded in case of withdrawal from courses and disenrollment from courses.

(9) In case of withdrawal from a repeated course, the grade of the term when the course was taken shall be valid if the course was taken before the withdrawal.

(10) The students may withdraw from enrolled courses in accordance with the following rules:

a) Withdrawal from courses may be made after the add-drop period ends and until the date of first midterm exam **(Amended words: OG-7/4/2019-30738)** of the semester.

b) Withdrawal from courses shall be subject to the proposal of the **(Amended words: OG-7/4/2019-30738)** academic advisor and the approval of the relevant division/faculty administrative committee.

c) A student may withdraw from maximum one course in a semester.

ç) A student may withdraw from maximum two courses during the Study.

d) A student may not withdraw from the courses in the first two semesters of the curriculum.

e) A student may not withdraw from the repeated courses, or courses that were withdrawn before, or non-credit courses.

f) Students who take courses at or below the minimum course load in a semester shall not be allowed to withdraw from the course.

Taking courses from other higher education institutions

ARTICLE 32 – (1) If students enrolled in university undergraduate programs wish to take undergraduate courses at another higher education institution as special students or exchange students **(Repealed words: OG-7/4/2019-30738)**(...), they must obtain the approval of the relevant administrative committee.

(2) In case of students who are considered to fulfill their obligations in the enrolled undergraduate program from the courses they will take as special student or as exchange students, the adjustment of their credits and grades and the exempted courses in the undergraduate program in place of such courses shall be assessed and decided by the relevant **(Repealed words: OG-7/4/2019-30738)**(...) administrative committee.

(3) Students shall fully pay the semester tuition fees to Lokman Hekim University during the semesters they take courses as special student or exchange student. In summer school, students who take courses as special student shall pay the tuition fees to the higher education institution where they take courses.

(4) The terms in which courses are taken as a special student and as an exchange student shall be counted as part of the education period.

(5) Students may record the grades they receive as special student or exchange student in their transcript until the end of the date to re-enroll in courses of the next semester. The relevant **(Amended words: OG-7/4/2019-30738)** administrative committee shall have the authority in relation to the equivalence of any course. Principles regarding equivalence shall be set by the Senate.

(6) The grades of the courses taken from other universities shall be assessed according to article 37 of this Regulation. In case of numerical grades, it shall be assessed based on the marks, and in case of letter grades, it shall be assessed based on the coefficients.

PART FOUR

Measurement and assessment of success, and graduation

Attendance

ARTICLE 33 – (1) Students are required to attend classes, practices, exams and other academic studies deemed necessary by the instructor. The attendance of the students in the courses is monitored by the instructor. A student who fails to attend more than 30% of the theoretical hours and 20% of the practice hours, including the excuses, shall not be allowed to take the general and repeat exam for that course. In this case, the exam of the student who takes the exams of the courses shall be deemed invalid.

(2) The list of those who are not eligible to take the exam due to absenteeism shall be notified by the responsible lecturer of the relevant course before the general exam period.

(3) If the attendance requirement was fulfilled for repeated theoretical courses in the previous semesters, attendance shall not be required on the condition of taking the midterm exam. If the attendance requirement is fulfilled for the applied courses and the student is unsuccessful, the administrative committee shall decide on the obligation to attend the courses in the next term, with the opinion of the head of the relevant **(Amended words: OG-7/4/2019-30738)** division/department.

Exams

ARTICLE 34 – (1) There are six types of exams: midterm exams, general exam, exemption exam, three-course exams, repeat exams and make-up exams. Examinations can be written, oral or both written and oral and/or practical. If deemed necessary, exams may be held on Saturdays and Sundays, except for national and religious holidays, with the decision of the relevant administrative committee. Students are required to take the exams on the day, time and place declared by the relevant Dean's Office/Vocational School Manager and have to submit their identity card and other required documents. Otherwise, they shall not be admitted to the exam.

(2) If students who fail to enroll and/or are absent from the course take the exam, their grade shall be deemed invalid even if it is declared. Exam papers and/or records **(Added words: OG-7/4/2019- 30738)** shall be maintained by the Student Coordinator of the Education Department for two years.

(3) Minimum one midterm exam is administered for each course **(Amended sentence: RG-7/4/2019-30738)** Midterm exams are held on the dates specified in the academic calendar approved by the Senate at the beginning of each academic year. In-semester assessment of projects, graduation papers, laboratories, workshops and similar works may replace the midterm exam. Midterm exam results are declared before the general exam period.

(4) The general exam of a course shall be held at the end of the semester in which that course is completed.

(5) **(Amended: OG-7/4/2019-30738)** A repeat exam is held for such courses that students fail as a result of the general exam or that the student wishes to increase the GPA. Students who wish to take the repeat exam to raise the grades shall apply to the relevant faculty dean/vocational

school manager with a petition at the latest one day before the start date of the repeat exam. Such right may not be transferred to the next semester. In order to take the repeat exam, the student must have enrolled for the relevant courses in the semester in which the exams will be held and must have fulfilled the conditions for taking the general exam for these courses. The grade from the repeat exam replaces the general exam grade of that course. Repeat exams for an academic year are held on the dates specified in the academic calendar before the next academic year starts. No repeat exams are held at the end of summer education.

(6) Exemption exams are held **(Amended words: OG-7/4/2019-30738)** at the beginning of each semester for the courses determined by the Senate upon the recommendation of the relevant committees. Students may take these exams at the beginning of the semester when they will take the courses for the first time. Students may benefit from this right once for each course.

(7) If the justified and valid excuse of the students who fail to attend the midterm exam are accepted by the relevant Administrative Committee, such students shall be entitled to make up exams. Such students shall exercise their right in midterm exam until the general exam period. A second make-up exam shall not be allowed for the make-up exams of the midterm.

(8) Students who cheat on the exam or attempt to cheat on the exam shall be assigned **(Amended words: OG-7/4/2019-30738)** mark "0" (zero) on the exam. The provisions of the Student Discipline Regulation of Higher Education Institutions shall apply to such students.

Health reports and make-up exams

ARTICLE 35 – (1) The student who receives a health report shall submit the report to the **(Amended words: OG-7/4/2019-30738)** faculty dean/department head/program executive within three business days following the end of the report period. The student shall be considered excused within such periods and shall not take the exams.

(2) If the student is on the sick leave, the exam taken by such student shall be considered invalid. However, if the report is accepted by the relevant administrative committee after the report expires, they may take the make-up exams.

(3) The periods when the student is on the sick leave shall be counted within the periods when the student is absent.

(4) Students who are on sick leave for a total of five weeks or more in a semester may be considered on leave for that semester.

(5) No make-up exams shall be held for the semester's general and repeat exams. Students who fail to attend these exams shall be deemed to have used their rights.

Assessment

ARTICLE 36 – (1) **(Amended: OG-8/2/2020-31033)** Absolute assessment system is used to calculate the success grade of the students. Success in a course is determined by the course grade. The course success grade is obtained by assessing the success of the student during the semester (midterm exams, assignments, practical works, etc.) and the general exam together. The midterm exam grade affects the course success score by 40%. The general exam grade affects the success score by 60%. In order for the student to be successful in the general exam, it is obligatory to get at least 50 points. The effect of midterm and final exams on the success grade may be changed with the decision of the Senate. In this case, the effect of the general exam on the course success grade shall be minimum 50% and maximum 70%. The effect of semester success and general exam on course success grade, minimum grade that the student must get in the general exam in order to be considered successful and the course plan shall be declared by the lecturer responsible for that course to the students in the beginning of the semester. A student who fails to take the general exam shall be considered unsuccessful in that

course. The raw marks from the exams shall be converted into marks over 100 (one hundred) and adapted to the grading system in Article 37 to provide the general success grade.

(2) Exam grades shall be declared in writing. Principles for calculation of course success grade shall be set by the Senate.

Grades

ARTICLE 37 – (1) Students shall be assigned a letter grade for each course at the end of the enrolled semester.

(2) In determining the letter grade, the student's midterm exam, final exam, success in the semester works and attendance to the courses and practices shall be taken into consideration.

(3) Courses subject to an exemption exam, conditions for exemption and implementation rules shall be established by the Senate with the proposal of the relevant academic board.

(4) If the same course is delivered by more than one lecturer at the same time, the letter grade shall be determined jointly by the lecturers delivering the course.

(5) The coefficient of the letter grades included in the calculation of GPA is given below:

<u>L.Grade</u>	<u>C.effi.</u>	<u>Point</u>	<u>Status</u>
AA	4,00	90-100	Pass
BA	3,50	80-89	Pass
BB	3,00	70-79	Pass
CB	2,50	65-69	Pass
CC	2,00	60-64	Pass
DC	1,50	55-59	Conditioned Pass
DD	1,00	50-54	Fail
FD	0,50	40-49	Fail
FF	0,00	0-39	Fail
NA	0,00	0	Fail

(6) The grade NA (not attended) shall be assigned by the instructor to students who are deemed failed due to any of the following reasons. The grade NA shall be treated as FF in the calculation of grade point average.

a) Not being eligible to take the final exam due to failure to fulfill the course attendance obligation;

b) Not being eligible to take the final exam due to failure to fulfill the course requirements;

c) Failure to attend any of the midterm and final exams.

(7) Grades that are not included in the GPA are listed below:

a) The grade S (satisfactory) shall be assigned to students who are successful in or exempted from the non-credit courses.

- b) The grade U (unsatisfactory) shall be assigned to students who fail in the non-credit courses.
- c) The grade I (insufficient) shall be assigned to students who fail to complete the necessary conditions for the course at the end of the semester or summer school for a valid reason accepted by the instructor who teaches the course. The grade I needs to be converted into a letter grade within one week following the deadline for the assignment of semester or summer school grades. However, in special circumstances, this period may be extended until the next semester's interactive enrollment start date at the latest, and at the end of this period, it must be converted into a letter grade. Such actions shall be taken upon the recommendation of the **(Amended words: OG-7/4/2019-30738)** division lecturing the course/department head and with the decision of the relevant administrative committee of that **(Amended words: OG-7/4/2019-30738)** division/department. The grade I, which is not converted into a letter grade within the prescribed period, shall automatically turn into an FF or U.
- ç) The grade T (Transfer) shall be assigned for courses that are taken from other higher education institutions as special student while enrolled in Lokman Hekim University and whose equivalence **(amended words: OG-7/4/2019- 30738)** is recognized by the relevant administrative committee. Equivalence of such courses shall not be recognized for students who take courses as special student while they are not eligible to enroll in a higher education program.
- d) The grade V (withdrawal from a course) shall be assigned to students that withdraw from a course.

Assignment and declaration of grades, objection to exam results and correction of material errors

ARTICLE 38 – (1) End-of-semester course grades shall be entered into the student information system by the lecturers of the courses on the dates specified in the academic calendar.

(2) Grades shall be declared on the relevant website that is accessible to students on the date specified in the academic calendar.

(3) **(Amended: OG-7/4/2019-30738)** Grades may not be changed, except for material errors, after the exam papers and exam transcripts are submitted and declared to the relevant units.

(4) **(Amended: OG-7/4/2019-30738)** Students shall apply in writing to the relevant unit within five business days following the declaration of the exam results for objection to material errors. If a material error is found in the exam papers and exam transcripts, it shall be corrected by the relevant administrative committee with the opinion of the responsible lecturer/lecturers of the course. The result shall be notified to the relevant students no later than fifteen days.

(5) **(Amended: OG-7/4/2019-30738)** Objections to material errors that are not made in due time shall not be considered.

Course success and repetition

ARTICLE 39 – (Amended: OG-7/4/2019-30738)

(1) In order to be considered successful in a course, a pass grade must be obtained from that course. AA, BA, BB, CB, CC and S are pass grades.

(2) DC is a conditional pass grade. It may be necessary to repeat such courses in the adjustment and course substitution processes.

(3) DD, FF, FD, NA, U are the fail grades.

(4) The courses assigned with DD, FF, FD, NA, U, and V must be repeated.

(5) The elective courses to be repeated may be substituted by other elective courses in the curriculum.

(6) The following rules shall be followed for the course repetition in case of students assigned with DD, FF, FD, NA, U, V:

a) If the student enrolls in any failed compulsory course, they have to repeat the course in the first semester in which the course is opened and succeed until graduation.

b) The student may repeat the failed elective course in any semester in which the course is opened. However, if they do not wish to take this elective course again, they have the right to withdraw from this course. A withdrawn elective course may not be re-assumed, but shall still appear on the transcript. The student may withdraw from maximum three elective courses in this way during the education period.

(7) In order to increase their GPA, students may repeat the courses they have assumed before and are considered successful. The most recent grade shall be valid for repeated courses.

Grade point average

ARTICLE 40 – (Amended: OG-7/4/2019-30738)

(1) The academic success grade point average of the students is calculated at the end of each semester. During this calculation, two grade point averages are obtained: YNO and GPA.

(2) In order to calculate the YNO, first, the total number consisting of the coefficient of the grades obtained by a student from the courses taken in a semester and the ECTS credits of those courses is calculated. Then, this number obtained from all courses is divided by the sum of the ECTS credit values of the courses. The value found is called YNO.

(3) GPA is calculated by following the same method of calculating the GPA, taking into account all the courses that the student has taken since admission to the University.

(4) In case of courses repeated or taken to increase the GPA (including make-up and summer education), the last grade shall be taken into account, regardless of the previous grade.

(5) In calculation of academic success grade point average, the results shall be rounded to two digits after the decimal point.

Successful students

ARTICLE 41 – (1) A successful student is such student whose GPA and GPA are minimum 2.00 and who have no courses to be repeated.

Unsuccessful students

ARTICLE 42 – (Amended: OG-7/4/2019-30738)

(1) Students whose grade point average is below 2.00 shall be considered unsuccessful. Unsuccessful students may take the courses based on the sequence specified in article.

(2) The student may repeat the failed elective course in any semester in which the course is opened. The student who does not wish to take this elective course again shall have the right to withdraw from the course. A withdrawn elective may not be re-elected, but will still appear on the student's transcript. The student may withdraw from maximum of three elective courses in this way during the period of education.

Graduation conditions

ARTICLE 43 – (1) The student must meet the following conditions in order to consider them as having completed education and graduated:

- a) The student has to complete the total credit amounts stipulated by the enrolled program separately for the compulsory and elective courses and to fulfill other graduation conditions (if any) in accordance with the provisions of this Regulation.
- b) The student has to achieve the minimum GPA which is 2.00.

Exam rights and attendance conditions at the end of the maximum education period

ARTICLE 44 – (1) Students who meet the attendance requirement for graduation until the end of the maximum education period and fail in a maximum of three courses may take three-course exams. Students who are successful in all the courses of the enrolled program but cannot graduate because their general academic average is below 2.00 may also take three-course exams from a maximum of three courses. Students who wish to take such exams shall exercise the right by applying to their academic units. Three-course exams are held on the dates specified in the academic calendar. The results of the exam are notified to the Student Coordinator of the Education Department by the relevant Administrative Committee.
(Repealed sentence: OG-7/4/2019-30738)(...)

(2) Students who will take the additional exams, or take the exams as a sustained student in the following semesters, or attend the course as a special student, shall pay the fee determined by the Board of Overseers for each course.

(3) Sustained students who will take the exams are required to pay the fees on the dates specified in the academic calendar, and submit their written application to the Student Coordinator of University Education Department, indicating the courses for which they will take the exam or attend as a special student.

Diplomas, certificates and documents

ARTICLE 45 – (1) The diplomas, certificates and documents issued to students and graduates and the conditions for issuance are set out below:

- a) Students who meet the conditions stipulated for graduation by the education program of a Faculty, which lasts an average of four years, are entitled to receive a "Bachelor's Diploma".
- b) Students who meet the conditions stipulated by the Faculty of Pharmacy education program for graduation are entitled to receive a "Pharmacy Diploma".
- c) Students who successfully complete vocational school programs aiming to train qualified manpower based on secondary education qualifications and covering minimum a two-year program and meet the necessary credit load are entitled to receive a Bachelor's Diploma.
- ç) Students who are entitled to receive a diploma by successfully completing the enrolled programs are awarded a diploma supplement together with the diploma. The diploma supplement includes the names, contents and ECTS credits of all the courses taken by student during the period of education and the standard details of the diploma. The diploma supplement shall not replace the diploma.
- d) Double major **(Amended words: OG-22/6/2020-31163)** associate degree and undergraduate diplomas **(Amended words: OG-22/6/2020-31163)** are awarded to such students who are eligible to graduate from the associate degree and undergraduate programs and meet the graduation conditions for the enrolled double major program.

e) Temporary graduation certificate is a document that is issued only once to those who are entitled to receive a diploma, is valid in the relevant academic **(Amended words: OG-7/4/2019-30738)** year and replaces a diploma.

f) Minor certificate is issued to students who are eligible to graduate from the undergraduate program and successfully complete the enrolled minor program. This certificate is not a diploma.

g) The transcript is a document that indicates the courses taken by the students in each semester, the credit status of the courses, the grades received from these courses, the grade point average of that semester and GPA, and their success status.

ğ) The student certificate is a document that indicates the student's enrollment in the University.

(2) Diplomas, certificates and documents indicate the faculty, division and program of the student.

(3) The form and size of diplomas and certificates and the information on it shall be determined by the Senate.

(4) In case of loss of diplomas and certificates, a new one shall be issued for once. The words "second copy" is placed on the new copy.

(5) In case the name and/or surname of the graduate changes after the graduation date, the information on the diploma and/or certificate shall not be changed or a new one shall not be issued.

Honor students and high honor students

ARTICLE 46 – (1) Those students who successfully complete all the courses, practices and internships stipulated by the enrolled program in the faculties and vocational schools in accordance with the provisions of this Regulation and whose GPA is 3.00 to 3.49 out of 4.00 shall be deemed an honor student. Those students with a GPA of 3.50 and above shall be deemed a high honor student. This is stated in the student's diploma and the diploma supplement.

(2) Those students who take minimum fifteen-credit courses in a semester during the normal education period and are successful in all of the courses in the relevant semester, and those who have a GPA of 3.00 to 3.49 out of 4.00 shall be deemed an honor students for the semester. Those students who have a GPA of 3.50 and above shall be deemed a high honor student for the semester. The list of such students shall be declared by the related faculty Dean's Office/Vocational School manager at the end of the semester and shall be represented in the transcript for the relevant semester.

(3) Students who are subject to a disciplinary action shall not be an honor and high honor student.

PART FIVE

Miscellaneous and Final Provisions

Discipline

ARTICLE 47 – (1) Disciplinary actions for students shall be taken according to the rules set by the University and in accordance with the provisions of the Higher Education Institutions' Student Disciplinary Regulation.

Notifications and addresses

ARTICLE 48 – (1) Any notification shall be deemed to have been completed by registered mail to the postal address provided by the student during enrollment in the University. If the students provide an e-mail address for notifications by a written application and request to receive notifications at that address, notifications shall be made by electronic means. An electronic notification shall be deemed to have been made at the end of the fifth day following

the date of its receipt at the student's electronic address. In this case, the student has to keep active the e-mail address defined by its username and notify the change of e-mail address to the Student Coordinator of the Education Department. Otherwise, any notification made to the e-mail address provided shall be deemed valid.

(2) If the communication address provided during enrollment in the University changes, the student has to notify the new address in writing to the Student Coordinator of the Education Department. In case the notifications made to the wrong or incomplete address and the address change is not notified, the notifications made to the current address in the records shall be considered valid.

Situations for which there are no provisions

ARTICLE 49 – (1) In case of situations for which there are no provisions, the provisions of other applicable legislation and the resolutions of YOK, Senate and University Administrative Committee shall apply.

Enforcement

ARTICLE 50 – (1) This Regulation shall enter into force on the date of its publication.

Execution

ARTICLE 51 – (1) The provisions of this Regulation shall be executed by the Rector of Lokman Hekim University.

	Official Gazette publishing this Regulation	
	Date	Number
	2/12/2018	30613
	Official Gazettes publishing the Regulations amending this Regulation	
	Date	Number
1.	7/4/2019	30738
2.	8/2/2020	31033
3.	22/6/2020	31163