

**NEVSEHIR HACI BEKTAŞ VELI UNIVERSITY ASSOCIATE AND UNDERGRADUATE
EDUCATION and TRAINING REGULATION ⁽¹⁾**

PART ONE

Objective, Scope, Basis and Definitions

Purpose and scope

ARTICLE 1 – (Change: RG-2/3/2018-30348)

(1) The aim of this regulation is to regulate the principles of associate degree and undergraduate education, registration, examination and evaluation in faculties, colleges and vocational schools affiliated to Nevşehir Haci Betas Veil University.

Basis

ARTICLE 2 – (1) This Regulation is prepared on the basis of Articles 14 and 44 of the Higher Education LawNo. 2547 dated 4/1 1/1981.

Definitions

ARTICLE 3 – (Change: RG-2/3/2018-30348)

(1) In this Regulation following definitions are used:

- a) ECTS: European Credit Transfer and Accumulation System,
- b) Relative Assessment System (BDS): The system based on determining the success grade point average determined according to the weight of the students' grades obtained from the exams and measurement activities during the semester and at the end of the semester according to the success levels of all students taking that course,
- c) Unit Board: Faculty board in faculties, college board in colleges,
- ç) Unit Board of Directors: Faculty board of directors in faculties, school management board in colleges,
- d) First education: Normal formal education in case of second education in formal education,
- e) Dean: Deans of the faculties within the university,
- f) Diploma program: The curriculum that provides education for a specific field,
- g) Semester: An academic year consisting of two semesters in education on the basis of the semester, each semester in the education on the basis of the semester,
- ğ) Education plan (curriculum): Charts of all theoretical and practical courses in a diploma program that are necessary for students to obtain diplomas from that program, their contents, weekly hours and credits and which periods they will open,
- h) Faculty: Faculties affiliated to Nevşehir Haci Bektas Veli University,
- i) Dual education: Normal formal education and second formal education at the associate, undergraduate and graduate level at the university,
- i) Second education: Formal education following the end of normal formal education at the university,
- j) Related unit: Faculties, colleges and vocational schools affiliated with Nevşehir Haci Bektas Veli University,
- k) Law: Higher Education Law No. 2547,

l) Legal duration of study: The periods of study specified in Article 44 of the Law No. 2547,

m) Credit: The unit that considers the student workload determined for each level within the Framework of Higher Education Qualifications of Turkey and based on the gain of the knowledge, skills and competencies prescribed on the basis of the diploma program and shows the value of any course in the integrity of the program in quantity, taking into account all kinds of theoretical and practical studies requested from the students,

n) Director: The principals of the schools or vocational schools,

o) Student information system: The system prepared electronically and enables student business and transactions to be carried out by computing methods,

ö) Formal education: The type of education that students are obliged to continue with courses and practices during the courses and practices,

r) ÖSYM: Assessment, Selection and Placement Center

s) Rector: Nevşehir Hacı Bektaş Veli University Rector,

t) Senate: Nevşehir Hacı Bektaş Veli University Senate,

ş) Distance education: By using information technologies, the type of education that does not require the student to continue the courses in a classroom environment,

u) University: Nevşehir Hacı Bektaş Veli University,

v) School: Nevşehir Hacı Bektaş Veli University's colleges and vocational schools,

PART TWO

Education Periods, Academic Calendar, Duration of Study, Registration and Academic Consultancy

Academic periods and academic calendar

ARTICLE 4 – (1) Education is organized on a semester or year basis.

(2) An academic year consists of at least two semesters, fall and spring semesters.

(3) From seventy academic days each semester, including the intermediate exams; one year can't be less than a hundred and forty academic days. This period can be increased by the proposal of the relevant unit and the decision of the Senate. The periods allocated for registration and final exams are not included in this period.

(4) **(Change: RG-2/3/2018-30348)** If deemed necessary, exam and compensation courses can be held on weekends with the decision of the board of directors of the relevant unit. Associate and undergraduate courses can also be held on weekends with the proposal of the board of directors of the relevant unit and the approval of the Rector.

(5) A third term (summer school) can be opened with the decision of the relevant unit boards and the approval of the Senate. The procedures and principles related to summer school are determined by the Senate.

(6) In diploma programs where education is made on the basis of the semester, the courses are organized to last one semester; however, in such programs, courses can also be arranged on an annual period with the decision of the relevant unit boards and the approval of the Senate.

(7) The academic calendar of the university for the next academic year; is reviewed by

taking into account the proposals of the relevant unit boards on registration renewal, teaching, exam, semester holiday, summer holiday, summer school and similar issues and determined by the Senate by the end of May at the latest and sent to the Higher Education Council.

Legal Education Period

ARTICLE 5 – (Change: RG-2/3/2018-30348)

(1) Students are required to complete their two year associate degree programs with a maximum duration of four years, undergraduate programs with a duration of four years, undergraduate programs with a maximum duration of four years, undergraduate programs with a duration of four years with a maximum duration of seven years, undergraduate programs with a maximum duration of five years within a maximum of eight years and a maximum of nine years with the undergraduate program with a duration of six years, regardless of whether they have enrolled for each semester, starting from the semester in which the courses related to the program they are enrolled in are given, except for the foreign language preparatory class for one year. The preparation class period is a maximum of two years. The maximum time for foreign students to gain Turkish language ability is one year. At the end of this period, the registrations of foreign students who do not gain Turkish language knowledge are deleted.

(2) students are not dismissed due to non-payment of contributions or tuition fees and non-renewal of registration within the maximum periods. However, with the decision of the Senate and the approval of the presidency of the Higher Education Council, students may be dismissed due to non-payment of contributions or tuition fees for four consecutive years and non-renewal of registration.

(3) at the end of the maximum period of study, a student who has six or more courses that he has never taken and/or taken and has not been able to obtain the right to a general exam because he has not met the attendance condition is dismissed from the University, although it is mandatory for graduation in the program in which he is enrolled. Internship courses do not participate in the calculation of this number.

(4) Senior students who have completed the maximum periods are entitled to two additional exams for all courses they fail, even though they have fulfilled their burden of attending classes. These two additional exam rights are used for all courses with the names of the First Additional Exam and the Second Additional Exam before the start of the new academic period after the end of the semester and the make-up exam periods of these courses. At the end of these exams

(5) Those who reduce the number of unsuccessful courses to less than five and five are given the right to take the exams of the courses they have never taken with these courses, three semesters for the courses they have never taken and failed to attend, four semesters for the students who have reduced the additional exams to five courses without taking them, two academic years in the units that are teaching on a year basis; There is no requirement to continue courses other than those that are applied, have practices and have not been taken before.

(6) students who have never taken the open exams for a total of three consecutive or intermittent academic years are considered to have given up their unlimited right to the exam and cannot benefit from this right. Students who have unlimited exam rights continue to pay the student contribution/tuition fee per course in which they take the exam. But these students cannot enjoy other student rights other than the right to an exam.

(7) End-term students who receive a pass grade from all the courses required to graduate from the program they are enrolled in but cannot provide the predicted grade averages in order to be considered successful are granted unlimited exams from the courses they wish to increase their grade point average.

(8) Students who do not graduate from two-year associate and four, five and six-year undergraduate programs at the end of these periods, excluding preparatory class education of diploma programs, receive the contribution and tuition fee prescribed for the relevant semester. Students enrolled in the double major program receive contributions according to the provisions of this article at the end of the diploma program and an additional year.

(9) Students who fail to successfully complete the compulsory preparatory class of programs whose teaching language is completely or partially foreign languages within two years are cut off from the program. Students who are disconnected from the foreign language preparatory program can enroll in this program if there is a program with the same name whose teaching language is Turkish in University during their request. In addition, these students can be placed centrally in one of the programs whose teaching language is Turkish, provided that the student's entrance score to the University is not lower than the base score sought to enroll in the program in which they will be placed.

Registration at the university

ARTICLE 6 – (1) (Change: RG-2/3/2018-30348) Students' registration to the University is made in accordance with the principles to be determined by the Presidency of the Council of Higher Education and the Senate. Candidates who are enrolled in the university apply for registration in person or through their legal representatives. There is no definitive registration by post.

(2) For final registration to the university below conditions are sought:

a) To graduate from high school, high school equivalent vocational school or a foreign country high school approved by the Ministry of National Education,

b) As a result of the placement made by ÖSYM, to be entitled to enroll in one of the diploma programs related to associate or undergraduate education in that academic year,

c) In diploma programs that accept students with special aptitude exam, to have obtained sufficient score as a result of the exam conducted by ÖSYM and to have achieved the special aptitude exam according to the procedures approved by the Senate and by the relevant unit board,

ç) To meet the necessary conditions within the framework of the provisions of the relevant legislation for foreign students and the procedures and principles specified by the Senate

(3) The original or University approved copy of the documents requested for registration is accepted. Regarding military service and criminal record, the transaction is carried out on the basis of the written declaration of the candidate. Registration is not made with the missing document. Candidates who do not register definitively between the specified dates cannot claim any rights.

(4) Undergraduate and associate degree training can be continued at the same time in formal, distance education and open education programs; however, in programs with quota limitations for formal, distance education and open education programs, education cannot be continued in two associate or two undergraduate programs at the same time; associate or undergraduate programs without quota limitations can be continued.

(5) The student who registers at the university is given a student ID card. In case of loss of identity card, a new one is issued in accordance with the missing persons report published in a local or national newspaper. The identity cards of students who have graduated from university or have been disconnected will be withdrawn.

Registration Renewal

ARTICLE 7 – (Change: RG-2/3/2018-30348)

(1) Registration renewal and course taking procedures are carried out between the dates to be determined by the Senate at the beginning of the semester. In order for the registration renewal and courses taken to be valid, contribution or tuition fee must be deposited and the approval of the peer-to-peer advisor is required.

(2) Students who cannot renew their registration within these periods for justified and valid reasons must apply to the relevant staff until the end of the period specified in the academic calendar for excused course registrations. The registration of these students can be renewed provided that the board of directors of the relevant unit, where their excuses are justified and valid.

(3) Students who do not renew their registration within the specified periods cannot continue their courses, take exams and benefit from their student rights at that time.

(4) The student can choose a new course with the approval of his/her advisor on the course addition-subsetion dates specified in the academic calendar following the registration renewal period or leave the course of his/her choice.

(5) The student may leave the compulsory courses taken for the purpose of raising the grade until the specified period in the academic calendar if the board of directors of the relevant unit sees fit.

Academic Counselling

ARTICLE 8 – (1) To help students solve their problems related to education, personal and management, academic advisors are appointed and notified to the Rector's Office from among the faculty members with the proposal of the department chair and the decision of the relevant unit boards before the start of the academic year.

(2) Academic advisors spend two hours a week during the study period to help students who are given their responsibilities to solve their other problems, as well as registration renewal, course selection and graduation.

(3) Academic advisors may limit the total credit of the courses they will take, taking into account the success status of the students given their responsibilities, under the maximum course load by adhering to the principles set forth in this Regulation.

(4) Other issues related to the duties and responsibilities of the consultants are determined by the relevant units.

PART THREE

Principles for Education

Types of education

ARTICLE 9 – (1) Formal, bilateral and distance education can be carried out in the relevant unit with the proposal of the unit board, the approval of the Senate and the appropriate opinion of the Higher Education Council.

(2) Course passing and credit system is applied in faculties and colleges other than education units on the basis of passing classes.

Diploma programs

ARTICLE 10 – (1) Programs that provide education for a specific field in academic units or sub-departments affiliated to the University are called diploma programs.

(2) In order for the diploma program to be opened, the decision of the relevant unit board, the approval of the Senate and the appropriate opinion of the Higher Education Council must be obtained.

(3) The proposals for opening a diploma program are in accordance with the principles and procedures determined by the Higher Education Council; In the recommendation file, the purpose of diploma program should be what the achievements of the knowledge, skills and competencies that will be given to the person who deserves to receive that diploma will be and the curriculum to be applied.

(4) The issues related to the evaluation of the diploma programs of the stakeholders expressing the persons and institutions that need their knowledge, vision and experience regarding the post-graduation employment of the students are determined by the Senate in accordance with the basic principles determined by the Higher Education Council on these issues.

(5) Other issues related to diploma programs are regulated according to the procedures and principles determined by the Senate.

Improving educational processes

ARTICLE 11 – (1) The relevant units must work to continuously improve the educational processes. In these matters, internal and external quality assurance practices and other issues related to the continued education are determined by the Senate in accordance with the basic principles set by the Higher Education Council on these issues and by taking the opinions of the relevant unit boards.

Minor and double major programs

ARTICLE 12 – (1) Minor and double major programs are carried out in accordance with the provisions of the Regulation on the Principles of Transition between Associate and Undergraduate Level Programs in Higher Education Institutions published in the Official Gazette dated 24/4/2010 and numbered 27561, and the procedures and principles determined by the Senate.

Education plans

ARTICLE 13 – (Change: RG-2/3/2018-30348)

(1) The curriculum consists of the courses that the student enrolled in the relevant diploma program should take during his/her academic life and the content and activities related to them. The courses in the curriculum consist of theoretical courses, applied courses, courses with practice, pre-conditional courses, prerequisites courses, laboratory work, graduation assignment/project/thesis, homework work, internship, seminar, practice, workshop, clinical applications and similar learning activities according to the characteristics of the relevant academic unit.

(2) The curriculum is prepared to bring the achievements of the relevant diploma program to the student.

(3) The compulsory or elective courses in the curriculum, theoretical and application hours, learning achievements/outcomes expressing the contribution of that course to the knowledge, skills and competencies gained by the student who has completed the relevant diploma program, credits and similar issues are determined by the relevant unit board in accordance with the provisions of Article 44 of the Law and finalized with the approval of the Senate.

(4) The principles related to educational activities such as internships, graduation projects, thesis and the procedures and principles related to the measurement and evaluation of such activities are determined by the relevant unit board and finalized with the approval of the Senate.

(5) Changes to curriculums are decided in the relevant unit board and sent to the Rector's Office until May for approval by the Senate. The new curriculum is implemented from the first academic year after the approval of the Senate. In the case of no changes to the curriculum, the existing curriculum will also apply in the new academic year.

(6) When sending education plans to the Rector's Office, the draft education plan output obtained from the student info system is used. This table contains the courses to be taught every year/semester and the codes, names, compulsory or elective courses of these courses, theoretical course time, applied course time, credit and, if any, information of the courses in which they are prerequisites/prerequisites.

(7) After the education plans are approved in the Senate, course introduction forms are entered into the information system in which this information is published by the responsible instructor of the course. The head of the department is responsible for the follow-up of this transaction.

(8) In the event that the courses in the curriculum are processed into the student information system and changes are made by the relevant unit board, these changes are processed into the student information system, respectively; the program coordinator or head of the department of the relevant diplomaprogram is responsible.

(9) The curriculum number is used to ensure that students who have started the same diploma program in the same year and under the same conditions are affected in the same way by the changes that occur in the courses taught and to group the relevant students. This number is; is the year in which the student registers for the relevant diploma program. However, students who will study the preparatory class are not given during the preparatory class. The year information about the fall semester of the academic year is given as a curriculum number to the students who start their education by skipping the preparatory class. Students who are successful in the preparatory class, whether they are in the fall or spring semester, are given the year information about the fall semester of the academic year as a curriculum number. The curriculum number representing the curriculum given to students who are entitled to start or continue education other than central placement, such as horizontal transfer, is determined by the board of directors of the relevant unit and notified to the University's Student Affairs Department

(10) It is determined by the Senate which of the previously successful courses the students who do not receive diplomas within the periods specified in Article 5 should re-take, in accordance with the basic principles determined by the Higher Education Council on these issues and taking into account the recommendations of the relevant unit boards.

Credit calculation and class hours of courses

ARTICLE 14 – (1) The credits and hours of the courses are determined by the decision of the relevant unit board and the approval of the Senate, according to the following principles:

a) In the calculation of course credits, the credit system (ECTS) is applied within the Framework of Higher Education Qualifications of Turkey, which is determined for each level and considers the student workload based on the gain of knowledge, skills and competencies foreseen on the basis of the diploma program. In addition to the course hours, the student workload means all the time spent in educational activities such as laboratory, workshop, clinical study, homework, application, project, seminar, presentation, exam-ready k, exam, internship, workplace training.

b) Located within the Framework of Higher Education Qualifications of Turkey; 5th straight, 120 credits for associate degree programs, 6th level, 240 credits for undergraduate programs are based. Secondary education teaching programs are 300 credits; these programs are graduate-level integrated programs. If you wish the credits specified herein, the total credit of graduation for the relevant diploma program is counted.

c) In all diploma programs, the total credit for the courses to be given to students is 30 credits per semester. The total annual loan in the units implemented in the annual program is 60 credits.

ç) In all diploma programs, 25% of the total credits of the courses determined by the curriculum consist of elective courses.

d) The duration of each course hour of theoretical and practical courses is determined by the decision of the relevant unit board of directors to be at least 45 minutes and a total of 50 minutes. Weekly sym programs are organized to leave ten or fifteen minutes between courses.

Lessons

ARTICLE 15 – (1) The course in diploma programs is grouped as follows:

a) Compulsory courses are courses that the student has to take and succeed in.

b) Elective courses are courses that the student has to choose from within certain course groups.

c) Pre-condition and pre-conditional courses: The course that is required to be successful for the signing of a course is called pre-conditioned course, and the course whose enrollment depends on the achievement of a preconditioned course is called a pre-conditional course. Unit boards can define the principles related to pre-conditioned and pre-conditional courses to be included in the education plans.

(2) The courses that the student will take from the units outside the diploma program in which he/she is enrolled are determined by the relevant unit boards, taking into account their content and credits.

(3) If deemed appropriate by the Senate, some courses in primary and secondary education programs can only be given through distance education. However, no additional payment is requested from the students for the courses given in this way.

(4) If it is deemed appropriate by the Senate to provide a course in the first and second education diploma programs both through formal education and through distance education; students who choose to take the course through distance education will be charged a student contribution or tuition fee based on the loan determined in accordance with Article 46 of the Law.

(5) Students can take up to 25% of the courses in the diploma program they are enrolled in from distance education programs, provided that the course is equivalent.

Vocational preparation class

ARTICLE 16 – (1) Vocational preparatory class is applied if deemed necessary by the relevant unit board in diploma programs that accept students with special aptitude exam. Students who do not succeed in vocational preparatory class cannot continue their undergraduate education without achieving this class.

(2) Special aptitude exam and vocational preparation class issues to be applied for entry to such diploma programs are determined by the relevant unit board.

Foreign language preparatory class, compulsory foreign language course and related exams

ARTICLE 17 – (Change: RG-2/3/2018-30348)

(1) The procedures and principles to be applied in the compulsory foreign language courses and compulsory and optional foreign language preparatory classes and exams will be determined by the Senate.

Foreign students and Turkish preparatory class

ARTICLE 18 – (1) Turkish language competences, competency and level determination exams, Turkish preparatory class and other related issues of foreign students are determined by the Senate.

Taking lessons

ARTICLE 19 – (1) **(Change: RG-28/3/2019-30728)** Students determine the courses they will take by filling out the course taking form through the student information system within the registration renewal period specified in the academic calendar. The registration renewal process has been finalized from the approval of the consultant and all responsibilities related to the registration work and transactions belong to the student.

(2) Within the registration renewal period; first year students must take all courses opened and other students must first take courses that they have failed and that belong to previous semesters. Students can change, delete or take new courses within the registration renewal period, provided that they remain within the maximum course load limit.

(3) Students who fail the courses removed from their education plans take the courses that are replaced by these courses, if there are no replacement courses, they are not held responsible for these courses, but they take other courses, including electives, to complete the total credit required for them to graduate.

(4) Students can also take courses from other departments of the University or from the relevant units of other universities at home and abroad by the decision of the board of directors of the relevant units.

(5) Students simply attend the courses they enroll in and take the exams for those courses. The grade of the student who took the exam of the course he did not enroll in is canceled.

(6) The maximum weekly course load that a student can take in each term is determined in the relevant unit boards; however, a period of up to 45 credits can be enrolled in the course. The maximum course load to be taken in summer school is determined by the Senate.

(7) The principles for taking courses according to the gpa are as follows:

a) **(Change: RG-28/3/2019-30728)** Students who want to take courses from the upper class can take courses from an upper class, provided that the gpa is above 2.50. First-year students can't take courses from upper schools. However, those who request exemption from these students can take courses from the upper classes as much as the credit they are exempted from, provided that they remain within the limits of the maximum course load. In order to take courses from the upper classes, students must be present during these periods of the relevant program.

b) **(Former: RG-28/3/2019-30728)**

c) **(Former: RG-28/3/2019-30728)**

(8) If necessary, some compulsory courses can be opened in both periods with the request of the department, the proposal of the relevant unit board of directors and the approval of the University Board of Directors. Courses opened in a different period from the period in which they are

located are also included in the course load of the period in which they are opened.

(9) The evaluations of the courses taken by the students sent to universities at home and abroad within the scope of the student exchange programs accepted by the relevant units are determined by the decision of the board of directors of the relevant unit.

(10) The principles related to equivalence, credit, grade and similar issues related to the courses taken at universities at home and abroad are determined by the Senate.

CHAPTER FOUR

Continued Courses and Polls, Exams, Measurement, Evaluation and Transitional Principles

Continued classes and polls

ARTICLE 20 – (1) Students are required to attend theoretical courses by 70% and practical courses by 80%, except for the courses to be taught by the distance education system determined by the Senate.

(2) The principles of success in practical or practical courses are determined by the relevant unit board.

(3) Students who fail to meet the conditions of continued and practice of a course cannot take the final exams of that course.

(4) The students' status is monitored by the instructor of the course by taking the students' signature on the course continued schedule and entered into the student information system.

(5) The remnance of the students can be monitored by electronic means and computing methods by the decision of the University Board of Directors. In this case, the relevant instructor makes the final decision regarding the student's continued status.

(6) Students are considered non-attended within the periods covered by their health reports and cannot take any courses and exams during this period. Students who have been involved in courses or exams during these periods are considered invalid. In order for the student to take the courses and exams before the end of the health report period, he/she must document the improvement of his health status with a new health report.

(7) **(Change: RG-2/3/2018-30348)** Students who fail a course despite fulfilling the requirement to continue are not required to continue if they repeat the course. However, a condition of continue may be made by the decision of the relevant unit board of directors.

Types of exams

ARTICLE 21 – (1) The exam types are:

a) Short-term exam: It is a short-term exam that replaces the intermediate exams at the time of the course, with or without the news during the semester. Whether or not this exam will be held, if done, the contribution to the average of the intermediate exam is determined by the relevant unit board and the promotional form of the relevant course is processed.

b) Intermediate exam: It is the exam conducted within the year or semester of the courses prescribed by the relevant diploma program. The intermediate exams are held during the semester. The relevant unit board may decide on the number of intermediate exams before the start of course registrations, the number of tests, written, oral, practical or other types, their short exams, seminars, assignments, projects or applications, and the ratio of each of them to the average of the intermediate exams. This information is announced to the students by entering the student information system and course introduction form by the responsible instructor before the courses

start.

c) Final exam: It is the exam conducted between the dates specified in the academic calendar at the end of the year/semester in which the course is taught and prepared to measure all the learning outputs of that course. Students who have enrolled in the relevant course, fulfilled the conditions of continuation and are successful in the applications can take the final exam. One final exam is held from each course.

ç) The principles related to the make-up exam are as follows:

1) **(Change: RG-28/3/2019-30728)** The make-up exam is the exam opened for students who fail as a result of the final exam of the course and replaces the final exam. Make-up exams are held between the dates specified in the academic calendar at the end of the semester and at the end of the year in the programs that are trained on a semester basis. The results of the make-up exams are announced by the instructor of the course in the student information system until the date specified in the academic calendar.

2) Students can only take the make-up exam of the courses they have enrolled in in that semester/year.

3) To the make-up exam; students who have won the right to take the final exam and who do not take these exams with or without excuses enter the exams and students who have failed to take them enter.

4) In order to be considered successful in the make-up exams, it is required to have at least 55 points in associate degree programs and at least 65 points in undergraduate programs out of 100 full points. In the make-up exams, the final exam grade is valid instead of the make-up exam grade of the students who score below the scores specified here.

5) In the calculation of the success score of the students who did not take the make-up exam, the scores obtained in the final exams are taken into account.

6) There is no make-up exam for summer school final exams.

d) Single course exam: It is the exam for students who fail a single course to graduate, provided that they have previously fulfilled the requirements for entering the final exam of a course. The single course exam is held after the final/make-up/summer school exams, which are deducted as a single course for graduation. The intermediate exam grade is not taken into account in determining the success grade in a single course exam. In this exam, it is required to score at least 50 points in associate degree programs and at least 60 points in undergraduate programs out of 100 full points to be considered successful. What will be the letter grade equivalent of the score obtained in this exam is indicated in the procedures and principles related to determining the success grade determined by the Senate. Students who do not succeed in a single course exam repeat this course within the periods specified in the Law without their request or may exercise their right to a single course exam in the following periods. Students who have one course remaining benefit from the right to a single course exam even if they have not done their internship.

e) Level determination and proficiency exam: It is the exam for foreign language and Turkish specified in articles 17 and 18 of this Regulation.

f) Exemption exam: It is the type of exam that is conducted for the courses determined by the Senate and that the student is exempt from the relevant course as a result of the exam.

Principles for exams

ARTICLE 22 – (1) Exams may be held in various types, such as written, oral or both written and oral and/or practical.

(2) Exams and all other measuring instruments are scored over 100 full points.

(3) Provided that they remain within the limits of the maximum course load, students can re-

enroll in the courses they have succeeded in each term in a way to improve their grades, without the condition of continuing, and take their exams. In this case, the most recently received grade is considered valid.

(4) The student who does not take any exams is considered to have exercised his/her right and received a zero (0) score from that exam. It is evaluated in the same way that students do not or do not participate in the semester/year activities such as homework, seminars, projects and applications subject to scoring.

(5) The student who is punished as a result of a disciplinary investigation for committing one of the acts of copying, copying, helping to make copies or attempting to make copies during the exam or during the examination of the exam documents is awarded a zero (0) score from the exam of that course.

(6) If the student takes an exam that he does not deserve to take, his/her grade is canceled.

(7) Students are required to take the exams at the time and place shown in the exam program, and to have their student ID card and other documents requested by the relevant unit management.

(8) The days and times of the exam are announced by the unit at least five working days before the exams by the decision of the relevant unit board of directors in accordance with the academic calendar, except for short-term exams conducted unannounced. After the exam dates have been announced, they can only be changed by the decision of the board of directors of the relevant unit. Besides religious and national holidays, exams can also be held on Saturdays and Sundays. The intermediate exams are completed within the period other than the first and last three weeks of that semester/year.

(9) Exams are carried out by responsible instructors and supervisors appointed by the relevant unit management.

(10) The responsible instructor delivers the exam documents and course follow-up schedules to the relevant unit management within two working days of entering the exam grades into the student information system. The exam document is kept for at least two years from the date of the exam.

(11) Measurement results of all kinds of events for exams and scoring; excluding restrictions on make-up exams specified in this article; It is announced by the relevant instructor by entering the student information system no later than ten working days from the date of the exams and activities.

(12) The principles and procedures determined by the Senate are applied for students who cannot take the exams for a justified and valid reason accepted by the board of directors of the relevant unit.

(13) With the recommendation of the relevant unit boards and the approval of the Senate; All exams measuring the achievements of competency, exemptions, levels or courses can be held in a paper environment and simultaneously, or electronically, allowing and allowing each candidate to be asked different questions at different times from a question bank that is securely stored by sorting according to the level of space and difficulty. In exams the principles for preparing the questions, creating and encrypting the question bank, setting the exam questions in a paper environment or electronic environment and ensuring exam security are decided by the Senate according to the principles to be determined by the Higher Education Council.

Excuses and leave of leave

ARTICLE 23 – (1) The rights of students who fail to fulfill one of the conditions of renewal, course and exams for a justified and valid reason determined by the Higher Education Council are reserved and the period they lose is not counted from the legal period of study.

(2) In the case of significant and justified reasons for the students' registrations and

documents, they can be frozen for up to a maximum of one year by the decision of the board of directors of the relevant unit and this period is added to the legal learning period. Registration freeze applications must be made within one month from the beginning of the semester/year.

(3) **(Change: RG-2/3/2018-30348)** Students participating in scientific, social, cultural and sporting activities and competitions for the purpose of representing Türkiye or the University are considered to be on leave from courses and exams by the board of directors of the relevant unit and these periods are not considered as absences.

(4) In the case of opportunities such as domestic/international education, internship, research, information-manner increase that will contribute to student ere, education and education; Students who wish to benefit from these rights must pay the contribution or tuition fee each time and register. The educational achievements of these students are evaluated within the framework of the provisions of the relevant legislation.

(5) Students whose absence exceeds two years during the entire period of study due to neurological and psychiatric disorders will resume their education if they bring in a new health report and their report duration does not count from the legal learning period.

Calculation of the success grade

ARTICLE 24 – (1) Exams are measured over 100 points. The results of a course's intermediate exam and final exam are shown with a numerical score. The score of the exams that the student does not take is zero.

(2) The contribution of the semester/year evaluations to the success grade is 40%, and the contribution of the final exam is 60%.

(3) When calculating the semester/yearly evaluations, the contribution of the score from each intermediate exam, assignment and similar activities is determined before the courses start without raising the number of halves to the integer; In this way, the number of halves to be found is increased to the exact number. In this way, the in-period score is calculated.

(4) The raw achievement score is calculated by adding 60% of the final exam score and 40% of the score average of the semester/year evaluations. Fractions are maintained verbatim in the account of these rates, but in the account of the raw success score, the number of halves is completed to the exact number.

(5) The student's achievement grade inside is converted to a lettered success grade and success coefficient as follows:

Success Grade	Equivalent in system 4 (Success Grade Coefficient)	Degree of Success
AA	4.00	Outstanding Achievement
Ba	3.50	Well
Bb	3.00	Good
CBS	2.50	Medium-Good
Cc	2.00	Middle
Dc	1.50	Conditional passes-Medium
Dd	1.00	Conditional pass-Weak
FDA	0.50	Weak
Ff	0.00	Very Weak

(6) The AA, BA, BB, CB, CC grades in the table above are unconditionally successful; DC and DD grades are conditionally successful grades. Students with a GPA of at least 2.00 for a period are also considered successful in the courses they received DC and DD grades in that period. This result is expressed as DC+ and DD+.

(7) The conversion of grades to the system of 100 is determined by the Decision of the Senate. This table is also taken into account when necessary in the grade conversions of the courses taken by students at other universities.

(8) **(Change: RG-2/3/2018-30348)** Descriptions of other letter notes are as follows:

a) (ST) note; the courses taken from other higher education institutions and exempted by the board of directors of the relevant unit are given for those who cannot be determined for the success grade. The (ST) grade is not included in the GPA.

b) (GT) note; it is given to students who have succeeded in courses that do not participate in the GPA. This grade is also given to the students who are exempted from the courses determined by the Senate at the end of the exemption exam applied to the relevant unit.

c) (NT) note; it is given to students who fail because they do not meet the requirement to attend the course or the requirements for the course application. The (NT) grade is traded like a weed in agpa account (FF).

c) (IT) grade; it is given to students who are successful in internships. The relevant unit boards decide whether to participate in the GPA of the (IT) grade. A relative evaluation system is not applied to these grades.

d) (KT) note; it is given to students who fail internships. The relevant unit boards decide whether to participate in the GPA of the (KT) grade. A relative evaluation system is not applied to these grades.

e) (PT) note; is given for unfinished, ongoing courses. The (PT) grade is not included in the GPA.

(9) **(Annex: RG-2/3/2018-30348)** The grades of the courses that students are granted exemption from the courses they have taken in their previous education by the relevant unit are shown in the grade breakdown and taken into account in the general weighted grade average.

Objection to exam result

ARTICLE 25 – (1) Students cannot object to their success grades, but they may object to the exam results in terms of material error.

(2) Objections are made to the relevant ally within five working days from the date of final approval/announcement in the student information system of the grades.

(3) Upon objection, the exam material is examined by the instructor of the course and the head of the department or department; the result is notified in writing to the relevant ally.

(4) The result is decided on the board of directors of the relevant unit. The examination and evaluation of the objection is concluded no later than five working days from the date of the appeal.

(5) If correction is deemed necessary as a result of the review, the calculated statistical values of the class remain constant and the same constant values are processed.

(6) The institutions or boards of the University are not challenged again regarding the teaching hand of the course and the exam material examined by the relevant department or head of the department.

Determination of gpa and period GPA

ARTICLE 26 – (1) At the end of each year/half, the overall grade point averages of the students

are determined.

(2) In determining the gpa, the grades of all the courses taken by the student are used.

(3) Courses specified in the curriculum but not enrolled in the course are not included in the average calculations when determining the gpa as of the end of the year/semester in which they are enrolled.

(4) A student's weighted score from a course is multiplied by the credit of that course and the coefficient of that course's success grade. The gpa is found by dividing the weighted score total of all courses taken into the sum of the courses' credits. The resulting average is shown in double digits after the comma.

(5) The grade point average of the period is calculated as described in the fourth paragraph of this article on the courses taken in the relevant period.

Successful and outstanding students

ARTICLE 27 – (Former: RG-28/3/2019-0728)

Horizontal and in-house transition

ARTICLE 28 – (1) In-house transfers to the university's diploma programs from other higher education institutions and equivalent diploma programs at the University; In higher education institutions, the transition in accordance with the provisions of the Regulation on the Principles of Transition, Double Major, Minor and Interagency Credit Transfer and The Principles determined by the Senate are made in accordance with the principles determined by the Senate.

Vertical transitions

ARTICLE 29 – (1) Admissions and adaptations of vocational school graduates who are successful in the vertical transition exam conducted centrally by ÖSYM, in accordance with the provisions of the Regulation on the Remnant Education of Vocational Schools and Open Education Associate Programs Graduates published in the Official Gazette dated 19/2/2002 and numbered 24676, and the decisions of the Higher Education Council on this issue.

CHAPTER FIVE

Student Contribution, Tuition Fee, De-Registration and Deletion Student contribution and tuition fee

ARTICLE 30 – (1) Students must pay the student contribution or tuition fee each semester in order to renew their registration. In the case of deletion of the registration, the contribution or tuition fee received from the student will not be refunded.

(2) Students' contributions or tuition fees are charged in accordance with the provisions of Article 46 of the Law.

(3) **(Change: RG-28/3/2019-30728)** Except for the preparatory class, 10% (ten percent) given second education students pay tuition fees for the first education students in the next semester according to the average success of the students who take the minimum courses determined for each semester and who are successful in these courses.

(4) Except for the preparatory class, the first education students who take the minimum courses determined for each semester in their department and who are successful in these courses according to the average success of the students who are in the top 10 percent in the ranking to be made at the end of the semester pay half of the student contribution they will pay in the next semester.

(5) **(Change: RG-28/3/2019-30728)** The procedures and principles regarding the students who will benefit from the tuition fee reduction specified in the third paragraph of this article are

determined by the Senate.

Delete and delete records

ARTICLE 31 – (1) By the decision of the board of directors of the relevant unit, in the following cases, the students are disconnected from the University and their records are deleted:

a) The student receives a penalty for removal from the University in accordance with the provisions of the Student Disciplinary Regulation of Higher Education Institutions published in the Official Gazette dated 13/1/1985 and numbered 18634,

b) **(Mulga: RG-28/3/2019-30728)**

c) A later understanding that the student has not fulfilled the prescribed admission requirements or that the documents and information provided by the student are inads or incomplete. All documents, including the diploma given to these individuals, are cancelled and the necessary legal action is taken against them.

(2) **(Annex: RG-28/3/2019-30728)** Students can voluntarily have their registration deleted by giving the request to the Student Affairs Department in writing.

PART SIX

Graduation, Diploma, Grade Certificate and Diploma Certificate Graduation degree

ARTICLE 32 – (1) Graduation degree is determined by dividing the algebraic sum of the credit values of the courses and the multiplied by the coefficients that are the equivalent of the success grades of these courses by the total credit. In order for a student to graduate, he/she must achieve all the courses of the diploma program he/she is enrolled in and the graduation degree must be at least 2.00.

(2) **(Annex: RG -28/3/2019-30728)** Students are asked to ensure the graduation conditions of the program they are enrolled in within the normal period of study, do not take any disciplinary action and students between 3.00-3.49 are honor students and those who are 3.50 and above are superior honor students. This information is indicated in the diplomas of the students.

Granting an associate degree and adaptation to vocational school

ARTICLE 33 – (1) Students who are unable to complete or cannot complete their undergraduate studies and who have achieved all courses in the first two years are awarded an associate degree if requested.

(2) Students who cannot complete their undergraduate education or who are understood to be unable to complete their undergraduate education, if they apply, their adaptation to vocational schools is made in accordance with the provisions of the relevant legislation.

(3) Even if they have achieved all the courses of the first two years, students who continue their undergraduate studies are not awarded an associate degree diploma for those who are sentenced to remove them from the higher education institution according to the provisions of the relevant legislation.

(4) Those who are dismissed from the undergraduate program by obtaining their associate degree diploma must return their associate degree if they want to continue their studies by taking advantage of a legal right to be given to them.

Diplomas, diploma certificate, grade status document

ARTICLE 34 – (1) An Associate degree diploma is awarded for students who successfully complete four-semester (two-year) diploma programs; those who successfully complete eight-semester (four-year) programs receive a bachelor's degree, and those who successfully complete ten-semester (five-year) programs receive a bachelor's and master's degree.

(2) Until the diplomas are prepared, students are given a temporary graduation certificate to return when receiving their diploma.

(3) The diploma is awarded once. In case of loss, the diploma is re-issued as a second copy.

(4) Diplomas are signed by dean and rector in faculties, principal and Rector in colleges, principal, dean and rector in colleges and vocational schools affiliated to faculties.

(5) All graduating students are given a grade status document (transcript) showing the courses and grades they received in the diploma program where they studied, as well as a diploma certificate. The information to be included in the diploma annex is organized according to the principles determined by the Council of Higher Education.

Exmatriculation procedures

ARTICLE 35 – (1) Those who have been exmatriculated according to article 31 of this Regulation or who have left the University by graduating must carry out the procedures determined by the University in order to obtain their diplomas and their own documents.

PART ONE

Various and Final Provisions Birim issues that require a Board decision

ARTICLE 36 – (1) Within the scope of this Regulation, the opinion, proposal or decision of the main branch/department board carrying out the relevant diploma program is taken on all matters requiring the decision of the unit board.

Where there is no provision

ARTICLE 37 – (1) In cases where there is no provision in this Regulation, the provisions of the relevant legislation and the decisions of the Senate, The University Board of Directors, the relevant unit board of directors shall apply.

Students with disabilities

ARTICLE 38 – (1) Special arrangements are made for students with disabilities in courses and exams. The procedures and principles in this issue are determined by the Senate.

Discipline

ARTICLE 39 – (1) Disciplinary work and procedures of students; Higher Education Institutions are carried out in accordance with the provisions of the Student Disciplinary Regulations. Students who are suspended from the higher education institution for any reason cannot participate in educational activities and social activities during this period and cannot enter the buildings, gardens, add-ons and facilities of the University.

Repealed regulation

ARTICLE 40 – (1) Nevşehir University Associate and Undergraduate Education Regulations published in the Official Gazette dated 24/7/2007 and numbered 26592 have been abolished.

Exam rights granted to students who have completed the legal maximum education period

TRANSITIONAL ARTICLE 1 – (1) Students may exercise their exam rights granted by Article 44 of the Law before 13/2/2011 until the end of the 2012-2013 academic year.

Students subject to the old regulations

TRANSITIONAL ARTICLE 2 – (1) The DC and DD grades received and received by students enrolled before the 2012-2013 academic year are automatically converted to DC+ and DD+ grades. If their overall grade average is below 2.00 when they reach the graduation stage, they are entitled to

an additional exam from the up to three courses they have graded in CC and below, no later than the early semester.

(2) Students enrolled before the 2012-2013 academic year are subject to the education plan of the year they enroll. However, those who take the compulsory courses in the education plans that have changed from these students or the courses that are replaced by them and reach the total credit of graduation determined by the new education plan are considered successful and are granted the right to graduate without the obligation to take elective courses.

(3) The conversion of the national loans of the students responsible for the education plans arranged on the basis of national credits to ECTS loans is carried out by the decision of the board of directors of the relevant unit.

Adaptation

TRANSITIONAL ARTICLE 3 – (Annex: RG-2/3/2018-30348)

(1) In the calculation of maximum periods for students enrolled on 19/11/2014, the periods of study before 19/11/2014 are not taken into account.

Effective

ARTICLE 41 – (1) This Regulation enters into force on the date of publication.

Execution

ARTICLE 42 – (Change: RG-2/3/2018-30348)

(1) The provisions of this Regulation are carried out by the Rector of Nevşehir Hacı Bektaş Veli University.

⁽¹⁾ The name of this Regulation with the change published in the Official Gazette dated 2/3/2018 and numbered 30348 **has been amended as it is processed into the Regulation from 'Nevşehir University Associate and Undergraduate Education and Training Regulations'**.

The Official Gazette for the Publication of the Regulation:		
	Date	Number
	18/7/2012	28357
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