

RESOLUTION: 2016/11/10

The motion for the "Bahçeşehir University Directive on the Principles Regarding the Acceptance of Excuses in Respect of the Midterm and Final Exams and the Holding of Excuse Exams" has been discussed.

It has been unanimously resolved as a consequence of the discussions that the "Directive on the Principles Regarding the Acceptance of Excuses in Respect of the Midterm and Final Exams and the Holding of Excuse Exams at Bahçeşehir University" be brought into force as provided below.

BAHÇEŞEHİR UNIVERSITY DIRECTIVE ON THE PRINCIPLES REGARDING THE ACCEPTANCE OF EXCUSES WITH RESPECT TO THE MIDTERM AND FINAL EXAMS AND THE HOLDING OF EXCUSE EXAMS

Purpose

ARTICLE 1- (1) The purpose of this directive is to set forth the principles and procedures regarding the acceptance of the excuses reported by the students, who may have failed to attend the final exams, and the holding of the excuse exams on account of the resolution providing that the make-up exams mentioned in the academic regulations of Bahçeşehir University as a result of the abolition of make-up exams in all educational units of associate degree, undergraduate and graduate programs of Bahçeşehir University, effective as of the beginning of the Fall Semester of the Academic Year of 2016-2017, pursuant to the resolution No. 2016/04/04, dated 24/03/2016, of Senate of Bahçeşehir University since the matter of holding of make-up exams had been submitted to the discretion of University senates through the letter No. 60413, dated 06/11/2015, and the letter no. 71103, dated 25/12/2015, of the Council of Higher Education.

Scope

ARTICLE 2- (1) The provisions of this directive include students who can not attend the midterm and final exams due to various excuses while benefiting from the education and training services at Bahçeşehir University.

General provisions about the excuse exam

ARTICLE 3- (1) Excuse exam is an examination for students who do not attend the examinations due to a justified and valid reason accepted by the board of directors of the unit where the student is affiliated in the following situations. Within five (5) working days following the student's excuse, the relevant unit is applied to with a petition.

(2) In accordance with the decision of the Higher Education Council and the Senate of Bahçeşehir University stated in the first article, the relevant sections on the Bahçeşehir University Associate

Degree and Bachelor Degree Education-Training and Examination Regulations and Graduate Education regulations published in the Official Gazette dated 22 July 2015 and numbered 29422, and related paragraphs regarding makeup examinations have been abolished.

(3) The student may not attend courses or exams during the time period in which the student has a health report or is excused, the grades obtained from the examinations received or any evaluation activities joined within the period that student has a health report or is excused are considered invalid. If a student takes part in any examination during the period in which they are excused, their petition of excuse shall not be accepted.

(4) Students who have the same midterm examinations on the same day and at the same time are entitled to an excuse examination for exams not taken. If an exam, which is scheduled to be held on the same date as another exam, is related to general education (a course examination taken by many students and programs), the student must first take the general education course exam. The examination related to the department/program of student may be taken as an excuse examination.

(5) Students whose excuses are accepted by the relevant board of directors will take midterm excuse examinations in the last week of the relevant semester according to the schedule planned by the Dean/Directorate. Final excuse examinations are planned and concluded by the units to which the course is affiliated to, within the second week following the end of the semester exams or in such a way that the grades will be processed in the system before the beginning of the course registration schedule for the following semester. If any of these conditions require priority, that rule applies.

(6) The student who does not take the planned excuse examination is not allowed to take another excuse examination. Excuse examinations can not be taken at the end of the summer semester.

(7) A student who has an excuse during the planned excuse examination schedule has the right to take the first exam for that course without registering to the course. The student's note is kept incomplete (I) until this right is used.

(8) In order for the student to be able to make a request to take a final excuse examination at the end of the semester, the student must meet the conditions to take the final exam.

(9) The student makes an application for an excuse together with all relevant documents to the relevant Deanship/Directorate with a petition. Relevant Deanship/Directorate carries out all procedures related to excuses. Examination of the student whose excuse for any course is accepted is the responsibility of the unit that the course is affiliated to. The Deanship/Directorate of the student immediately informs the unit responsible for the course about the accepted excuse examination information.

Reasons for an excuse exam application

ARTICLE 4- Medical Report

(1) In the presence of a situation that requires the student to obtain a medical report regarding a serious sickness or condition that requires the student to undergo surgery, or become hospitalized, this

condition of the student must be documented by a health report, and the document should be added to the excuse petition.

(2) This report needs to be obtained from the State Hospitals, from the hospitals of the health institutions to which the person is affiliated, from a hospital or health institution recognized by the Social Security Institution. If private hospitals are applied to due to emergency situations, a delegation report should be brought. Reports from private clinics, health clinics, medical centers, family physicians or private personal doctors are not accepted.

(3) A report for outpatient treatment must be at least three (3) days in order to be valid. An excuse examination application can not be made with reports for one or two days.

(4) A non-emergency report from a city other than Istanbul or the address of the student's residence is not valid to make an excuse application. Students who are in distance education programs must have their non-emergency reports from the city where their residence address is located, otherwise the report will not be evaluated.

(5) The health reports must be taken in accordance with the relevant procedures, and the report must include information such as the seal/stamp of the institution, authorized signature, date and protocol number of the report.

ARTICLE 5 - Health problems and death related to the relatives of the student

(1) In case that one of the close relatives of the student (mother, father, spouse, sibling, child etc.) is taken to the hospital due to important illness or accident on the eve of the exam or on the exam day, a document to be obtained from the hospital, informing the type of the illness must be submitted in the annex of the excuse petition. All information about the patient, such as date and protocol number, should be clearly indicated in the documentation.

(2) In case of death of mother, father, spouse, sibling, etc. one of the relatives of the student at a date that prevents the student from taking an exam, it is necessary to add the death certificate to the excuse.

ARTICLE 6 - In case of traffic accidents and natural disasters;

(1) If a student who has departed to taken an examination has suffered a traffic accident that would prevent the student make it in time for the exam, official report of the accident taken from the traffic division,

(2) If the student is not directly involved in the accident, but is unable to make it in time for the exam due to an accident that has happened, a document obtained from the police officers preparing the official report of the accident, showing that the student is indeed present in the location of the accident,

(3) If the student is outside of Istanbul before the exam, and if there is a natural disaster in the place where the student is located or in Istanbul that makes transportation impossible, a document that the student will receive from the municipal authority of the settlement where the student is at the examination date,

(4) In case of excessive damage or destruction of the building where student resides due to fire, earthquake, flood, collapse, demolition and similar situations at the eve of the examination or on the examination day which will prevent the student to take the exam, the certificate to be taken from the official authorities,

should be added to the petition to make an excuse application.

ARTICLE 7- Detention and imprisonment

(1) If the student has been taken to a police station for any reason, and is unable to take the exam for this reason, a document obtained from the chief of the relevant police station,

(2) If the student is taken into custody, the certificate to be obtained from the relevant public prosecutor or police unit,

(3) If the student is arrested, a copy of the arrest warrant,

should be added to the petition to make an excuse application.

ARTICLE 8- Appointment by university and other official institutions

(1) If the student is unable to take an exam due to the assignment by the university or other official institutions for a national or international competition, sporting activity, university promotion fair, etc., the assignment document, and if necessary, photocopies of other documents such as passport, should be added to the excuse petition.

(2) Students who work in private institutions are obligated to notify the relevant unit through a petition of excuse before the examination if they are to be mandated in a location with a distance where they can not make it for their exams in time under normal conditions. In addition to this, the student may be asked for some documents related to the place of the mandate. For example, passport entrance and exit page.

ARTICLE 9- Other excuses

(1) If the student is unable to take an exam due to an excuse not mentioned above, this excuse must be documented. For example; if the student falls ill in the campus on the day of the exam, or if the student

falls ill during the examination, the document that clarifies the situation such as the report given by the university doctor, or the minutes prepared by the instructor and exam supervisor should be added to the petition of excuse.

(2) In situations not covered by this directive, the approval of the excuse and the decision of taking the exam are in the authority of the executive board of the relevant department.

Effectiveness and enforcement

ARTICLE 10 - (1) This directive shall be applicable to all Bahçeşehir University students as of the beginning of the academic year of 2016-2017.

ARTICLE 11 - (1) This directive shall be enforced by the Rector of Bahçeşehir University.