

Official Gazette dated 01 March 2021 and numbered 31410

İSTANBUL KENT UNIVERSITY ASSOCIATE DEGREE AND UNDERGRADUATE DEGREE EDUCATION AND EXAMINATION REGULATION

CHAPTER ONE

Goal, Extent, Foundation and Definitions

Aim

ARTICLE 1 – (1) Goal of this regulation is to organize the methods and principles regarding to registration, acceptance, student affairs, education, double major and sub-specialty programs and examinations in all departments which are bound to Istanbul Kent University on both associate degree and undergraduate degree level.

Scope

ARTICLE 2 – (1) This regulation contains verdicts regarding to, student acceptance and registration to both associate degree and undergraduate degree level programs, associate degree and undergraduate degree level education, double major and sub-specialty programs and examinations.

Legal Basis

ARTICLE 3 – (1) This regulation was based upon 14th and 44th articles of the Higher Education Code Number 2547 which was dated 4/11/1981.

Definitions

ARTICLE 4 – (1) Following are frequently used abbreviations and concepts in this regulation:

- a) ECTS: European Credit Transfer and Accumulation System
- b) Double major program: The program in which students who meet the required criteria can take courses and graduate simultaneously from two separate diploma programs that are offered within the same higher-education institution.
- c) Academic year: Two semesters in which one of the semesters consists of at least fourteen course weeks and said semesters are named as "fall" and "spring" respectively. Or one course year that consists of twenty-eight course weeks excluding holidays which is tailored according to the needs and properties of the specific faculty or vocational school.
- ç) Faculty: Faculties of Istanbul Kent University
- d) Faculty Council: Faculty councils of Istanbul Kent University
- e) General Weighted Grade Average (GANO): Achievement quotients of all courses are multiplied by that course's credit. Result of that operation is divided to total credit of all courses that were taken. Result is the general weighted grade average.
- f) Trustee Council: Istanbul Kent University Trustee Council
- g) MYO: Istanbul Kent University Vocational School
- ğ) ÖSYM: Ölçme Seçme ve Yerleştirme Merkezi (Measurement, Selection, and Instalment Institution)
- h) Senate: Istanbul Kent University Senate

- 1) SHMYO: Istanbul Kent University Vocational School of Health Services
- i) University: Istanbul Kent University
- j) Sub-specialty program: The program in which students who meet the required criteria can take limited number of courses from another diploma program which was offered by the same higher education institution and allows them to gain a sub-specialty certificate.
- k) Semester: An education period which lasts at least fourteen weeks.
- l) Semester-end grade average (YANO): Achievement quotients of courses which were taken in a given semester are multiplied by each course's credit and the result is divided to the sum of credits of the courses which were taken in that given semester.
- m) Summer school: An additional condensed education period to fall and spring semesters which lasts at least seven course weeks.
- n) YÖK: Yükseköğretim Kurulu Başkanlığı (Higher Education Council Chairmanship)
- o) Board of Management: In faculties which are bound to Istanbul Kent University, it means faculty board of management; in vocational schools which are bound to Istanbul Kent University, it means vocational school faculty board of management.
- ö) YÖS: Foreign national student examination
- p) Yearly Weighted General Grade Average (YAGNO): Fall and spring semester general weighted grade averages of the same academic year.

CHAPTER TWO

Education Level and Duration

Associate Degree Education

ARTICLE 5 – (1) A program which consists of four semesters and takes place in vocational schools which are bound to the university. Students who meet the required criteria for graduation are given an associate degree diploma.

Undergraduate Degree Education

ARTICLE 6 – (1) Students in faculties which has the duration of four-years, five-years and six-years are given an undergraduate degree diploma when they meet the required criteria for graduation.

Preparation School Education

ARTICLE 7 – (1) There are two types: English Preparation and Turkish Preparation. This programs' goal is to enhance students' English and Turkish language proficiency respectively.

(2) Students can participate in this program optionally. Students who are not proficient at their obligatory education language are obligated to take part in this program.

(3) In associate degree level and undergraduate degree level programs in which education language is 100% English or partially English, English proficiency is required. Students who are not proficient at their education language are obligated to take part in Language Preparation Program.

Duration of Education

ARTICLE 8 – (1) Normal education duration; except for the foreign language preparatory class, is eight semesters for those with a four-year undergraduate program, ten semesters for those with five years, and twelve semesters for those with six years. In associate degree programs, it is four semesters.

(2) Maximum education duration; excluding the one-year foreign language preparatory class, starting from the semester in which the courses related to the program have begun, regardless of whether the students are registered for each semester, consists of a maximum of four years in associate degree programs, a maximum of seven years in four-year undergraduate programs, and a maximum of eight years in five-year undergraduate programs and lastly, a maximum of nine years in six-year programs. The provisions of the Law No. 2547 and the relevant legislation are applied to those who cannot graduate within these periods. These periods do not include the periods spent in foreign language preparatory programs. The registration freeze period is not included to the maximum education period.

(3) When students are suspended from the university for a certain period of time, their suspension period is added to their education period that was indicated in the clause one (1) and two (2).

(4) Students who cannot graduate within the normal education period pay the tuition fee per ECTS of the courses that they will take in the following semester.



(5) The maximum education period of the obligatory preparatory class, which is applied in programs that the language of instruction is partially or completely foreign language, is two years.

(6) Students who fail in the obligatory preparatory classes at the end of the maximum education period are dismissed from their programs. Students who have been dismissed can enroll in an equivalent program in which the education language is Turkish, with the decision of the relevant board. If there is no equivalent program, students can be placed in one of the programs whose language of instruction is Turkish, provided that the student's entrance score to the University is not lower than the base score required for enrolling in the program which they will be placed, for one time only, by ÖSYM.

(7) For those who have not completed or cannot complete their undergraduate education; actions are taken in accordance with the provisions of the Regulation on Obtaining Associate Degree Diplomas or Adaptation to Vocational Schools of those who have not or cannot complete their undergraduate education published in the Official Gazette dated 18/3/1989 and numbered 20112. However, in order to receive a diploma, students must have studied at the University for at least two years, excluding foreign language preparatory programs.

Education Language

ARTICLE 9 – (1) The education language of the programs is Turkish or English.

English Proficiency

ARTICLE 10 – (1) Students are required to certify their English proficiency in order to start the university's programs in which the education language is English. Students who certify their English proficiency via English exams or via national or international exams whose equivalence is accepted by YÖK or the Senate and whose validity period is determined can directly start their programs. Candidates must present a valid English proficiency document at the time of their application or registration.

(2) Students who do not document their English proficiency level study in the English preparatory program. The provisions of other relevant legislation are applied in the teaching of the English preparatory program.

(3) The provisions of this article are also applied to students who enroll with horizontal or vertical transfer.

(4) English preparatory education can be taken optionally in programs that provide education in Turkish.

Optional preparatory education

ARTICLE 11 – (1) Obligatory preparatory class is not opened in programs in which the language of instruction is Turkish. However, in the programs determined by the Senate, optional preparatory education can be taken on the condition of paying the full tuition fee of the preparatory department, upon the request of the students.

(2) Students who attend to the optional preparatory class continue to the program they are registered in, even if they fail.

CHAPTER THREE

Admission and Registration Principles, Quotas and Tuition Fee

Student Admission

ARTICLE 12 – (1) Admission of students to faculties, colleges and vocational schools affiliated to the university is done according to the results of the central exam organized by ÖSYM and the principles determined by YÖK.

(2) Candidates who apply to programs that accept students according to the results of the special talent exam are accepted according to the results of the exam conducted by the University within the framework of the principles determined by the Council of Higher Education.

(3) For issues that were not addressed regarding university admission in this regulation, students should resort to the Law No. 2547, the Regulation on Foundation Based Higher Education Institutions published in the Official Gazette dated 31/12/2005 and numbered 26040, and Regulation regarding Principles of Transfer between Associate Degree Level and Undergraduate Degree Level Programs, Double Major, Sub-Specialty and Credit Transfer between Institutions that was published in the Official Gazette dated 24/4/2010 and numbered 27561.

(4) In cases where the documents and information given by the students to the University are discovered to be untrue, said students' relations with the University are terminated immediately.

Certain Registration

ARTICLE 13 – (1) Candidates admitted to the University can register to the University personally or through their legal representatives or designated proxies, by providing the required documents and paying the tuition fees, between the dates announced for registration in the academic calendar.

(2) For the registration to be made in the electronic environment, the financial issues must be fulfilled in order for the registration process to be finalized and the other documents announced on the University's website must be submitted to the Registrar's Office on the specified dates.

(3) The original versions of the documents required for registration, or a copy approved by the University are accepted for registration at the University. Regarding military service status and criminal record, action is taken based on the candidate's statement.

(4) Final registration is not possible if there are missing documents. Also, students cannot register through mail. Those who do not complete their registration within the prescribed period lose their right to enroll in the University. Students who are found to not meet the requirements for registration or who lose these conditions later will be canceled even if their registration has been made.

(5) When students are found to be accepted with false or misleading statements and documents; their registration gets canceled regardless of the period they are in. Even if these individuals would already be graduated, all documents including the diploma given to them are deemed invalid and actions are taken against them in accordance with the provisions of the relevant legislation. Tuition fees paid by these individuals would not be refunded.



Academic Registration

ARTICLE 14 – (1) Each student registers to their academic program by applying within the period specified in the academic calendar. During this registration, first year or preparatory class students must present the exam result document, foreign language certificate of achievement and a document showing that they have fulfilled their financial obligations, while all other students must present documents showing that they have fulfilled their financial obligations and that there is no obstacle to academic registration. Otherwise, academic registration is not made, and these students cannot benefit from their student rights.

(2) The semesters in which the student does not register for the current semester are deducted from their education period and they cannot benefit from their student rights. Students who want to renew their registration should pay the education fee of the relevant semester with the debts remaining from the previous semesters that student has registered but not paid the fees. For full scholarship students, it is sufficient to register for their semester courses for registration renewal.

(3) The applications of the students who do not renew their registration within the announced period due to their excuses are examined by the board of directors of the relevant unit and the registrations of those whose excuses are accepted are made. Excuses are accepted only if; natural disasters, death of a close relative, health-related excuses and traffic accidents are documented by a committee report, with a health report and other documents.

Tuition Fee

ARTICLE 15 – (1) Tuition at the university is subject to a fee. Fees and payment methods are determined and announced each year by the Board of Trustees for students who are continuing their education and the ones who will be newly registered. At the beginning of each fall and spring semesters, students are obliged to pay the tuition fee within the periods specified in the academic calendar. Students who do not pay their tuition fees within the specified periods would not be registered, their registration would not be renewed or be frozen. These students cannot benefit from student rights in any way.

(2) The principles regarding the scope, conditions and durations of tuition fee exemption scholarships and additional scholarships to be provided while entering the university or continuing education are determined by the Senate's decision and the approval of the Board of Trustees.

(3) In the year of registration, the student can benefit from the scholarship right under the terms and conditions promised by the University. If the student who has been dismissed from the University for any reason re-registers to the University within the framework of the relevant legislation, previous scholarships and discounts will be deemed invalid.

(4) Summer school education is subject to tuition fees, apart from the tuition fee paid in the fall and spring semesters. Said fee is determined and announced by the Board of Trustees each year.

Foreign student admission

ARTICLE 16 – (1) The provisions of the relevant legislation and the principles determined by the Senate are applied to foreign students. The fees to be

paid by the students to be accepted from abroad are determined with the approval of the Board of Trustees upon the recommendation of the University Administrative Board.

Lateral transfer

ARTICLE 17 – (1) For lateral transfers from within the university or from other universities, the provisions of the “Regulation regarding Principles of Transfer between Associate Degree Level and Undergraduate Degree Level Programs, Double Major, Sub-Specialty and Credit Transfer between Institutions” and the principles determined by the Senate are applied.

Vertical transfer

ARTICLE 18 – (1) In vertical transfers, the provisions of the Regulation on the Continuation of Undergraduate Education of Graduates of Vocational Schools and Open Education Associate Degree Programs published in the Official Gazette dated 19/2/2002 and numbered 24676 are applied.

Double major programs

ARTICLE 19 – (1) Students can maintain their education in another undergraduate program that is close to their department in terms of specialty domain simultaneously. The implementations of double major programs are carried out according to the principles determined by the Senate within the framework of YÖK decisions.

Sub-specialty programs

ARTICLE 20 – (1) Students of a department can be allowed to attend to the basic courses in the associate/undergraduate program of another department at the same time, from within or outside the same faculty, college, or vocational school. The program followed by these students is called a sub-specialty program. A sub-specialty program does not count as a separate associate/undergraduate program. Matters related to sub-specialty programs are determined by the Senate.

Special students

ARTICLE 21 – (1) Special students are students who are allowed to take certain courses for the purpose of gaining knowledge. Special students are not given diplomas, but they are given a special student ID and a document showing the courses and grades they have taken upon their request.

(2) Applications of special students for any semester are examined and decided by the faculty, college, and vocational school administrative board, by taking the opinion of the relevant department. In this decision, it is determined which courses or programs students are allowed to partake.

(3) The exemption provisions for the courses taken under special student status are decided by the relevant administrative boards.

(4) A special student can take a maximum of three courses in a semester.

(5) Special students are required to pay the tuition fee per credit determined by the Board of Trustees in accordance with the provisions of the relevant legislation.

(6) Special students are subject to the provisions of this Regulation and related legislation.

Student identification card

ARTICLE 22 – (1) A photo ID card is issued by the Registrar's Office of the University to the student who completes or renews his/her registration to the university. In lieu of the lost or worn-out ID card, the student can get a new one by making a statement about the loss of the ID card and paying the ID card renewal fee. Student ID card renewal fee is one-tenth of the up-to-date credit fee determined by the Board of Trustees.

(2) The student who graduated or was dismissed from the University must return his/her identity card.

CHAPTER FOUR

Principles Regarding Education

Academic schedule

ARTICLE 23 – (1) The academic calendar covers registration, lectures, examinations, and similar activities related to the academic year and it is prepared by the Registrar's Office by taking the opinions of the academic units in accordance with the principles set forth in the second clause and is finalized with the approval of the Senate. Academic units, lecturers and students must comply with this calendar.

(2) While preparing the academic calendar, the following points are taken into consideration:

(a) The academic year can be planned as two semesters as fall and spring semesters or as an academic year according to the needs and characteristics of the units.

(b) The duration of education is at least fourteen weeks in a semester and at least twenty-eight weeks in an academic year.

(c) Final exams and registration period are not included in the education period.

(ç) In addition to the fall and spring semesters, summer school can be opened.



Education schedule

ARTICLE 24 – (1) Each undergraduate and associate degree curriculum consists of lectures, laboratories, practices, workshops, studios, internships, graduation projects, seminars and similar studies and the distribution of these studies as courses according to semesters. Course types are as follows:

(a) Compulsory course is the course in the curriculum that the student must take in order to graduate from the program.

(b) Elective course is a course offered as an elective course in the curriculum. Students must successfully complete the elective courses in the eight-semester curriculum accepted by the Senate. Another elective course can be taken instead of the failed elective course. Elective courses are grouped as Out of Field 1, Out of Field 2 and In Field.

(c) Prerequisite course is a course that requires success from a certain course in the previous semesters in order for the student to register for the course.

(2) The principles regarding internships in associate and undergraduate programs that require internship are determined by the Senate.

Consultancy

ARTICLE 25 – (1) In order to monitor the academic status of the students and to provide guidance on academic issues, each student is appointed an academic advisor by the relevant faculty dean, college directorate or vocational school directorate, before the first semester course registrations for the program will start.

Extent of Education

ARTICLE 26 – (1) The courses and practices to be included in undergraduate and associate degree programs according to years or semesters, their ECTS values and the number of hours, whether they are compulsory, elective, or prerequisite are determined by the authorized boards of the relevant academic units based on the department's recommendations and are finalized with the approval of the Senate.

(2) The principles of educational activities such as internships, thesis, and ECTS values, if any, are determined in the academic program.

Determination of the student's course schedule

ARTICLE 27 – (1) The principles regarding passing a course or class at the university are determined within the framework of the decisions of the authorized boards of the relevant academic units and the principles to be approved by the Senate.

(2) The course programs to be followed by the students in each semester are determined by the head of the department and their advisor.

Curriculums

ARTICLE 28 – (1) The education program of an associate/undergraduate diploma program becomes definite with the approval of the Senate upon the decision of the relevant faculty/college and vocational school's authorized committees. In the education programs, the course, laboratory, practice, internship, and similar studies that are expected to be completed for graduation, weekly hours and credits, prerequisites, and side conditions, if any, and the distribution of the courses to the normal education period, totaling thirty (30) ECTS credits per semester, are specified.

(2) The changes envisaged in the education programs are determined by the same method. The decisions also include the practices that will be valid for the

students who will be affected by the changes. Changes are implemented from the beginning of the following period at the earliest.

(3) Students can take unsuccessful courses in the first semester they are opened.

Course Load

ARTICLE 29 – (1) Course load is a student's total number of ECTS in a given semester.

(2) Students' normal course load is thirty (30) ECTS in both fall and spring semesters. Students' maximum allowed course loads are designated by their academic situation and following clauses. Students cannot take more course load than following clauses permit.

(3) Students who are exempt from their current semester's courses can take courses from upper semesters, provided that their advisor and appropriate council approves, and that they do not exceed thirty (30) ECTS in their course selection.

(4) Students who came via lateral transfer or vertical transfer and cannot take certain courses because of the exemption rules can take courses from earlier semesters with the approval of their advisors up to forty ECTS to compensate for the courses which they cannot take.

(5) Students who are enrolled into a double major or a sub-specialty program can take courses up to forty-five ECTS from the two fields in total with the approval of their advisor.

(6) Students who have got failed courses from earlier semesters can take courses up to forty-five (45) ECTS according to the academic program and with the approval of their advisors.

(7) Excluding the situations that were addressed by the third clause, when students want to take courses from upper semesters his or her general weighted grade average (GANO) is considered. If the student's GANO is 3.00 or higher, five ECTS extra upper semester course(s) is permitted. If the student's GANO is 3.50 or higher, eight ECTS extra upper semester course(s) is permitted.

(8) In a summer semester, students can take up to eighteen ECTS worth of courses, including internships, seminars, and certificates.

CHAPTER FIVE

Examination and Evaluation Principles

Evaluation of examinations

ARTICLE 30 – (1) In courses which were given by both faculties and vocational schools, student evaluations consist of two sections: midterm and final.

(2) Midterm and final examinations are calculated over hundred points.

(3) In a given course's overall evaluation, midterm examination has 40% weight and final examination has 60% weight.

(4) In extreme situations, examinations can be conducted out of hours and at the weekend.

(5) Final examinations that take place at the end of the semester follow the academic program and these examinations are conducted according to academic schedule.

(6) Final examination program is announced at the date that was foreseen in academic schedule.

(7) Excluding; project, laboratory, workshop, application, and internship courses that do not require an examination because of said courses' nature, final examination takes place for all courses.

Examination principles

ARTICLE 31 – (1) Final examinations take place between the dates that were announced at the academic schedule.

(2) Students who have a sound and valid excuse not to enter to the midterm examinations are obligated to state their excuses in writing to the appropriate deanship or vocational school directorship within the seven workdays that follow the end of their excuse.

(3) Students whose excuse have been found sound and valid by the appropriate board of management can use their right to take part in the midterm examination at a later date that was designated by the appropriate lecturer.

(4) Examinations which students participate when said students are on sick leave become invalidated.

(5) Excuses for final examinations would not be accepted. Students who could not take part in the final examinations can enter the make-up examination.

Make-up Examination

ARTICLE 32 – (1) Make-up examinations are conducted at dates that were announced in the academic schedule.

(2) Students who failed their courses because of absenteeism cannot enter make-up examinations.

(3) Students who get an (FF) grade in their final examinations and students who could not enter the final examinations can enter the make-up examinations of their courses.

(4) Make-up examinations have the same weight as final examinations in courses' overall evaluations.

Semester-end course evaluation

ARTICLE 33 – (1) Semester-end evaluation is executed by the lecturer at the date that was announced in the academic schedule.

Objections to examination results

ARTICLE 34 – (1) Students who have objections regarding to their midterm examination evaluations, final examination evaluations or make-up examination evaluations can submit their objections to the deanship that their program is bound to or to the vocational school management that their program is bound to in writing within the three days that follows the announcement of the examination results.

(2) Objection petitions would be presented to the appropriate lecturer and objection is evaluated within three workdays.

(3) Any potential changes that would be made about the to be announced grades would be done so with the approval of the appropriate faculty or vocational school's board of management.

Grades

ARTICLE 35 – (1) For every course that a student take, a letter grade would be given as a final grade in the light of both midterm and final evaluations by the courses' lecturer.

(2) In course evaluations, relativistic evaluation is not used. Instead, evaluations are made according to direct effect proportions.

(3) Letter grades' hundred-wise and four-wise system equivalents are presented in the following table:

<u>Level of Success</u>	<u>Letter Grade</u>	<u>Equivalent in the hundred-wise system</u>	<u>Equivalent in the four-wise system</u>
Very Good	AA	90 – 100	4.00
Good – Very Good	BA	85-89	3.50
Good	BB	80-84	3.00
Average-Good	CB	70-79	2.50
Average	CC	60-69	2.00
Succeeded Conditionally	DC	55-59	1.50
Succeeded Conditionally	DD	50-54	1.00
Failed	FF	00-49	0.00
Failed due to Absenteeism	DZ	-	0

(4) In associate degree and undergraduate degree programs, the courses, graduation projects, internship courses and vocational application courses that were designated by the Senate as a part of the curriculum which do not have a credit value are graded as S when succeeded.

Grade Averages

ARTICLE 36 – (1) Students' level of success is determined by the grade averages that are calculated both semesterly and yearly.

(2) Points that a student gains from a given course are calculated by multiplying final grade success quotient of that given course by the given course's ECTS value.

(3) The grade point average of the semester is calculated by dividing the total score obtained by the student from all courses in that semester by the sum of the ECTS values of the courses taken. The result of the said operation is written as the two decimals after the dot. If the number on the third column is five (5) or higher, the number on the second column is increased by one (1).

(4) Grade point average is calculated considering all of the courses that student has succeeded since the beginning of the education program, excluding language preparation school. If a course was repeated, latest grade of that given course is taken into consideration when calculating grade point average.

Examination right for the students who exceeded their maximum education duration

ARTICLE 37 – (1) Students who meet all of the graduation requirements except for one failed course and who took that one course before and did not exceed the absenteeism limit for that course have a right to enter the one-course examination at the end of all semesters.

(2) One-course examination is made available once every semester-end. If the student fails a one-course examination and takes the same course in the following semester and fail again, he or she can enter the one-course examination later. Students who never took a given course and took that course's one-course examination before cannot enter that course's one-course examination.

(3) One-course examination is conducted within the month that follows the final examination period at the date that was designated by the board of management.

(4) To be able to enter the one-course examination, students must state which course's examination they request to enter via a petition and present that petition to the appropriate faculty, or vocational school secretaryship.

(5) Students' grades must be at least fifty (50) points over a hundred (100) in order for them to pass the said course.

CHAPTER SIX

Graduation, Diploma, Disenrollment and Registration Freezing

Graduation Grade

ARTICLE 38 – (1) For students to graduate from their associate degree or undergraduate degree program, they must pass all of the courses in their curriculum within the duration that were mentioned in article 8 and their GANO must be at least 2.00 over 4.00.

Graduation with honor and high honor

ARTICLE 39 – (1) Among the students who; complete their program maximum one semester later than their normal education duration, without receiving any disciplinary punishment receive high honor document if their GANO is between 3.50 and 4.00 and receive honor document if their GANO is between 3.00-3.49.

(2) For double major program students, the semester they start the second major program; for those who make horizontal or vertical transfers within and between higher education institutions, the same regulations are made considering the semester they started.

Diploma/Temporary graduation document

ARTICLE 40 – (1) Students who complete the associate degree or undergraduate degree program that they are registered within the time specified in Article 8 and in accordance with the provisions of Article 37 are awarded a diploma with the decision of the board of directors of the relevant academic units.

(2) In the diplomas, the name of the associate degree or undergraduate degree program and graduation degree are indicated.

(3) The diplomas bear the signatures of the dean or the director of the vocational school and the Rector. Diplomas are issued in Turkish and English. The form and content of the diplomas are determined by the Senate.

(4) Until the printing of the diplomas, a temporary graduation certificate is issued to the students.

(5) Temporary graduation certificate is signed by the dean or the director of the vocational school that the student is registered.

Deregistration

ARTICLE 41 – (1) Students can cancel their registration at the University by applying to the student affairs directorate with a petition.

(2) After the approval of the units in the dismissal document obtained from the student affairs directorate, students are dismissed from the University as of the date they apply to leave.

(3) In the event that a newly registered student wants to leave the University within the period from the date of registration until the end of the first semester, he/she must pay the tuition fee he/she is obliged to pay for the relevant semester and no refund is made from the paid tuition fee.

(4) Students who renew their registration by paying the semester tuition fee will be refunded in accordance with the principles determined by the Board of

Trustees, in case of leaving the University and canceling the registration. No refunds will be made after these deadlines.

(5) Students who register for courses by paying the summer school tuition fee are not refunded in case of leaving the University or withdrawing from the summer school.

(6) The student who has left the University or has been dismissed from the University for any reason should not have any obligation to the University and should have returned the goods and equipment provided to him/her by the University for use, undamaged.

(7) If the student leaves the University within the add-drop period, the courses that he/she has registered in the relevant semester are dropped from their registrations.

Freezing Registration

ARTICLE 42 – (1) At the request of the student, it is allowed to freeze registration for one or two semesters with the decision of the relevant administrative board.

(2) A student has the right to freeze registration for a maximum of four (4) semesters throughout his/her education.

(3) The registration freeze period is not included in the normal and maximum education period.

(4) The student who is allowed to freeze registration must pay the tuition fee of the relevant year.

(5) The conditions for the acceptance of the registration freeze request are as follows:

(a) Application with the emergence of long-term health problems that cause student to not be able to fulfill the obligation to attend the courses and the documentation of this situation by a full-fledged hospital.

(b) Making an application by documenting that the student has taken action to perform his military service.

(c) Making an application by documenting the situation of going abroad for education, accompanying a patient, a natural disaster, a detention, and a conviction.

(ç) Application with documentation of other unforeseen circumstances if it is accepted by the Senate.

(d) The application should be made within the week that follows the date of certification of the relevant situation.

(6) Registration freeze can be made until the last two week of the relevant semester.

CHAPTER SEVEN

Miscellaneous and Final Provisions

Repealed regulation

ARTICLE 43 – (1) Istanbul Kent University Associate and Undergraduate Education and Examination Regulation published in the Official Gazette dated 25/3/2018 and numbered 30371 have been repealed.

Effective Date

ARTICLE 44 – (1) This Regulation has been effective since the beginning of the 2021-2022 academic year.

Execution

ARTICLE 45 – (1) The provisions of this regulation are executed by the Rector of Istanbul Kent University.