

T.C.
NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY
PROCEDURES AND PRINCIPLES FOR MAKE-UP EXAMINATIONS

Purpose, Scope and Basis

ARTICLE 1- (1) The purpose of this directive is to determine the work procedure and principles for Nevşehir Hacı Bektaş Veli University make-up examinations in accordance with 14. article of The Law on Higher Education, dated 06/11/1981 and numbered 2547.

Definitions

ARTICLE 2 – (1) The expressions in this directive mean:

- a) Relevant Departmental Heads: Heads of faculties, colleges and vocational colleges affiliated to Nevşehir Hacı Bektaş Veli University.
- b) Make-up Exam. The exams held for students who cannot attend the exams due to a justified and valid reasons accepted by the relevant head of the department/programme.
- c) Rector: The Rector of Nevşehir Hacı Bektaş Veli University,
- d) University: Nevşehir Hacı Bektaş Veli University.

Exams for which make-up exam right can be used

ARTICLE 3 – (1) The right of make-up exam can be used for mid-term exams.

(2) The decision of Administrative Board of the University is required in order to use the right of make-up exam right other than those specified in this article.

The justified excuses for make-up exams

ARTICLE 4 - (1) The justified reasons for make-ups are specified below:

a) Representing the Country or the University: To participate in scientific, social, cultural, sportive activities and competitions with official assignment to represent the country or the University.

b) Health Issues: The illness or a health problem of a student or one of his/her first degree relatives on a date that would prevent the attendance of the exam. In this case;

1) If the student or one of his/her first degree relatives having surgery, have a serious illness that requires hospitalization or a condition that requires a report of at least 3 days, it is necessary to document these situations with a report.

2) This report must be obtained from state hospitals. If the student is in an emergency and admitted to a private hospital, a delegation report must be submitted.

3) Students who submit their medical report to the relevant units of the University, cannot attend any exams during this period. Even if they attend, the exam will be cancelled.

c) Death: In case of a death of a first or second degree relative of the student (at most five days before the exam), the certificate of death must be submitted to the relevant unit of the University in 3 work days.

ç) Traffic Accidents and Unexpected Situations

1) In case of a traffic accident that will prevent the student from reaching the exam, accident report must be submitted to the relevant unit of the University within 3 work days at most.

2) In case of occurrence of a force majeure (fire, flood, earthquake, collapse, destruction etc.) the day of the exam or one day before the exam, the evidential document obtained from the relevant authorities must be submitted to the relevant unit of the university within 3 (three) workdays.

3) If the student is detained or arrested for any reason; the document to be obtained from the relevant authority must be presented to the relevant unit of the university as an attachment of a petition until the end of the exam period.

d) (Substituted: SK-26/11/2020-33.160) All the students who could not attend the distant midterm exams due to reasons such as health, internet access etc. will be able to take the make-up exams.

e) (Appendix: SK-26/11/2020-33.160) Student who cannot take the exam due to another excuses than the 5 main ones aforementioned above, must submit the documentation about his/her excuse.

Acceptance of Excuse

ARTICLE 5- (1) (Substituted: SK-26/11/2020-33.160.) Except for Article 4(d), the student who cannot take the exam due to one of the excuses listed above, must present a petition stating the make-up exams they wish to attend, to the relevant unit within the periods specified in the above articles. The supporting documents must be included in the appendix of the petition.

2) The authorized unit to accept the excuse is the head of the relevant department/program.

3) The list of the students whose excuses are accepted must be send to the instructor of the course and to the dean's office or directorate of the relevant unit.

Other Provisions Regarding Make-up Exams

ARTICLE 6-(1) Only one make-up exam can be held for the same exam.

2) Make-up exams are held before the end of the relevant course period.

3) (Substituted: SK-26/11/2020-33.160.) The date of the make-up exam is determined by the relevant department/program chair and is scheduled to be held within 2 (two weeks at the most).

4) The results of the make-up exams are announced by the instructor of the course from Student Information System within three days after the end of the exam.

5) Those who want to attend the make-up exam, must apply to the relevant unit by themselves or by a relative, with a petition including the documents of their excuses, within 3 (three) working days before the end of the semester and at the latest 3 (three) days after the end of their excuse.

Abrogated Procedures and Principles

ARTICLE 7- (1) T.R. Nevşehir University Directive of Procedures and Principles Regarding Make-up Exams has been abolished.

Validity

ARTICLE 8- (1) This directive goes into effect on the date they are approved by Nevşehir Hacı Bektaş Veli University Senate.

Implementation

ARTICLE 9– (1) This directive is implemented by Nevşehir Hacı Bektaş Veli University Rector