

**TED UNIVERSITY**  
**ACADEMIC RULES AND REGULATIONS FOR UNDERGRADUATE STUDY**

(Turkish version is the legally binding document)

**PART ONE**  
**Aim, Scope, Basis and Definitions**

**Aim**

**ARTICLE 1 -** (1) The aim of the rules and regulations herein are to regulate the procedures and principles with regard to registration, education, examination and graduation of the students attending undergraduate programs at the faculties of TED University.

**Scope**

**ARTICLE 2 -** (1) The rules and regulations herein cover the principles of admission and registration, examination, assessment of achievement, provision of diplomas and other related procedures pertaining to undergraduate study at the faculties of TED University.

**Basis**

**ARTICLE 3-** (1) The rules and regulations herein have been based on Articles 14, 43 and 44 of the Higher Education Law No. 2547 dated 4/11/1981.

**Definitions**

**ARTICLE 4 -** (1) These terms shall have the following meanings heretofore;

- |                               |  |
|-------------------------------|--|
| a) Relevant board             | : Faculty board(s) of TED University           |
| b) Relevant executive board   | : Faculty executive board(s) of TED University |
| c) Board of Trustees          | : Board of Trustees of TED University          |
| ç) Rector                     | : Rector of TED University                     |
| e) Senate                     | : Senate of TED University                     |
| d) University Executive Board | : Executive Board of TED University            |
| f) University                 | : TED University                               |

**PART TWO**  
**Academic Calendar, Study Programs, Terms and Tuition Fees**

**Semester system and academic calendar**

**ARTICLE 5 –** (1) Undergraduate study shall be arranged on the basis of semesters.

(2) The academic year shall consist of 14 weeks for both fall and spring semesters, excluding the final examination period for each.

(3) In addition to fall and spring semesters, a seven-week summer session shall be organized at the decision of the Senate, upon the approval of the Board of Trustees. The principles and procedures applicable to the summer session shall be determined by the Senate.

(4) The dates and periods pertaining to all education activities shall be included in the academic calendar prepared by the Senate.

**Quotas and study programs**

**ARTICLE 6 –** (1) The number of students with or without scholarship to be admitted to the study programs of the faculties in the subsequent academic year shall be determined by the Board of Trustees upon the proposal of the university Executive Board to be confirmed by the approval of the Higher Education Council.

(2) The curricula of the programs, which consist of the courses, laboratory work, internships, etc. required to reach the expected level of competency of a student graduating

from a diploma program, shall be prepared by the relevant boards and shall come into effect with the approval of the Senate.

(3) All changes in curricula for the subsequent academic year shall be determined, finalized and announced by the end of June every year in accordance with the same procedures and principles.

#### **Language of Instruction**

**ARTICLE 7** – (1) The language of instruction in the undergraduate programs of TED University is English. However, as required by Higher Education Law No. 2547, mandatory courses to be given in Turkish, as well as other courses determined by the Senate, shall be in Turkish and shall be specified as such in the University Catalog.

#### **Period of study**

**ARTICLE 8** – (1) The regular teaching period at the preparatory program of the English Language School shall be two semesters. For beginners, the period shall include the two semesters in addition to a pursuant summer session. The students whose level of English is deemed insufficient at the end of this period shall be entitled to study English one more year.

(2) The undergraduate study is normally eight semesters at the faculties of the University.

#### **Student advisors**

**ARTICLE 9** – (1) For each student enrolled at TED University, a faculty member shall be appointed as advisor by the relevant department chair. The duty of the student advisor shall be to follow up on the academic performance, to assist in the arrangement of the study program of the student, and to guide the student within the framework of regulations and directives.

#### **Tuition fees**

**ARTICLE 10** – (1) Undergraduate study at TED University is subject to tuition fees. The fees shall be determined annually by the Board of Trustees.

(2) The students who fail to pay the annual tuition fee by the announced due dates shall not be registered, their registration shall not be renewed and leave of absence requests shall not be granted. These individuals shall not be able to benefit from the rights of students.

#### **Scholarships**

**ARTICLE 11** – (1) Except for the students who are placed with scholarship in various programs of the university by the Student Selection and Placement Centre (SSPC), the principles on distribution of the additional scholarships and financial assistance provided to the students from various sources shall be determined by the Senate.

### **PART THREE**

#### **Principles of Admission and Registration**

##### **Admission of New Students**

**ARTICLE 12** – (1) The admission of students to the first year of undergraduate programs shall be done in accordance with the results of the annual examination carried out by the Student Selection and Placement Centre.

(2) Admission of international students shall be done with the decision of the relevant executive board within the framework of the regulations and decisions of the Higher Education Council, within the provisions of higher education law and in accordance with the conditions outlined by the Senate.

(3) Transfer students placed at other universities by SSPC can be exempted from the courses they have accomplished in these universities with the decision of the relevant executive board, provided they submit an application in the first week of the academic year.

In case of approval of course exemption, the grade of the student for the relevant course shall be indicated as “T”.

#### **Admissions via Horizontal or Vertical Transfer**

**ARTICLE 13** – (1) Admission to TED University undergraduate programs is open to students from other national and international higher education institutions via horizontal or vertical transfers.

(2) The quotas of such transfers shall be determined with the approval of the Board of Trustees upon the proposal of the university Executive Board. It shall also be determined within the the provisions of the Rules and Regulations No: 27561 on the “Principles of Transfers between Associate and Bachelor’s Degree Programs at Higher Education Institutions, Double Major, Double Minor and Credit Transfers Between Higher Education Institutions”, published in the Official Gazette on 24/4/2010.

(3) Candidates applying for horizontal or vertical transfer shall be required to fulfill the English proficiency conditions set for candidates starting undergraduate programs of the university.

#### **Horizontal Transfers within the University**

**ARTICLE 14** - (1) In horizontal transfers within the university, the students shall be required to complete the first two semesters satisfactorily (excluding the language preparatory program), shall not be dismissed from the university for any reason, and shall fulfill the conditions of the Regulation on Principles of Transfer Between Associate Degrees and Undergraduate Programs, Declaring a Double Major, Declaring a Minor and Credit Transfer Between Institutions in addition to the conditions determined by the Senate if applicable.

#### **Special students**

**ARTICLE 15** - (1) Students or graduates of other higher education institutions can be accepted as special students in undergraduate courses in order to develop their knowledge and skills on a specific subject.

(2) Candidates applying to take courses with special student status shall be required to fulfill the conditions set for English proficiency necessary for study at the undergraduate programs of the university.

(3) The application, courses and total course hours of special students shall be decided on by the relevant executive board, taking the opinion of the relevant department’s chair into account.

(4) Neither diplomas nor credits shall be awarded to special students. A document indicating the courses taken and their grades shall be given upon their request.

(5) Special students shall pay a tuition fee on the basis of the courses they attend in accordance with the principles determined by the Board of Trustees.

#### **Exchange programs**

**ARTICLE 16** – (1) TED University can arrange student exchange programs with national and international universities, can send students to other higher education institutions for a maximum of two semesters within the scope of these programs and can receive students from other higher education institutions.

(2) Student exchange shall be possible within the framework of the basics set forth in the Regulation on Principles of Transfer Between Associate Degrees and Undergraduate Programs, Declaring a Double Major, Declaring a Minor and Credit Transfer Between Institutions, in addition to the conditions determined by the Senate with the decision of the Executive Board of the relevant faculty or higher school.

(3) The students sent to other higher education institutions within the scope of exchange agreements shall continue to be enrolled at TED University during the period they spend in the exchange program.

(4) Students shall not be eligible for exchange programs in the final semester of their senior year.

(5) Credit and grade matching of the courses the students attended in other higher education institutions, within the scope of exchange agreements and upon the approval of their advisors, shall be done with the decision of the relevant executive board.

(6) All exchange students shall pay the tuition fee required by the higher education institutions that they are registered in.

#### **English proficiency examination**

**ARTICLE 17 -** (1) The students who complete their registration shall be subject to the English Placement Examination by the English Language School of the university to determine their level of English.

(2) The students who score higher than the predetermined level in that examination, shall enter the English Proficiency Test.

(3) The students who score under the predetermined level shall attend the level of courses determined in accordance with their performance, and the weekly course hours and rules of changing levels shall be determined by the English Language School.

(4) The students who fail the English Proficiency Examination shall continue in the English Preparatory Class for one year. The principles of ~~education~~-teaching at the English Preparatory Class shall be determined by the Senate.

(5) National and international tests equivalent to the English Proficiency Examination can exempt students from enrolling at the university preparatory program and the lowest scores necessary for exemption shall be determined by the Senate.

(6) Students who provide documentation of the required level of success determined by the Senate, shall directly start the undergraduate programs.

(7) Undergraduate students with gaps in their education of two consecutive years or four semesters due to reasons such as leave of absence, failure to renew registration, etc., shall be required to prove their competency through the English Proficiency Examination or through an equivalent test approved by the Senate. However, for those who spent the relevant time in national or international English medium higher education institutions, such condition shall not be applicable.

#### **Initial registration**

**ARTICLE 18 –** (1) The students admitted at the University shall be required to obtain the necessary documents announced for registration and to get registered personally at the University within the time limits indicated in the academic calendar.

(2) Candidates who cannot register individually due to valid reasons might have their initial registration processed through a legal representative.

(3) Candidates who fail to complete registration in the required time shall lose their registration rights.

(4) Registration of candidates with missing or damaged documents or candidates removed from any higher education institution with a dismissal penalty shall be annulled.

(5) At registration, originals or copies approved by the university shall be accepted. For military status and judicial records, the declaration of the candidate shall be valid.

#### **Renewal**

**ARTICLE 19 –** (1) At the beginning of each semester, the students of the university shall be required to renew their registration within the time limits indicated in the academic calendar prepared by the Senate and announced by the Rector's Office. This process involves selecting courses under the guidance of their advisors, paying the relevant tuition fees and completing other liabilities to the university.

## **PART FOUR**

### **Undergraduate Programs**

#### **Curricula and course loads**

**ARTICLE 20** – (1) The courses that should be taken by the students in each semester consist of required and elective courses, laboratory, practice, project, thesis and similar studies.

(2) Required courses are the courses that the student shall be obliged to take, whereas the electives are the courses that the student shall select from among various groups of courses.

(3) The courses in the curriculum shall be taken in accordance with the course hours, credits and prerequisites, if any, within the framework of the below mentioned conditions:

a) Students taking courses for the first time or repeating courses from previous semesters shall be required to register for these courses starting with the course(s) from the earliest semester.

b) “F” and “FX” grades show that the student has failed that course. The students with these grades shall be required to repeat the course if it is a program requirement upon the first availability of the mentioned course.

c) Students who do not fulfill the prerequisites of a course shall not be registered for the course.

ç) In case of multiplicity or conflict of the courses a student shall take or repeat, it shall be possible not to take some or all of the courses in the curriculum of that semester.

d) The students shall be able to add or drop courses within the period indicated in the academic calendar. Add/drop shall be subject to the conditions applicable for regular registration such as prerequisite courses, maximum course load, minimum required course load and conflicting courses. The add/drop period shall not exceed two weeks following the start of the semester. Students shall not be able to drop the courses they are repeating from the semester of their earliest “F” or “FX” grade(s).

e) Prior to the deadline of the withdrawal period indicated in the academic calendar, students shall be able to withdraw from a maximum of two courses in a given semester and a maximum of six courses throughout their education. These students shall receive a “W” for these courses. The approval of the student's advisor shall be required for withdrawal. Tuition fees shall not be returned for “W” courses. Students shall not be able to withdraw from the required courses of the being repeated from the earliest semester with required courses receiving the grade of “F” or “FX”. The mark of “W” shall not hinder graduation. Students shall not be able to withdraw from courses in the last four weeks of the semester.

#### **Course and credit loads**

**ARTICLE 21** – (1) The number of examinations, practical assignments and other assignments that shall be the students' responsibilities for each course, the contribution of these to the final grades and the requirements of the final exam shall be determined by the instructor and disclosed to the students at the onset of the semester.

(2) Depending on the characteristics of a course, a final exam may be excluded, upon the approval from the relevant Executive Board.

(3) The regular course load advised to students shall be equal to the average number of credits per semester in a given program, plus or minus two credits. The average number of credits per semester shall be calculated by dividing the total number of credits in the curriculum by 8.

(4) The course load of a student can be increased or decreased with the approval of the student's advisor. However, students in the first semester of a diploma program shall not be able to exceed the regular course load of that semester. Exceeding the regular course load (i.e. overloading) by 8 credits shall not be allowed. The minimum course load shall be 9 credits per semester, which can be reduced to 6 credits with the decision of the relevant Executive Board. The students who are expected to graduate in a maximum of two semesters shall not be subject to that condition.

#### **Late registration and unregistered student status**

**ARTICLE 22** – (1) Students who fail to register by the designated registration dates may also late-register during the add/drop period stated in the academic calendar. Students who also fail to register before the end of the add/drop period shall not be registered unless they can show valid acceptable reasons for the delay, to be approved by the relevant executive board within two weeks of the end of the add/drop period. Moreover, students registering late are obliged to fulfill the additional requirements determined by the Senate.

(2) Unregistered students cannot enjoy the rights to which the registered students are entitled. The period spent while a student is unregistered is included in the term of study. Unregistered students may reactivate their registrations in the following registration period. Students wishing to reactivate their registrations will have to pay the tuition fee for the year and shall not be able to benefit from any TEDU scholarships they were previously awarded.

#### **Attendance**

**ARTICLE 23** – (1) Students must attend the theoretical and practical class hours, examinations and other academic studies as required by the instructors.

(2) The attendance requirements will be announced by the instructor at the beginning of the semester.

#### **Summer Internship**

**ARTICLE 24** – (1) For programs that require summer internship, the rules of conduct of the summer practicum are determined and declared by the Senate.

#### **Double major and minor programs**

**ARTICLE 25** – (1) The Senate might open double major programs and minor-with-certificate programs. The regulations governing these programs are determined by the Senate.

### **PART FIVE**

#### **Assessment**

#### **Examinations**

**ARTICLE 26-** (1) Each semester ends with an examination period known as the final examination period. Final examination periods are announced in the academic calendar.

(2) The finals schedule shall be announced at least four weeks before the final examination period of fall and spring semesters and two weeks before the final exam period of summer session.

(3) At least one midterm exam and one final exam are given for each course.

(4) The instructor may assess student performance in the course through midterm and final exams, as well as through assignments, laboratory work or other similar projects.

(5) The courses which are exempt from the requirement of a midterm and/or final examination shall be determined by the relevant faculty boards.

(6) The excuse of a student, who could not attend the final exam due to a hardship, will be investigated by the University Plea Committee. If the committee accepts the student's excuse, the student will be entitled to a make-up exam. The excuse of a student failing to attend a midterm examination will be directly evaluated by the instructor of the course. If the instructor accepts the excuse, the student will be entitled to the right to make up the for the unattended midterm by a compensatory measure. These measures may include entitlement to a make-up exam, adjustment of the weight of the final exam, assignment of an additional project/essay or similar procedure.

(7) Instructors are expected to submit letter grades to the Rector's Office and Registrar's Office within one week of the course final exam date.

(8) Once recorded by the Registrar's Office, letter grades may only be altered if a written explanation, together with supporting documentation, is submitted by the course instructor to the dean's office of the relevant department. This application shall be evaluated by the executive board of the relevant faculty. Upon approval, the registrar will make the

necessary correction to the student's academic record, provided the procedure is completed before the end of the next registration period.

(9) Exam papers and student answers will be kept on file by the university for at least two years following the term in which the course is offered.

### **Grade Appeals**

**ARTICLE 27-** (1) Students may request their instructor review a grade for any exam in a course within one week after the grade notifications are provided. If the instructor refuses to change the exam grade to their satisfaction, students may submit a written appeal to the dean's office of the department by which the course is offered. The relevant board may, in turn, designate a review committee. The committee's recommendation will be forwarded to the dean of the faculty, who will then notify the instructor and the student, in writing, of the decision. If the decision of the committee leads to a correction of the final letter grade in a student's academic record, the dean of the faculty authorizes the registrar to apply the required change to the student's record. For the courses not offered by the faculties, the Rector's Office and the university Executive Board bear the responsibility of the review process explained above.

### **Letter Grades and Marks**

**ARTICLE 28-** (1) For each course taken by the student, as a result of the required exams or similar evaluations, one of the following grades shall be given by the instructor of the course:

<u>Grades</u>	<u>Status</u>	<u>Grade Point Value</u>
AA	Excellent	4.00
BA	Good-excellent	3.50
BB	Good	3.00
CB	Satisfactory-good	2.50
CC	Satisfactory	2.00
DC	Weak-satisfactory	1.50
DD	Weak	1.00
F	Failing	0.00
FX	Failing	0.00
P	Passing	-

- a) Letter grades "AA" and "BA" indicate that the course was completed with "outstanding achievement"
- b) Letter grade "CC" indicates that the course was completed with "satisfactory achievement"
- c) Letter grades "DC" and "DD" indicate that the course was completed "conditionally"
- ç) Letter grade "F" is a failing grade and assigned to students who could not reach the level of "DD" or "P."
- d) Letter grade "FX" is assigned to students who have failed to attend the classes or failed to participate in the midterm exam, final exam, term project or in similar major course assessment activities
- e) Students who receive grades "F" and "FX" for a required course shall be required to repeat the course upon its first availability in a regular term. The summer session is not a regular term in this context.

### **Marks beyond letter grades**

**ARTICLE 29-** (1) Other than the letter grades mentioned in Article 28, the following marks can be used under certain circumstances explained below.

<b>T</b>	The letter “T” (Transfer) is assigned for those courses taken at another university by students transferring to TEDU or by TEDU exchange students who studied abroad. Such courses taken at another university shall be transferred as credit only, not for a grade, and must be approved by the relevant faculty board as equivalent in content to a course in the pertinent academic curriculum of TED University.
<b>NC</b>	The letter “NC” (Non-Credit) is given for completed courses not included in the calculation of grade point average.
<b>NP</b>	The letter “NP” (Not Present) is given to students who did not take the final exam.
<b>I</b>	The letter “I” (Incomplete) is given to students who cannot complete the course requirements, like projects or term papers, by the end of the semester or the summer session for a reason accepted by the course instructor. The letter “I” must be converted to a letter grade within two weeks of the deadline for grade submission to the registrar. In case of failure to convert the letter “I” to a letter grade within the required period, it will automatically turn into a letter grade “F”.
<b>R</b>	The letter “R” (Repeat) indicates a repeated course.
<b>W</b>	The letter “W” (Withdrawal) is given to students who withdraw from a course within the withdrawal period mentioned in the academic calendar.
<b>L</b>	The letter “L” (Leave) is given to students on leave.

### **Grade point averages and academic standings**

**ARTICLE 30-** (1) Academic standings of the students shall be determined by calculating their grade point averages at the end of each semester.

(2) The total credit points obtained from a course are calculated by multiplying the course’s number of credit hours and the grade point value of the final letter grade received. (See chart in Article 28.)

(3) Semester Grade Point Average (SPA) is calculated by dividing the total credit points obtained from all the courses a student attempted in the pertinent semester by the total number of credit hours attempted in those courses.

(4) Cumulative Grade Point Average (GPA) is calculated by dividing the total credit points obtained from all finalized courses that the student has taken up to that time, by the total number of credit hours attempted in those courses. If there are repeated courses, prior attempts of the same course will not be included in the grade point average calculation.

(5) Calculated semester and cumulative grade point averages are rounded to two decimal places.

(6) Students may repeat courses for which they have received a letter grade “DD” and/or “DC” in order to raise their grade point averages. Courses with letter grades “CC” and above cannot be repeated.

(7) Students with cumulative grade point averages of 2.00 and above are in good academic standing.

(8) Students with cumulative grade point averages less than 2.00 are placed on academic probation; probationary students are not entitled to course overload. These students



must first repeat the courses from which they have received conditionally passing grades (“DD” or “DC”) to raise their grade point averages.

(9) Overloads of students in good academic standing and mandatory course repeats of students on probation are regulated on the basis of the principles determined by the Senate.

(10) Every semester, students with SPAs between 3.50 and 4.00 are qualified as “High Honors” students. Those with SPAs between 3.00 and 3.49 are qualified as “Honors” students, provided they have taken the regular course load and have a cumulative GPA of 2.00 or above.

## **PART SIX**

### **Leave of Absence/Withdrawal from University**

#### **Leave of Absence**

**ARTICLE 31** – (1) With the condition of provision of necessary documents, students may apply for leaves of absence due to health related matters, military service, education abroad or other academic, financial or familial obligations, as well as other extraordinary reasons accepted by the university Executive Board.

(2) The application for leave of absence must be submitted to the dean's office of the relevant faculty by a petition with supporting documents any time up to and including the last working day of the fourth week following the start of the classes. Applications after the end of this period are not processed. The request for leave of absence is granted upon the approval of the relevant faculty executive board.

(3) In the case of immediate sickness, a serious accident or other extraordinary circumstances occurring after the end of the application period for leave of absence, the status of the student is evaluated by the university Executive Board.

(4) Students are entitled to leave the university for a maximum of two consecutive semesters and four semesters in total during their term of the study. In obligatory situations upon the proposal of the relevant faculty executive board the term can be extended with the decision of the university Executive Board.

(5) Students requesting leave of absence from the university must pay **half** the tuition fee of the pertinent semester and clear all their debts to the university prior to the activation of the process. Students whose requests are favorably processed by the university, in accordance with Article 31-(3), must pay the **full** tuition fee and all other debts to the university. These fees cannot be counted towards the tuition fees of the coming semesters.

#### **Withdrawal from University**

**ARTICLE 32-** (1) Students who wish to withdraw from the university must apply in writing to the relevant dean's office and follow the procedures required by the university; they must fulfill their tuition fee and other financial obligations in order to receive their high-school diplomas and other related personal documents from the registrar's files. The notarized copies of the high-school diploma and other documents required at the stage of registration will be kept on file in the Registrar's Office.

(2) If the student's withdrawal request is received prior to the start of courses, the student is not obliged to pay any tuition fee. Fifty percent of the tuition fee paid for the pertinent semester will be refunded to the student if the withdrawal request is filed any time up to and including the last working day of the fourth week following the start of the classes in a regular semester or the second week following the start of courses in the summer session. In all other cases, no refund will be made by the university.

## **PART SEVEN**

### **Graduation**

### **Special requirements**

**ARTICLE 33 – (1)** Apart from maintaining the required satisfactory grade point averages, students must spend their last semester, excluding the summer session in TEDU. At least half of the total credit points required by the curriculum must be obtained from courses completed at TEDU.

### **Diploma and honors documents**

**ARTICLE 34 – (1)** Students who successfully complete all courses in the undergraduate program in which they are registered with a cumulative grade point average of at least 2.00 are eligible, with the condition of fulfilling the other graduation requirements, to receive the “Undergraduate Diploma of TED University” upon the decision of the relevant executive board.

(2) Students with a grade point average of at least 2.00 but failing to fulfill the graduation conditions due to the receipt of the letter grade “F” (not valid for FX) in a maximum of two courses, may be given the opportunity to take an exam or to undertake an equivalent academic project by the relevant executive board, upon the favorable opinion of the relevant instructor. With this exam or project, the student can compensate for the letter grade(s) of “F” without repeating the course(s)

(3) Students who complete their undergraduate education within 9 semesters or less with cumulative grade point averages between 3.00 and 3.49 graduate with “Honors,” and the ones with cumulative grade point averages of 3.50 or above graduate with “High Honors.” Students who receive disciplinary penalties during the course of their education in the university, however, are not entitled to such status. Honors and High Honors graduates are issued an honorary certificate indicating their status along with their diplomas.

(4) The requirements for diplomas and graduation of students earning double major or minor-with-certificate degrees shall be determined by the Senate.

(5) In the event that a diploma is lost, a new copy shall be issued only once, provided that the fee is paid and a lost notice is published in the national press. The new copy shall be printed with the phrase “second copy” on it.

### **Associate degree**

**ARTICLE 35 – (1)** An “Associate Degree Diploma” is awarded to students who choose to leave the university or are expelled from the university without completing their degree program, but have completed all the courses of the first four semesters or at least half of the total credit of the programs that they are registered in with a grade point average of at least 2.00.

### **Discipline**

**ARTICLE 36 – (1)** The disciplinary proceedings of students are conducted in accordance with the “Rules and Regulations Governing the Disciplinary Procedures in Institutions of Higher Education” published in Official Gazette issue 18634, date 13/1/1985.

## **PART EIGHT**

### **Execution and Enforcement**

### **Enforcement**

**ARTICLE 37 – (1)** These regulations come into effect on the date of their issue.

### **Execution**

**ARTICLE 38 - (1)** These regulations are executed by the rector of TED University.