

BAHÇEŞEHİR UNIVERSITY UNDERGRADUATE EDUCATION AND EXAMINATION REGULATIONS

SECTION ONE

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1 –(1) The purpose of this regulation is to regulate the principles and procedures concerning undergraduate education at Bahçeşehir University.

Scope

ARTICLE 2 –(1) These regulations cover the provisions concerning the education provided at all faculties, colleges, and vocational schools affiliated with Bahçeşehir University.

Basis

ARTICLE 3 –(1) These regulations have been established in accordance with Article 14 of the Higher Education Law No. 2547 dated 4/11/1981.

Definitions

ARTICLE 4 –(1)

- a) Academic unit: Faculty, college, or vocational school at Bahçeşehir University
- b) Department Head: Head of a department at a faculty, college, or vocational school at Bahçeşehir University
- c) Dean: Dean of a faculty at Bahçeşehir University
- ç) Board of Directors: the board of directors of a faculty, college, or vocational school at Bahçeşehir University
- d) Conditional Student: Student whose grade point average (GPA) is between 1.80-1.99
- e) Director: Director of a college or vocational school at Bahçeşehir University
- f) Board of Trustees: Bahçeşehir University Board of Trustees
- g) Chairman of the Board of Trustees: Chairman of the Board of Trustees of Bahçeşehir University
- ğ) Student advisor: Faculty member assigned by the relevant department head to help students with concerns related to the University and their studies.
- h) Program Head: Head of an independent academic program
- ı) President: Bahçeşehir University President
- i) Senate: Bahçeşehir University Senate
- j) Probationary Student: Student whose grade point average (GPA) is below 1.80
- k) University: Bahçeşehir University

SECTION TWO

Educational Principles

Educational Scope

ARTICLE 5 – (1) Undergraduate education at the university is provided in accordance with the principles and periods determined in the relevant regulation.

(2) The medium of instruction at the University is English; however, certain programs or courses are taught in Turkish or another language as determined by the Senate.

Student Admission

ARTICLE 6 – (1) In accordance with Article 18 of these regulations on foundation institutions of higher education, published in the Official Gazette dated 31/12/2005 and numbered 26040, student intake quotas are determined by the board of trustees upon the proposal of the Senate and the relevant academic board, subject to the approval of the Council of Higher Education.

(2) The following students are eligible for final enrollment and to continue their full-time undergraduate studies at Bahçeşehir University:

- a) Those placed in a program at Bahçeşehir University through the Assessment, Selection and Placement Center (ÖSYM), or the vertical transfer exam (DGS);

b) Those who met the minimum score requirements set by the Council of Higher Education for the student selection exam for departments that offer pre-registration, and who achieve a passing grade in the Bahçeşehir University talent exams after pre-registration;

c) International students who are admitted upon the approval of the Council of Higher Education and in accordance with the relevant regulation;

ç) Those who are admitted to Bahçeşehir University through lateral transfer;

d) Those admitted to Bahçeşehir University by the Council of Higher Education (YÖK) through bilateral agreements or other reasons;

e) Those placed by the ÖSYM into programs that accept students without examination.

Student admission and orientation through vertical and lateral transfers

ARTICLE 7 – (1) Inter and intra-university lateral transfer applications are made in accordance with the minimum requirements determined by the University Senate; the Regulation on Transfers Between Associate and Undergraduate Programs, and Double Major, Minor and Inter-Institutional Credit Transfers at Higher Education Institutions; and other relevant regulations published in the Official Gazette dated 24/4/2010 and numbered 27561.

(2) The placement of students who have transferred to Bahçeşehir University from another higher education institution is made by the executive board of the relevant faculty/college/vocational school at the beginning of the semester/year in which they will register for their first course. The process of adapting to their new courses is handled by their department/program. The courses successfully or conditionally completed by students are recorded on their transcripts as letter grades, as stipulated in the first and second paragraphs of Article 26 of this Regulation. Courses that do not correspond to a grade may be deemed exempt, which means they receive an (EX) grade and do not count toward calculating the grade point average. **(Amended sentence:OG-1/3/2020-31055)** The overall grade point average of the adapted courses cannot be less than (1.80/4.00). **(Additional sentence:OG-1/3/2020-31055)** The exemption of courses from their former institution is completed at once at the start of their studies at the University.

3) The adjustment of students who transfer between the University's associate and bachelor's degree programs is made by the administrative board of the relevant academic unit. The transferable courses these students have already passed, or conditionally passed, are recorded in the transcript of their new program, as stipulated in the third and fourth paragraphs of Article 26 of this Regulation.

4) The adjustments of those who transfer from the University's associate degree programs to bachelor's programs via vertical transfer are recorded on the transcript of their new program as stipulated in the fifth paragraph of Article 26 of this Regulation.

Visiting and Special Student Admission

ARTICLE 8 – (1) Visiting students are those who may attend certain classes, even though they are not enrolled in any university program. The admission of visiting students and their course selection is determined with the recommendation of the relevant academic department/program subject to the approval of the concerned dean's office/directorate. These students do not benefit from their student status in any way other than having the right to attend classes. They receive a document indicating the courses for which they are registered and the grades they have received, if any. Among these students, those who register for approved courses at the University, which they successfully complete in accordance with the provisions of Article 6, may benefit from lateral transfers or course exemptions, etc. between Bahçeşehir University programs.

(2) Students doing their associate or bachelor's degree at another higher education institution at home or abroad can apply to take courses at the University as a special student. Applications are evaluated by the head of the relevant department/program and a decision is made by the board of directors of the academic unit to which the application is made. Special students are given a document stating their courses and grades.

(3) Special and visiting students may be admitted to the English Preparatory Program with the approval of the directorate of the School of Foreign Languages.

(4) **(Added: OG-25/1/2023-32084)**⁽¹⁾ Students studying in undergraduate programs with a GPA of 3.00 and above may apply for a maximum of two master's program courses with an (NI) status throughout their studies, subject to approval by the Graduate Studies Institute in terms of content and academic level. If the student enrolls in a master's program related to these courses, provided he/she has successfully completed them, they will be evaluated as part of their program grades.

(5) Tuition fees of these students are determined by the board of trustees.

Initial registration procedure

ARTICLE 9 – (1) The initial process for those who have met final registration requirements is carried out according to set procedures, on the dates announced by the Rectorate, and with the necessary original documents from prospective students, or copies that are approved by the University.

(2) Those whose documents are missing or falsified may not enroll in the University. Those who register making false statements and/or with false documents will have their registration canceled and legal action will be taken against them.

(3) Students who do not meet the registration deadline or provide the necessary documents may not register. However, the Rectorate will make the final decision regarding the registration status of students with valid excuses for missing the deadline.

(4) Those who were given permission by YÖK to register at a later date must do so in compliance with the abovementioned conditions.

Fees

ARTICLE 10 – (1) Studies at the University are subject to annual tuition fees; additional fees apply for summer school courses, study abroad programs, and other academic affairs.

(2) Tuition fees are determined each year by the board of trustees. A student who does not pay their tuition fees will not be able to register for courses or renew their registration, and the student affairs system will be closed for all transactions other than messages sent to the student. A student who does not renew their registration will not be sent any documents regarding their studies until they fulfill their obligations.

(3) Tuition fees for international students are determined by the board of trustees.

(4) Visiting students, special students, and students who have completed the maximum period of study stated in Article 15 of this Regulation pay tuition fees subject to the approval of the board of trustees and determined according to the number of courses **(amended paragraph: OG-8/8/2022-31917)** and their credit value.

(5) Annual tuition fees, available payment plans and dates are announced at the beginning of each academic year. Students must pay their fees prior to their registration date in order to sign up for classes. It is not possible for students who have not fulfilled their financial responsibilities to renew their registration. Students who choose to pay in installments must do so according to their payment plan. For students who are late in their installments, and who have not been approved for a new payment plan to compensate for the delay, the student affairs system will be closed for all transactions other than messages. These students will not be able to attend classes or take exams.

(6) Admission of scholarship students is at the discretion of the Board of Trustees.

(7) Full scholarship students placed at the university by ÖSYM do not pay tuition fees for the duration of their studies; partial scholarship students pay discounted tuition fees every year of their studies according to the scholarship rate granted to them in the year they are placed, and continue for the maximum period of studies; students whose scholarships are terminated at the end of the maximum period of studies are obliged to pay full tuition fees after the scholarship termination date. ÖSYM and other scholarships are for students studying within the country and are not available for education abroad.

(8) Academic scholarships awarded to students by the University continue so long as the recipients maintain high academic achievement, which is evaluated at the end of each year. Conditions regarding academic scholarships are determined by the Board of Trustees. If the criteria

for academic excellence change, students who have previously been awarded scholarships may not make any claims in subsequent semesters.

(9) Tuition fees for students with scholarships and those without, those doing double majors, minors, and those attending summer school are determined by the Board of Trustees.

(10) **(Amended:OG-8/8/2022-31917)** Undergraduate students who have completed their normal period of study specified in Article 15, and are a maximum of 12 credits shy of graduation each semester, regardless of their graduation status at the end of the summer term in the following academic year (not including medical faculty students) may pay for these courses on credit each semester. If the student does not graduate, this system applies to the following academic year(s). The loan fee is calculated by dividing the annual fee announced for the extended year for the program in which the student is registered by 40, based on the normal annual national credit load (20+20=40) allowed by the relevant faculty (except the medical faculty). The fee is calculated by multiplying the credit value resulting from this calculation by the number of credits for the course taken. A fee of 1 (one) credit is paid for courses with 0 (zero) credit (except for internships, workplace training, and the like). For medical faculty students who extend their studies, the calculation is made on the basis of 60 ECTS per year, which is multiplied by the ECTS value of the course to determine the fee. Only the ÖSYM and APPLY BAU scholarships are valid for payments per credit.

(11) **(Amended: OG-8/8/2022-31917)** Fees for students on probation who enroll for 12 or fewer credits in a semester will be calculated in accordance with the tenth paragraph of Article 10 for that semester, only one time during their maximum period of study.

(12) **(Amended:OG-8/8/2022-31917)** Summer school fees for all students are calculated taking the tenth paragraph of Article 10 of this Regulation as a basis.

(13) Tuition fees are charged per academic year. Those who graduate at the end of the seventh semester will have their payment for the eighth semester refunded.

Semester/year registration renewal and course registration procedures

ARTICLE 11 – (1) Students registering for courses at the beginning of each semester/year is called semester/year registration renewal. All students, including those with full and partial scholarships, must renew their registration at the beginning of every semester/year on the dates specified on the academic calendar, starting from the date of their first final registration to the University, until they complete the maximum period of study in line with Article 15 of this Regulation **(Amended phrase:OG-28/3/2021-31437)**. It is entirely the students' responsibility to renew their course registration within these dates. It is at the discretion of the relevant board of directors to accept the excuses of students who could not renew their registration on time due to unavoidable circumstances.

(2) Students who do not renew or freeze their registration cannot benefit from such student rights as military service postponement or obtaining a student ID during the period they are not registered, even if they have paid their tuition fees. These students are also temporarily blocked from accessing the Student Information System.

3) Students must finalize and get approval for the courses for which they have signed up according to Articles 18, 30, 31 and 33 of these Regulations, on the dates specified in the academic calendar, before the end of the add/drop period. Students can consult their academic advisors during course registration.

(4) Students with valid reasons may request to freeze, and not renew, their registration for the periods specified in Article 16 of this Regulation. Students' requests are evaluated by the board of directors of the concerned academic unit.

(5) Students who do not renew their registration may freeze their studies, provided they pay twenty-five percent (25%) of the fee for that semester **(Amended phrase:OG-8/8/2022-31917)** in accordance with the provisions of the second paragraph of Article 16 of this Regulation. Students who suspend their studies due to military service obligations, illness, or natural disasters are not charged tuition fees. For students whose suspension request is approved, this period does not count toward the maximum period of study. For students who do not renew their registration without

suspending their studies, the period spent not registered does count toward the maximum period of study, and barring any exceptional cases stated in subparagraph (a) of the fourth paragraph of Article 16 (**Amended paragraph:OG-8/8/2022-31917**), they cannot register for new courses without paying twenty-five percent (25%) of their tuition fees.

(6) Students who do not pay their tuition fees lose their rights as students without recourse until they fulfill their financial obligations.

(7) Students whose valid and justifiable excuses are accepted by the relevant board of directors can renew their registration until the end of the fourth week from the beginning of the academic semester/year.

(8) Full, partial, and non-scholarship students, whose student systems are open during registration for whatever reason, are responsible for the courses they have been assigned by the Student Information System, and those for which they have signed up, regardless of whether they have attended the courses. Partial and non-scholarship students must pay their fees for this period.

(9) Students who do not renew their registration for four consecutive academic years (eight semesters) without a valid excuse will be expelled from the University at the discretion of the board of directors of the relevant academic unit, and the approval of the Council of Higher Education.

Canceling registration

ARTICLE 12 – (1) Students who wish to cancel their registration must apply in writing to the Registrar's Office, or have a third party whom they have legally authorised do so.

(2) Students who wish to cancel their registration must ensure that they fulfill all financial obligations prior to the semester/year in which the withdrawal application is made.

(3) Students who do not cancel their registration within four weeks after the start of classes (**amended paragraph:RG-8/2/2024-32454**), must pay the full tuition fees for that semester/year. Students who have not registered for courses, or suspended their registration pay fees in accordance with the fourth paragraph of Article 16.

Medium of instruction and foreign language proficiency guidelines

ARTICLE 13 – (1) The medium of instruction at the university is English; some programs or courses may be taught in English-Turkish, only Turkish, or in another language based on the course topic subject to Senate approval.

(2) The requirements regarding the English language proficiency of students admitted to undergraduate programs taught in English are determined by the Senate and announced by the School of Foreign Languages Directorate.

(3) The Turkish proficiency of international students accepted into undergraduate programs taught in Turkish is determined by an exam composed according to criteria determined by the Senate.

(4) Students who do not pass the English or Turkish proficiency exams are placed in the preparatory program. Those who fail the proficiency exam at the end of the first academic year are placed in a support class for a second year of language instruction. The level at which students begin their program is determined by the placement test administered by the university preparatory programs.

(5) The requirements for students who fail the proficiency exam for attending the support class the following year, or to take the proficiency exam at the beginning of the following academic year are determined by the Senate.

(6) Students who fail the support class are expelled from their program. Those who do not pass their preparatory classes despite regular attendance and are therefore expelled at the end of the support class can take the language proficiency exam provided they pay 10% of the tuition fee of the semester during which they will take the exam, or provide an equivalent proficiency document accepted by the Senate. If they are accepted, they can enroll in the program to which they were accepted at the start of the following semester/year.

(7) The proficiency certificate obtained from university preparatory programs is valid for two years. Those who exceed this period before continuing their education at the university and wish to resume their studies are required to provide an alternate language proficiency certificate.

(8) Whether a proficiency document will be required for programs taught in languages other than English and Turkish is determined by the Senate.

(9) Students may not enroll in elective language courses that are the same as their mother tongue or the language in which their studies were conducted before university.

SECTION THREE

Academic Calendar and Study Periods

Academic Calendar

ARTICLE 14 – (1) An academic year is the duration of two semesters, each consisting of at least 70 working days of classes followed by a period of final exams, or one year of teaching consisting of at least 140 working days of classes followed by a period of final exams. Undergraduate courses are organized on a semester/year basis and a single course hour cannot be less than 45 minutes.

(2) An additional summer term may be scheduled provided that its duration is not less than 70 working days of course hours, including final exams, subject to Senate approval.

(3) Internships, practicums, and projects are scheduled in the calendars of the relevant academic units.

(4) The official academic calendar is determined by the University Senate every year and announced by the Rectorate.

Study Periods

ARTICLE 15 – (1) The normal study period at the University is two academic years in associate degree programs, four academic years in bachelor's degree programs, and five or six academic years in certain specified undergraduate programs. Maximum study periods for full-time students are four academic years in associate degree programs, seven academic years in four-year undergraduate programs, eight academic years in five-year programs, and nine academic years in six-year programs. The time spent in foreign language preparation programs is not included in these periods.

(2) Time spent by students who enroll in the university through lateral or vertical transfers in their previous programs is included in their period of study.

(3) Time spent by students at other institutions through Erasmus, Farabi and similar exchange programs count toward the maximum period of study, and the course or ECTS credits are evaluated by the board of directors of the concerned academic unit and, if applicable, transferred as is.

(4) The provisions of Article 33 of these Regulations are applied to those who do not complete their programs and graduate at the end of the maximum period of study.

Registration Freezing

ARTICLE 16 – (1) Students with valid reasons to suspend their registration must apply to the Registrar's Office within the first four weeks of the semester/year, and they must present the necessary documentation to support their claims. The student's application for suspension is evaluated by the board of directors of the relevant academic unit, after considering the views of the advisor and the department head.

(2) Students can freeze registration for a maximum of two semesters at a time. Associate degree students may freeze their registration for three semesters, and those studying in four-year or above programs may freeze registration for four semesters, throughout their maximum period of study. When necessary, these periods may be extended at the discretion of the Board of Directors. Foreign language preparatory or support class students can freeze their registration for a maximum of two semesters one time only. The time spent while registration is suspended does not count toward the maximum period of study.

(3) Provided they have the necessary documents to support their claims, students may suspend their registration for the following reasons:

a) Illness: Registration may be suspended due to ill health provided the student can produce a medical report that would justify halting studies for the semester/year; if the student's condition

continues beyond the term of suspension and they can provide documentation, an extension may be allowed at the discretion of the board of directors of the relevant academic unit. At the end of this period, students may be asked for a health report stating that continuing their education will not pose any risk or health concerns.

b) Military Service: If the student is drafted into the military as a result of their postponement or deferment being canceled due to unavoidable circumstances, the student is given the right to freeze his registration for the duration of his service.

c) **(Added: OG-8/2/2024-32454)** ⁽²⁾ Detention/Conviction: Provided the student can produce the necessary documents, if he/she is detained or convicted, his/her registration will be suspended for the duration of his/her detention, including the academic semester/year in which the request for suspension was made, at the discretion of the relevant academic board.

c) **(Added: OG-8/2/2024-32454)** ⁽²⁾ Natural disasters: Students who had to take a break from their studies because they were the victims of a natural disaster may request to have their studies frozen provided they can produce documentation from the relevant authorities. Approval and length of suspension are at the discretion of the relevant academic board.

d) Any other valid reason that is documented and accepted by the concerned academic board.

(4) The following rules apply to students who suspend their registration:

a) **(Amended sentence:OG-8/2/2024-32454)** Students who suspend their registration due to military service, illness, detention/conviction, or natural disasters do not pay tuition fees. Students who suspend their registration for other reasons pay twenty-five percent (25%) of the tuition fee for the relevant semester/year **(Amended paragraph: OG-8/8/2022-31917)**.

b) Students may not transfer courses taken at other institutions to their curriculum at the University during the period of suspension.

c) Requests for suspending registration for reasons other than illness, or unavoidable circumstances with the necessary documentation, must be made within the first four weeks of the semester/year.

c) **(Repealed:OG-8/2/2024-32454)**

SECTION FOUR

Guidelines for Education, Exams, and Evaluations

Curriculums

ARTICLE 17 – (1) The courses, course content, credits/hours and ECTS credits, and graduation requirements of an undergraduate program are established by the directorates of the relevant departments/programs, and recommended to their academic boards; once the boards approve the programs, they are then subject to the approval of the Senate. The boards of the relevant academic units manage all aspects of running the courses in a curriculum.

(2) Undergraduate courses are divided into two groups: compulsory and elective. The compulsory and elective courses on a curriculum, and what is required in them are stated in program descriptions.

(3) **(Amended: OG-23/4/2025-32879)** Students are responsible for monitoring their graduation requirements through their own student information system accounts. Alongside the cumulative grade point average criterion, students who have successfully completed the compulsory, departmental elective, non-departmental elective, and general education elective courses listed in their programs — in accordance with the specified number of courses, ECTS credits, and national credit requirements — shall be considered eligible for graduation. In order to be eligible for graduation, the cumulative grade point average must be at least 2.00/4.00 for major and minor program students. For double major students, a cumulative GPA of 2.00/4.00 in the double major program and 2.75/4.00 in the primary major program is required for graduation from the double major program.

(4) Students may take courses other than those specified in their curriculum. These courses are shown on the student's transcript along with the final grade he/she receives; these courses are not included in calculating the student's grade point average, and are not taken into consideration in terms of graduation requirements. These courses are shown as NI on the transcript and cannot be counted in place of another course specified in the program.

National and ECTS credits

ARTICLE 18 – (1) The value of a course is defined in two ways: national credit and ECTS credit. The national credit value is determined based on the weekly theory, laboratory, and classroom hours; the ECTS value is recommended as 30 ECTS for each semester of the curriculum based on the workload of the course as determined by the relevant department. One hour of theoretical lecture per week is one national credit, and one hour of practicum or laboratory time is 0.5 national credit. One ECTS value corresponds approximately to 25 or 30 hours of study in a semester. The national and ECTS credits for workshops, studios, field applications, and internships are determined by the Senate upon the proposal of the relevant boards; the number of national credits for these (not including theory courses) may not exceed four.

(2) The maximum number of national credits students can earn in a semester/year is proposed by the relevant academic boards and determined by the Senate. Certificate classes and similar courses that are not included in their curriculum do not count as part of the student's course load, nor are they transferable to associate/bachelor's degree, major/minor, and double major programs.

(3) The Senate determines undergraduate curriculum changes, with recommendations from the relevant boards, for each academic year within the period specified in the academic calendar.

(4) Students' maximum period of study, and first academic year, is determined by the semester/year in which the student first registers for their undergraduate courses. Students' grades have no bearing on establishing the academic year. The total time spent in the program(s) before a lateral or vertical transfer count toward establishing the maximum period of study.

(5) Student's course loads per term, not including those from their first academic year, may be reduced upon request in cases where the weekly course schedule makes it necessary or if there is a justified and valid reason, with the recommendation of their academic advisor, and the approval of the relevant department head and dean's office/directorate. Students in this situation cannot enroll in less than two courses each semester/year.

(6) Students who have excelled in their undergraduate studies after having completed at least one year, or two semesters, may increase their course load for the term by a maximum of three credits or one course if their GPA is at least 3.5; or 6 credits or two courses if their GPA is at least 3.75.

(7) If a student qualifies to graduate within two consecutive semesters, without taking into account the courses he/she may take in summer school, an extra course may be added to each semester in addition to the maximum credit load determined for the semester.

(8) Students may not take courses from which they are exempt in order to increase their grade point average.

(9) Students can take a maximum of four courses in summer school, not exceeding ten national credits. This condition also includes courses taken at other institutions. If students qualify to graduate by the end of summer school, they can enroll in one more course, at the University or another school, in addition to what is stated above.

Attendance

ARTICLE 19 – (1) Students are obliged to attend classes, laboratories, and practical sessions, and to participate in all types of exams and other coursework required by the course instructor, in accordance with the principles determined by the relevant academic units. **(Additional sentence: OG-27/10/2025-33060)** Attendance tracking for each course is mandatory. **(Amended sentence: OG-27/10/2025-33060)** The rules regarding student attendance are to be included in the course syllabus by the course instructor, announced at the beginning of the semester/year, and students' attendance is evaluated in accordance with these rules. These students cannot take the final exam

and their final grade becomes NA. The same rules apply to major/minor and double major programs. **(Amended sentence:OG-1/3/2020-31055)** NA grades are entered into the system at least one week before the final exam of the course, and students who receive this grade are removed from the end-of-term exam lists. NA grade cannot be given to students who take the final exams.

(2) **(Added:OG-1/3/2020-31055)** If a course for which the attendance requirement has been previously met (for which a letter grade other than NA has been received) is repeated in any future semester, the attendance requirement for that course no longer applies.

National and International Exchange Programs

ARTICLE 20 – (1) Exchange programs with local universities and those abroad are available; students can take courses at other universities with agreements under the conditions and intake quotas determined by the Rectorate, in accordance with the current regulations and principles determined by the Senate.

(2) Students attending other universities within the framework of the exchange program pay their tuition fees for the relevant semester/year to Bahçeşehir University.

(3) A faculty member from each academic unit is assigned as an exchange program coordinator to assist students who will attend other universities within the scope of the exchange program in choosing their courses before going, to monitor their education, and to ensure communication with the students throughout their studies.

(4) Before students begin the program, the exchange program coordinator and department/program head decide what courses students will take, taking into account course content, and local and ECTS credits, subject to the approval of the concerned board of directors. Students may not make requests regarding the transfer of credits for courses that are not specified in the decisions of the board of directors.

(5) Credit transfer for courses successfully completed in exchange programs, according to the institution where the course was taken, is done with the proposal of the department/program head subject to the approval of the relevant board of directors; once the transfer is approved, the credits are recorded on the student's transcript with the code, name, credit load and ECTS credit load of the institution where the courses were taken.

(6) Students coming to the University within the framework of exchange programs do not necessarily pay tuition fees to the University depending on the terms of the relevant agreement. These students are given a transcript showing the courses taken and grades received but they do not receive diplomas or titles.

(7) Due to differences in the academic calendars of different institutions, the semester/year-end final exam for exchange students, incoming and outgoing, may be moved to an earlier date as stated in the academic calendar.

Courses taken at other higher education institutions at home or abroad

ARTICLE 21 – (1) Students may take a maximum of 4 courses which are not offered at the University at another higher education institution during the fall, spring, and summer semesters throughout their studies, provided they are taught in the language of instruction of their program subject to the approval of the relevant board of directors. Students who are not on probation may take courses they haven't previously taken at another institution during summer school, provided they have met the requirements to graduate directly if successful in those courses or after additional exams.

(2) Suitability of the content, national credit, and ECTS values of courses taken at other institutions are determined with the recommendation of the advisor, and the proposal of the department or program head, subject to approval by the relevant board of directors, before the course is offered.

(3) The code, name, national credit, ECTS value, and grade received for courses successfully, or conditionally, completed at other institutions at home or abroad, with the approval of the concerned board of directors are recorded on the transcript before the semester/year registration renewal date, and are included in the calculation of the grade point average. If the grade a student receives is

different within the University's evaluation system, the grade is converted into the University's system as a pass and recorded on the transcript.

Examinations and Evaluation

ARTICLE 22 – (1) (Amended:OG-28/3/2021-31437) With the exception of courses comprised entirely of a particular project and practicums, evaluation of courses includes at least one mid-year/semester and one end-of-year/semester assessment of some kind including exams, projects, case studies, in-class practice, laboratory work, homework, etc. depending on the nature of the course and course objectives. The evaluation criteria applied when calculating grades are determined by the concerned faculty member at the beginning of the semester, with the semester/year-end activity being worth at least forty percent (40%) of the final grade, and are announced along with the course syllabus in the student information system.

(2) Midterm and final exams are conducted in written, multiple-choice or in combined formats. **(Additional sentence:OG-1/3/2020-31055)** Written exams (for distance, hybrid, or in-person courses) may be held electronically. However, exams for practicums or very courses of a very particular nature may be administered orally or by evaluating student's' work throughout the semester/year. The exam format that will be administered for these courses is determined by the recommendation of the relevant department or program head and the board of directors of the relevant academic unit, and the Rectorate is notified within seven weeks at the latest after the start date of the semester/year.

(3) **(Amended: OG-27/10/2025-33060)** Midterm, end-of-semester (final), and make-up examinations are scheduled and announced by the Rectorate in accordance with the academic calendar. If necessary, exams may also be held on Saturdays and Sundays.

(4) Exam results and those of other forms of evaluation during the semester/year are announced to the students within ten days at the latest from the date of their completion. Faculty members are obliged to announce the final grades and attendance record for the semester/year to students during the last week of the academic term at the latest.

(5) Students' semester/year-end grade for a course is determined by applying the relative evaluation method, as indicated in the course teaching plan, taking into account all academic activities during the semester/year.

(6) On dates specified in the academic calendar, students' final grades are entered into the Student Affairs System by their instructor, and the Registrar's Office announces the final grades.

(7) **(Added:OG-1/3/2020-31055)** Students who have met the requirements to take the final exams, who have continuous, justified and valid excuses for exemption, including the final and make-up exams, and who have approval from the board of directors of the relevant academic unit, may take a make-up exam during the first semester/year in which the courses are offered without registering, one time only if the right conditions apply. The grades received in these exams are considered to be the final grade for the semester in which the student did not sit the originally scheduled exam, and that grade is taken into account according to the relevant grade scale in determining the overall scores.

Make-up exams

ARTICLE 23 – (1) Make-up exam guidelines are regulated by the directive issued by the Senate.

(2) Students cannot take classes or exams during periods when their studies are suspended or they are excused; if they do so, the grades they receive, or the results of any other evaluation, will be deemed invalid.

(3) Students who meet the attendance requirements can take the final exam of that course. Those who have met the requirements to sit the final exam, but who do not pass or conditionally pass the course, can take the make-up exams scheduled for these courses.

(4) **(Amended:OG-8/2/2024-32454)** There are no make-up exams for final, make-up, or additional exams. Students who did not take the final exams in the fall or spring semesters (not including summer school) for valid reasons accepted by the relevant board can take make-up exams.

(5) Students who have met the requirements to take the final exams, but who have ongoing, justified, and valid excuses not to sit them which are approved by the administrative boards of the relevant academic units, may directly take the make-up exams.

(6) There are no make-up exams for courses taken during the summer term. Make-up exams are offered only to students who cannot take the final exam with a valid excuse.

Cheating and Plagiarism

ARTICLE 24 – (1) (Amended sentence: OG-8/2/2024-32454) If there is a suspicion that a student has cheated, attempted to cheat, plagiarized in exams, assignments or other forms of evaluation, or has committed any act included in the provisions of Law No. 2547 on disciplinary matters, a disciplinary investigation will be initiated against him. The exam or assignment in question will not be evaluated during the investigation period, and if the student is found guilty, he/she is given a zero for the exam or assignment in question, in addition to whatever disciplinary measures to which he/she will be subjected. If the student is found not guilty at the end of the investigation, he/she will have their exam or assignment evaluated.

Withdrawal from studies

ARTICLE 25 – (1) Students must apply in writing to the head of their department or program to receive approval to withdraw from a course. Students' petitions are finalized by the concerned academic units and forwarded to the Student Affairs Office by the dean's office or relevant directorate within three business days.

(2) The letter (W), meaning withdrawal from a course, is written on the transcript of a student next to the course from which they have withdrawn. The credits for this course are not included in GPA calculations. The (W) course withdrawal status is used for a course from which the student has been allowed to withdraw by their department head from the relevant unit, any time from the beginning of the semester/year until the end of the last working day of the tenth week. The following rules apply to students withdrawing from a course in this way:

- a) Students may not withdraw from courses in the first year of their undergraduate program.
- b) Students may not withdraw from courses they have been assigned due to having received an F, NA, U, or a W on a course from a previous term.
- c) Students may not withdraw from courses taken during the summer term.
- ç) Students must take the course from which they have withdrawn during the semester it is first offered as part of their curriculum. Summer term courses are not included in this obligation.
- d) The rules regarding the (W) grade do not apply to courses taken outside the university.

(3) A student may withdraw from a maximum of one course per semester/year during a single program. The number of courses in which a student is enrolled may not fall below two in a semester/year. During their studies, students may withdraw from a maximum of three courses in associate degree programs, and a maximum of six courses in bachelor's degree programs.

Grades and course exemption

ARTICLE 26 – (1) Final letter grades and the corresponding number grades between 0.00 and 4.00 are indicated in the table below:

(Amended table:OG-1/3/2020-31055)

Letter grades	A	A-	B+	B	B-	C+	C	C-	D+	D	F	NA
Corresponding number grades												
4,00	3,67	3,33	3,00	2,67	2,33	2,00	1,67	1,33	1,00	0,00	0,00	

(2) The following letters are used in the student transcript:

a) (I) Incomplete: An (I) is given to students who do not complete their studies, thesis or projects due to unavoidable circumstances. These students receive their final grades before course registrations for the following semester/year begin, or within fifteen days, at the latest, after the end of final exams, whichever comes first. (I) grades that have not been changed within this period will be converted into (F) grades.

b) (S) Satisfactory: An (S) is given to students who fulfil the requirements of courses not included in calculating grade point averages or worth credits.

c) (U) Unsatisfactory: A (U) is given to students who do not fulfil the requirements of courses not included in calculating grade point averages or worth credits.

c) (PR) In Progress: A (PR) is given to students who are successfully continuing their studies in courses the duration of which is longer than one semester.

d) (EX) Exempt: An (EX) is an exemption grade given to students for courses that do not have a corresponding number grade, and as such are not included in calculating the grade point averages.

e) (NA) Absent: An (NA) is given to students who do not meet the attendance requirements of a course. A student who has got an NA from a course cannot take the midterm/final exam of that course and cannot benefit from other exam opportunities given. The corresponding number grade of an (NA) is a zero when calculating grade point averages.

f) (W) Withdrawn: A (W) means that the student has withdrawn from the course in question; it has no effect on the grade point average.

g) (NI) Course Grade Not Included in the Average: An (NI) is given for courses that the student take by choice, with the condition that these courses do not factor into their grade point averages. These courses are taken within the scope of course loads defined in Article 18 (Amended phrase:OG-28/3/2021-31437). Courses taken under NI status may not be repeated nor counted in place of another course.

ğ) **(Added: OG-16/4/2024-32519)** (T) Temporary: Used in the grading of flight courses in the piloting program. It is assigned to students who have not yet fulfilled the flight requirement of the relevant course.

(3) The corresponding grade equivalent for students who enroll in the University through lateral or vertical transfer from another institution or through the OSYM exam, and who have received exempt status from the board of directors of the concerned academic unit for courses they conditionally or successfully completed at another institution is recorded as a letter grade on the students' transcripts, and included in calculating their grade point average. The weighted GPA of all exempt courses cannot be less than 1.80/4.00. It is stated on the transcript that these courses are transfer courses.

(4) Students who have made a lateral or vertical transfer between undergraduate programs within the University, or who have re-registered after taking the OSYM exam will be transferred to the new program along with the grades they received for courses for which they have received exempt status from the board of directors of the concerned academic unit.

(5) At the start of the first academic semester in which students register, one-time exemption exams are offered to those registering for the first time for courses specified in the Senate-approved directives of the relevant academic units for their programs. The final grades for successfully completed courses are recorded on students' transcripts, as specified in the relevant directive, and included in the grade point average calculation. The credits for courses from which the student is exempt are not included in the total credits they receive in that semester.

(6) Grade adjustments between the 4 and 100 grade systems for courses between different institutions are done by referring to the conversion table prepared by the Council of Higher Education (YÖK).

Objecting to grades received

ARTICLE 27 – (1) Students who are not satisfied with their midterm grade may submit a written objection to the directorate of the department or program within the relevant academic unit within three business days after the grades are announced **(Amended phrase:OG-1/3/2020-31055)**. The student's objection is reviewed by the course instructor for material errors and the student is notified of the results. If the student objects to the result of this evaluation, a three-person commission formed by the directorate, one of whom is the instructor of the course, re-evaluates whether there is a material error. The result is reported in writing to the directorate, and they notify the student of the result in writing.

(2) Students with objections to final grades received at the end of the semester/year, on make-up or exemption exams, or any other additional exams may appeal to the directorate of the

department or program within the relevant academic unit in writing within three business days after the grades are announced (**Amended phrase:OG-1/3/ 2020-31055**). The student's objection is reviewed by the course instructor for material errors, and the student is notified of the results. If the student objects to the result of this evaluation, a three-person commission formed by the directorate, one of whom is the instructor of the course, re-evaluates whether there is a material error. The result is reported in writing to the head of the program or department, and they notify the concerned directorate, who in turn notifies their dean's office or chairmanship. The dean's office/chairmanship announces the result to the student in writing, and if there is a change in the final grade, the Student Affairs Department is also notified of the result.

Determining passing scores

ARTICLE 28 – (1) Whether a student has passed is determined by calculating their grade point average at the end of each semester/year. The score a student receives from a course is calculated by multiplying the national credit value of that course by the coefficient corresponding to the grade assigned to the student (between 0-4). Semester/year grade point average (GPA for the term) is calculated by dividing the sum of the scores obtained by the student from the courses taken that semester/year by the total number of national credits for the courses taken, and this score is called the student's average passing grade for that period in the 0-4 grade indicator.

(2) The grade point average (GPA) is calculated by dividing the sum of the points the student has earned from all the courses he/she has taken by the total number of national credits he/she has received by the end of that semester. If the student repeats a course, the last grade received for that course is considered in calculating the GPA, but all grades are listed on the transcript.

(3) A student with a GPA of 2.00 or above is a passing student; and a student with a GPA between 1.80-1.99 is a conditionally passing student. A student whose GPA is below 1.80 at the end of the second, third and fourth academic years is a student on probation. For students who start their studies in the fall semester, the first term on probation is determined at the end of the fourth semester; and for students who start their studies in the spring semester, the first term on probation is determined at the end of the third semester.

(4) Grade point averages on student documents are indicated as two digits after the comma, and the third digit after the comma is rounded up when it is 5 or greater, and rounded down when it is less than 5. In the graduation or class success rankings (**Amended phrase:OG-28/3/2021-31437**), the relevant directive provisions apply.

(5) When calculating the semester/year-end success rankings of a course, students who receive NA grades are not taken into consideration.

(6) Directives determine how grades are evaluated at the department, program, faculty, college, and university level.

Grading

ARTICLE 29 – (1) Students' course grades are determined as follows:

- a) A, A-, B+, B, B-, C+, C, or S are passing grades.
- b) C-, D+, or D are conditionally passing grades.
- c) F, NA, or U are failing grades.

Course registration rules

ARTICLE 30 – (1) Students' academic classes are determined according to the ECTS points they have earned in line with the criteria established by the Senate.

(2) Students who enroll and start their first-year studies in the fall may register only for fall semester courses indicated in their curriculum. In the spring, they must enroll in all the courses planned in the spring curriculum. After taking the spring semester courses in their program, they may also enroll in fall semester courses offered for their own program that they failed in the first fall semester, provided that they do not exceed their credit limit and there is no course conflict. Students beginning their studies in the fall semester of their first year are not allowed to register for courses designated for subsequent semesters. This restriction does not apply to students who were subject to course adjustment.

(3) Students who enroll in programs and start their first-year studies in the spring semester must enroll in all of the first two semester courses planned in their curriculum within the first three semesters after registration. In addition, the following points are taken into consideration in the implementation of these provisions:

a) Students must first register for first-year fall semester courses offered in their departments. These students can then enroll in third and fourth-semester general elective and non-departmental elective courses offered in their program in the spring semester, provided that they comply with the course software rules, and that they do not exceed the program credit limit of their first-year spring semester.

b) In the fall semester of their second year, they must enroll in all of the first-year fall semester courses opened in their department for their program, in which they have not previously registered or failed.

c) In the spring semester of their second year, they must enroll in all the first-year spring semester courses opened in their department for their program, in which they have not previously registered or failed.

(4) Students enrolling in the second or subsequent semesters through lateral or vertical transfers, or based on OSYM exam results, may register for upper-semester courses, provided they adhere to the normal credit limit and fulfill the course registration requirements.

(5) Registration starts with first-year courses offered in the relevant program and semester that the students never took or failed.

(6) Whether the student is on probation is determined at the end of the spring semester, and if so, their status is updated at the end of summer school.

(7) **(Amended:OG-26/7/2025-32967)** Students on academic probation may retake any previously failed courses to improve their grades, as well as any courses in which they received a grade of C, C-, D+, or D. They may also take any required courses (if any) not taken during the first four semesters, along with elective courses included in the academic program.

Repeating courses

ARTICLE 31 – (1) Students who receive an F, NA, W or a U on a course must retake them in the first semester they are opened for their program, starting from the first-year courses in their curriculum. However, they may repeat the courses offered in the first two semesters of their program adhering to the principles specified in the second and third paragraphs of this article.

(2) If a course is removed from the curriculum, students must take an equivalent course.

(3) In case of repeating elective courses, students can take another elective course instead.

(4) Students who passed, or conditionally passed a course with a C or below may retake them to increase their final grade. These courses can be repeated in the following four semesters after the end of the last semester of registration, provided that the course software rules are followed.

Additional exams for students who have not completed their maximum period of study (Amended title:OG-18/8/2021-31572)

ARTICLE 32 – (1) Students who are only two courses shy of qualifying for graduation before completing the maximum period of study may take one additional exam before the beginning of the following semester for a maximum of two courses in their curriculum that they failed (for which they received an F or U success grade).

(2) In order to graduate without exceeding the maximum period of study, students who are passing or conditionally passing in all courses except one, in which they failed or received an F or U, may take an additional exam by the beginning of the following semester to increase their final grade. The additional exam must be used to increase the grade of any course the final grade of which was a C, C-, D+ or D

(3) **(Amended: OG-23/4/2025-32879)** Students who have received at least a D grade in all the courses in their curriculum before completing the maximum duration of study but have not achieved the cumulative GPA specified in the third paragraph of Article 17 shall be granted the right to take one additional exam in up to two courses by the beginning of the following semester in order to raise

their cumulative GPA. For the purpose of grade improvement, students may request to take the additional exam in courses from which they have received a grade of C, C-, D+, or D.

(4) For graduating students, the score obtained in the additional exam taken to increase their GPA becomes their final grade.

(5) **(Amended sentence:OG-1/3/2020-31055)** Students intending to take additional exams must present a petition to the Registrar's Office to inform them of which courses they will sit the exams within three business days after the summer term, semester, or year-end make-up exam results are announced. After examining the student's situation, the Registrar's Office notifies the student and the relevant dean's office or directorate whether he/she has earned the right to take the exam.

(6) Additional exams are planned for the end of the fall, spring, and summer semesters, and indicated on the academic calendar. A student who does not avail himself/herself of the opportunity to take the exam before the beginning of the following semester is considered to have given up this right.

(7) The examination rights stipulated in this article are granted to students only once. Those who have failed a course and did not take advantage of their additional exam rights within the deadline must renew their registration for the relevant courses.

(8) Additional exam rights cannot be used for courses where the final grade received was an NA or W, or for courses for which the student has never registered before.

Additional exams and rights for students who have completed the maximum period of study (Amended title:OG-18/8/2021-31572)

ARTICLE 33 – (1) Two-year associate degree programs must be completed within a maximum study period of four years; four-year bachelor's degree programs must be completed within a maximum study period of seven years; five-year bachelor's degree programs must be completed within a maximum study period of eight years; six-year bachelor's degree programs must be completed within a maximum study period of nine years, regardless of whether they register for courses every semester, starting from the semester in which their program courses are offered, not including the one-year foreign language preparatory class, which must be completed within a maximum study period of two years.

(2) Students may be expelled if they fail to pay their tuition, or other related fees, or to register for courses for four consecutive years, at the discretion of the authorized university boards and the approval of the Council of Higher Education.

(3) In programs where the medium of instruction is entirely Turkish, a compulsory foreign language preparatory class cannot be opened except for vocational foreign language courses; however, optional foreign language preparatory classes may be offered at the discretion of the authorized University boards, and subject to the approval of the Council of Higher Education; students who do not successfully complete this preparatory class are not expelled and continue their education.

(4) Students who fail to successfully complete the preparatory class of programs whose medium of instruction is fully or partially a foreign language within two years are expelled from the program.

(5) Students who are expelled from the preparatory classes of programs whose medium of instruction is fully or partially a foreign language may enroll in an equivalent program at the University the medium of instruction of which is Turkish. In addition, if there is no equivalent program at the University, these students, upon request, will be given a one-time opportunity to be centrally placed in a program taught in Turkish by the Student Selection and Placement Center, provided that the student's entrance score to the University is not lower than the base score required to register for the program in which he/she will be placed.

(6) **(Amended:OG-18/8/2021-31572)** Students Students who are not in the final year of their enrolled program or who have never taken certain courses in their program, as well as those who have failed in project courses or project-based courses (including vocational training/internships), for a total of more than 5 courses, are not eligible for additional exam opportunities and/or additional

time within the scope of paragraph (c) of Article 44 of Law No. 2547, and are directly expelled from the University accordance with paragraph (c) of Article 44 of Law No. 2547.

(7) **(Addition:OG-18/8/2021-31572)** Conditions regarding additional exams and time given to students who are in their final year in order for them to graduate, the application procedures, and how they are implemented are determined by the Senate. Additional exams are only offered for courses other than previously taken project courses or project-based courses.

Honour and high honour students

ARTICLE 34 – (1) The Senate determines how honours and high honours titles are bestowed upon deserving students.

Double major and major/minor programs

ARTICLE 35 – (1) Students who excel in their undergraduate program may be given the opportunity to continue their studies in a second program at the same level. A second program in which a student is granted the right to enroll, in addition to their enrolled major program, is called a double major or minor program. The Senate and the relevant regulations determine how double major and major/minor programs are run.

SECTION FIVE

Graduation requirements and receiving a diploma

Graduation requirements

ARTICLE 36 – (1) **(Amended: OG-23/4/2025-32879)** A student who fulfills the requirements specified in the third paragraph of Article 17 and thereby earns the right to graduate shall be entitled to receive a diploma, provided that they fulfill any financial obligations and return any university property registered in their name.

(2) Students who have met all the criteria to receive their diploma are given a temporary graduation certificate bearing the signatures of the concerned dean or director, and the Head of the Student Affairs Department, one time only, until their diplomas are ready.

Graduation and receiving a diploma

ARTICLE 37 – (1) Graduating students receive a diploma signed by the concerned dean or director, and the President. Electronic signatures can also be used on diplomas.

(2) The shape and dimensions of undergraduate diplomas, and the information written on them are determined by the Senate.

(3) The diploma may be replaced only once in case of loss on the condition that an announcement is made in a national newspaper, the required fee is paid again, and the situation is declared with a petition. In these cases, the phrase "second copy" is written on the diploma.

(4) A new diploma will not be issued to the holder due to a name change.

SECTION SIX

Various and Final Provisions

Situations where there are no set provisions

ARTICLE 38 – (1) In cases where there is no provision stated in these regulations, the relevant legislative provisions and Senate decisions apply.

Other provisions

ARTICLE 39 – (1) The faculties of Medicine and Dentistry have their own regulations. The regulations stated in this document apply only in matters not stipulated in their own regulations.

Notifications

ARTICLE 40 – (1) Students receive written notifications via the e-mail address they provided during their initial registration or later updated on the student information system, or the e-mail address opened by the University on their behalf, or via announcement by the relevant faculty/directorate.

(2) Students are responsible for keeping the e-mail address with their username active, regularly checking their e-mails, and updating the e-mail address they provided during registration via the student information system within 15 days if the address changes.

Repealed regulation

ARTICLE 41 –(1) Bahcesehir University Undergraduate Education and Examination Regulations published in the Official Gazette dated 22/7/2015 and numbered 29422 have been repealed.

Validity

ARTICLE 42 – (1) These regulations will go into effect on the date of their publication, effective from the beginning of the 2019-2020 academic year.

Enforcement

ARTICLE 43 – (1) Provisions to these regulations shall be enforced by the President of Bahçeşehir University.

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- (1) With the amendment published in the Official Gazette dated 25/1/2023 and numbered 32084, a fourth paragraph has been added to this article following the third paragraph and the other paragraph has been shifted/rearranged accordingly.
- (2) With the amendment published in the Official Gazette dated 8/2/2024 and numbered 32454, additional clauses were added following clause (b) of the third paragraph of Article 16, and the other clauses were shifted/rearranged accordingly.

	Official Gazette in which the Regulation was published	
	Date	Number
	14/11/2019	30948
	Official Gazettes where Amendments to the Regulations Are Published	
	Date	Number
1.	1/3/2020	31055
2.	28/3/2021	31437
3.	18/8/2021	31572
4.	8/8/2022	31917
5.	25/1/2023	32084
6.	8/2/2024	32454
7.	16/4/2024	32519
8.	23/4/2025	32879
9.	26/7/2025	32967
10	27/10/2025	33060