

**UNIVERSITY OF TURKISH AERONAUTICAL ASSOCIATION**  
**RULES AND REGULATIONS GOVERNING UNDERGRADUATE STUDIES**

**PART I**

**Aim, Scope, Basis and Definitions of Terms**

**Aim**

**ARTICLE 1 – (1)** The aim of this document is to regulate the procedures and principles for student admissions and registration to the associate and undergraduate programs offered by The University of Turkish Aeronautical Association, and the conduct of associate and undergraduate education, examinations and assessment.

**Scope**

**ARTICLE 2 – (1)** This document comprises the provisions concerning all kinds of educational activities concerning associate and undergraduate programs and vocational school **except for** the Department of Flight Training, Faculty of Air Transportation, offered at The University of Turkish Aeronautical Association.

**Basis**

**ARTICLE 3 – (1)** This document has been drawn up based on article 14 of the Higher Education Act 2547 dated 4 November 1981 and on additional article 139 of the organization of Higher Education Institutions Act 2809 dated 28 March 1983.

**Definitions of Terms**

**ARTICLE 4 – (1)** Wherever the following terms appear in this document, they shall be taken to refer to:

- a) **ECTS:** European Credit Transfer System,
- b) **Head of Department:** The Department of Turkish Aeronautical Association, head of departments,
- c) **Dean:** the Turkish Aeronautical Association University, Dean of the related faculty,
- ç) **Faculty / Vocational School Board:** Turkish Aeronautical Association University, faculty board / vocational school board,
- d) **Director of the Vocational School:** The Director of the relevant vocational school within the University of Turkish Aeronautical Association,
- e) **Board of Trustees:** Turkish Aeronautical Association University Board of Trustees,
- f) **ÖSYM:** Assessment selection and placement center,
- g) **Rector:** Turkish Aeronautical Association University Rector,
- ğ) **Senate:** Turkish Aeronautical Association University Senate,
- h) **University (UTAA):** University of Turkish Aeronautical Association,
- ı) **University Executive Board:** Turkish Aeronautical Association University Board of Directors  
Turkish Aeronautical Association University Faculty/Vocational School Board of Directors,
- i) **Board of Directors:** The board of directors of the faculty / vocational school within the University of Turkish Aeronautical Association,

## PART II

### Principles of Admission and Transfer

#### Student acceptance

**ARTICLE 5 - (1)** Admission of the students to the University is subject to the provisions of the relevant legislation arranged according to the principles determined by the Senate.

#### Admission by Undergraduate Transfer

**ARTICLE 6 - (1)** Undergraduate transfer applications and evaluations to the University departments / programs in or out of the university are applied by the Senate according to the provisions of the By-Laws and other relevant legislation according to the set principles in the Higher Education Institutions Transition Between Associate degree and undergraduate degree programs, Double Major minor program and Interbank Credit Transfer published in Official Gazette dated 24/4/2010 and numbered 27561.

#### Admission by Vertical Transfer

**ARTICLE 7 - (1)** University-bound licensing of vocational school graduates by vertical transfers to programs are applied according to the provisions of the regulation on continuing education of undergraduates concerning Vocational school and Open university Associate degree program graduates published in the Official Gazette dated 19/2/2002 and numbered 24676.

#### Admission of foreign students

**ARTICLE 8 - (1)** Application, acceptance and registration procedures for student quota from abroad are applied according to the principles set by the Senate.

#### Special students

**ARTICLE 9 - (1)** Special students, any associate or undergraduate students who are not enrolled in the program at UTAA, but are graduates or students of a higher education institution are the ones who are expected to enroll the courses and fulfill the requirements of the limited number of courses.

**(2)** Admission of special students to associate and undergraduate degree courses, including preparatory class is applied by taking the approval of the head of the department and approval of the board. The number of courses a student can take is 3 in three semesters, six in total in the associate degree programs, and cannot exceed twelve in undergraduate programs.

**(3)** Special students are not considered to be the students of the University and they cannot benefit from the rights of the students. These students, if they request, shall be given a document showing the transcript issued the courses they are enrolled in and grades of these courses. This document is not used as a diploma or an academic degree.

**(4)** Special students pay the tuition fee determined by the University. Special students must obey the rules and regulations set by the University for students.

**(5)** Tuition fee per UTAA local loan for special students is determined by the Board of Trustees upon the recommendation of the University Board of Directors.

## **First registration**

**ARTICLE 10 - (1)** Enrollment of the accepted student candidate at any level of the university education program is done by the Directorate of Student Affairs on the dates specified by the Rectorate. Students who do not register on time or deliver the required documents will not be registered.

## **Required documents and procedures**

**ARTICLE 11 - (1)** During the registration, the original of the documents requested from the student candidate for registration or a sample approved by the University is accepted. Corresponding to the criminal record and military service of the student candidate is made on the basis of the declaration of the student candidate.

**(2)** Those students who are eligible to register to the university and provide the required documents included in the higher education quotas guide may enroll in the university by paying the tuition fee. Students who are not enrolled in the registration process in time or cannot provide the required documents are supposed to renounce of admission.

**(3)** In case of deficiency, falsification or misrepresentation of the documents, or the admission of students who are found to be suspended from higher education institutions are canceled. The tuition fee is not refunded for the student whose admission is cancelled for these reasons.

## **Tuition fee**

**ARTICLE 12 - (1)** Tuition of the university is subject to a fee. Tuition fees are determined by the Board of Trustees upon the recommendation of the University Administrative Board every year. At the beginning of each semester, students are expected to pay the fee in the period stated in the academic calendar.

**(2)** Although a student is successful in all of his courses, but not completed his compulsory internship, then s/he is not obliged to pay tuition fee in case of completion of internship in the following semester. In the case of not completing the internship in the following semester, the student is required to pay half of the tuition fee for the following semester.

## **Scholarship**

**ARTICLE 13 - (1)** Regulations on scholarships to be given to students are specified according to the determined principles set by the Senate.

## **ID card**

**ARTICLE 14 - (1)** University ID card is given to the students who have final enrollment in the University. Students who are graduates or who are dismissed from the University must return to their IDs to the university.

## **Re- registration**

**ARTICLE 15 - (1)** Each student is obliged to renew its registration within the dates specified in the academic calendar at the beginning of each semester. Courses to be taken are designated at course re-registration.

(2) In order to re-register for the semester, it is mandatory for the student to fulfill all back payment obligations including the re-registration semester. Students who have not fulfilled this condition shall not re-register for the semester. These students cannot benefit from student rights.

### **PART III**

#### **Principles Regarding Education**

##### **Language of Instruction**

**ARTICLE 16 - (1)** The language of instruction is in English except for Associate Degree Programs and Turkish programs in Business Administration Faculty

##### **Academic year**

**ARTICLE 17 - (1)** It consists of two semesters of fourteen weeks each year except for one mid-term and one final exam. The Senate may extend or shorten the semester term as deemed necessary.

(2) Teaching in one academic year, with the approval of the Council of Higher Education can also be arranged as 3 semesters (periods). Summer school can be opened when necessary. In relation to the summer school, University of Turkish Aeronautical Association the provisions of the Summer Education Regulation, published in the Official Gazette dated 2/5/2012 and numbered 28280 are applied.

##### **Length of Education**

**ARTICLE 18 - (1)** Term of study, except for foreign language preparatory class, is two years (four semesters) for Associate Degree Programs; four years (eight semesters) for undergraduate programs.

(2) Maximum duration of study is four years (eight semesters) for associate degree programs; seven years (fourteen semesters) for undergraduate programs.

(3) The duration of the foreign language and / or Turkish preparatory class is maximum two years.

(4) Times of punishment through which the students who have been suspended from the university are also counted within this time.

(5) The provisions of the Article 44, Law No. 2547 are applied for the students who cannot graduate after the maximum period.

##### **Foreign language preparatory class program**

**ARTICLE 19 - (1)** Students, enrolled in the university, must take foreign language proficiency and preliminary tests announced on the academic calendar.

(2) Students who are successful or exempt from the foreign language proficiency test begin their first year of education on the program in which they are registered. Students who fail the Foreign language proficiency exam, attend the preparatory class.

(3) English preparatory class education is instructed according to the provisions of the Examination Regulations and the principles set by Turkish Aeronautical Association University Foreign Language Preparatory Class Education and the Senate in the Official Gazette dated 17/7/2011 and numbered 27997.

**ARTICLE 20 - (1)** Turkish preparatory class program is applied for foreign students whose Turkish language levels are insufficient according to the principles set by the Senate.

### **Teaching principles**

**ARTICLE 21 - (1)** The teaching in the University is based on passing the course and is instructed by the credit system.

**(2)** Courses express theoretical courses, seminar, practice (workshop, laboratory and so on), the courses that can be taken with the exchange of international students, internships and similar studies. The courses are organized according to the semester basis. However, some courses can be opened annually if required by the Senate.

**(3)** By the proposal of the relevant board of directors and the courses deemed appropriate by the decision of the Senate can also be applied outside the university. Principles related to the instruction of these courses, are decided by the related Board and submitted to the Senate for approval.

**(4)** Appropriate courses in the Associate degree and undergraduate degree programs can be given by distance learning method by the reasoned proposal of academic units and the approval of the Senate

### **Education programs**

**ARTICLE 22 - (1)** Education program (curriculum) includes; theoretical lectures, seminar, studio, workshop, project, laboratory, field applications, internship with on-the- job training during the term and such applications. Which courses are taught or which applications will be counted, are decided by the Senate on the proposal of the relevant faculty board / vocational school board.

**(2)** Curriculum, is prepared on the basis of workload each diploma program brings the knowledge, skills and competencies to the person who deserves to receive the diploma and upon the proposals of the related departments decision by the relevant faculty board / vocational school board and finalized by the approval of the senate. There will be a total of 30 ECTS in each semester; 120 ECTS credits for associate degree programs, a total of 240 ECTS credits for four-year undergraduate programs.

**(3)** The principles related to the conduction and evaluation of field application in the curriculum, project, on- the- job training and internships are set by the Senate.

**(4)** Weekly lecture, practice / laboratory hours and UTAA credits and ECTS credits are mentioned in the syllabus.

**(5)** Faculty / vocational higher schools may suggest opening certificate programs in the field needed. The principles of certificate programs are regulated by the Senate.

**(6)** The related faculty board / vocational school board is authorized to solve problems concerning the adjustment of the application of education programs to students and similar problems.

### **Compulsory, elective, prerequisite and common compulsory courses**

**ARTICLE 23 - (1)** It is indicated in the curriculum whether the courses are of credit and non-credit courses; compulsory, elective, prerequisite or common compulsory or not. Of them;

**a)** Compulsory courses: The courses that the student has to take and achieve,

**b)** Elective courses: Agreed courses considering the student's request,

c) Prerequisite courses: Courses that must already be succeeded in order for a course to be taken,  
ç) Common compulsory courses: express Atatürk Principles and History of Turkish Revolution, and Turkish Language and Foreign Language courses,  
are stated in Article 5 of Law No. 2547.

#### **Credit value of courses**

**ARTICLE 24 - (1)** The UTAA / local credit value of a course consists of the full hours of weekly theoretical course and half of the weekly hours of laboratory, applied course, workshop, studio and similar activities.

**(2)** The UTAA / local credit hours are not specified for the courses which will not be included in the average according to the law enacted by the Senate. The weekly and practical hours of these courses should be stated.

**(3)** ECTS credits of a course, an ECTS credit, between twenty-five and thirty hours of student work determined by the Senate corresponds to the workload. Student workload expresses all the time spent in educational activities such as laboratory, workshop, clinical study, assignment, practice, project, seminar, presentation, preparation for examination, examination, internship, in service training as well as courses.

#### **Academic counseling**

**ARTICLE 25 - (1)** Head of the relevant department, appoints an academic advisor among the teaching staff for each student admitted to the relevant department. Re-registration, add and drop course and graduation procedures are carried out with the approval of the academic advisor. The issues related to academic consulting are carried out according to the principles determined by the Senate.

#### **Semester course registration, add / drop course and late registration**

**ARTICLE 26 - (1)** Students must re-register for the semester by paying the required tuition fees and having their programs approved by their advisors within the deadlines indicated at the beginning of each semester and in the academic calendar. Students are responsible for all of their re-registration procedures and they should register themselves.

**(2)** The student who has not registered for the course between the dates specified on the academic calendar, can register late in the specified add / drop course period. The student who has not also re-registered during this time can only re-register again at the beginning of the next semester. The period lost during the semester of which the student has not registered is counted within the maximum study period.

**(3)** Students cannot attend the courses they have not registered properly and they cannot take the exams of these courses. The grades of the students who take the exams of the courses that are not enrolled are canceled.

#### **Course load**

**ARTICLE 27 - (1)** Normal course load per student for each semester is 30 ECTS Credits.

**(2)** For students whose course load of semester is with a general average GPA of 2,00 and above, ECTS credits can be increased up to 12 on the condition that there is no overlap in the curriculum and with the approval of the academic advisor.

**(3)** ECTS credits of the courses taken within the scope of double major and minor programs are not included in the semester course load.

**(4)** Undergraduate students are required to register the courses they have failed or lower-class courses they have not attended. With the exception of pre-requisite courses, course/s taken part in the program of the following semester can be taken within the ECTS credit limit.

**(5)** Associate degree students can register courses in the course selection by taking consultancy and approval of the Presidency of the department/program.

### **Attending Courses**

**ARTICLE 28 - (1)** Students have to participate in classes, laboratory and practice, and all other studies approved by the academic staff and take any exams within and end of the semester.

**(2)** The attendance status of the students is monitored by the instructor. Teaching staff are required to keep the attendance of students regularly in the Student Information System. Student cannot take the final exam and fails if s/he does not fulfill his / her obligation in the grounds of the attendance of at least 70% of the theoretical courses, and at least 80% of the laboratory and practice including Health report and disciplinary penalty for any reasons.

### **Course Withdrawal**

**ARTICLE 29 - (1)** The student is allowed to withdraw from the course mentioned within the first seven weeks from the beginning of the semester, after the add / drop period of the normal course is over with the approval of the academic advisor, the positive opinion of the head of the department and the decision of the relevant board of directors.

**(2)** Students may not withdraw from the courses of the first two semesters of the program.

**(3)** A student cannot withdraw from the courses of which s/he has previously failed the course with FF, NA, W or U grades and repeat courses.

**(4)** One student can only be granted to withdraw from maximum one course in a semester; a maximum of four courses during undergraduate program and a maximum of two courses during associate degree program.

**(5)** In the case of withdrawal from a course, the student will have to take the course in the first semester it is given.

**(6)** The withdrawal of a foreign student is applied within the scope of the signed protocols between universities and educational institutions or official institutions abroad, with the proposal of the head of Foreign Relations Office and with the permission of the lecturer. The rules for grade W are not applied to the students in this situation.

## **Course exemptions**

**ARTICLE 30 - (1)** Students who are enrolled in the university through a horizontal transfer, vertical transfer or ÖSYM exam from another higher education institution and from the courses they have taken successfully from the institution they have been transferred from, are processed as a letter grade on the student's transcript and their equivalents are taken into account in the grade point average. These courses are indicated as exempt courses in their transcripts.

**(2)** The transfer of the course grades taken from the program by a horizontal or vertical transfer to another program within the university or from the successful courses taken by the students who have re-registered with the ÖSYM exam result in the relevant department is transferred to the new program.

## **Exchange programs**

**ARTICLE 31 - (1)** In accordance with the agreement between the University and another university, students can be sent to contracted universities or accept students from contracted universities within one or two semesters by the University within the framework of student exchange programs. During this time, the student's registration at the University continues and this period is counted from the duration of study

**(2)** All work and processes related to student exchange are applied according to the principles determined by the Senate.

## **Part IV**

### **Permanent and Temporary Drop out, Freeze Registration**

#### **Drop out**

**ARTICLE 32 - (1)** The registrations of the university students are deleted according to the following;

- a) Those who request drop out on their own request,
- b) Those who cannot successfully complete the preparatory class of the programs whose medium of instruction is fully or partially foreign language within two years,
- c) Those issued by the Council of Higher Education and those who have been removed at the end of the disciplinary investigation proceeded by higher education institutions
- d) Those who cannot graduate at the end of maximum duration of study, pursuant to the provisions of Article 44 of Law No. 2547.

**(2)** Tuition fees are not refunded to the ones who do not have any request for drop out until the end of the third week from the beginning of the course.

#### **Freeze registration**

**ARTICLE 33 - (1)** The students' registration can be frozen with the decision of the relevant board of directors and shall return to the University because of a justified and valid excuse in accordance with the positive opinion of the department they are studying.

**(2)** Half fee of the semester is taken by the student whose registration is frozen.



## **Freeze Registration Periods**

**ARTICLE 34 - (1)** Students may freeze the registration for up to two semesters during preparatory class, vocational school and undergraduate programs. These periods can be exceeded with the decision of the University Administration Board in compulsory situations. These periods during the registration freezing times are not counted within the period of study.

## **Registration Freezing Excuses**

**ARTICLE 35 - (1)** Students shall apply for freezing their registration by referring to their valid excuses in the condition of documenting health, economic, family, military, personal, academic, abroad education, unexpected compulsory events and concerning similar reasons which are justified by the Council of Higher Education.

## **Registration freeze application form and duration**

**ARTICLE 36 - (1)** Students who want to freeze the registration, apply to the dean / vocational school directorate with a petition related to registration freeze, within two weeks following the commencement of the courses.

**(2)** Applications after the end of these periods are not processed except for the force majeure determined by the University Administrative Board.

## **Return to university after freezing registration**

**ARTICLE 37 - (1)** Following the return to the university, processes applied to students:

**a)** Students who froze registration to have education abroad for a certain period of time have been evaluated by the board of directors in line with the proposal of the relevant department concerning their study and the courses they have taken during this period.

**b)** Students who have frozen the registration will continue their education by registering the regular semester at the end of the registration freeze period. However, the students who are freezing registration due to the illness must document that they are in a position to continue their education with the medical reports they will receive from health institutions.

## **Discharge**

**ARTICLE 38 - (1)** Students those who dropped out with their own request, who have been dismissed for reasons of discipline, or who graduated from the University must pay the remaining tuition fee and carry out the discharge procedures determined by the University in order to receive their diploma or documents in their files.

## Part V

### Exams, Grades, Assessment of Success, Double Major and Minor Programs, Graduation and Diploma

#### Exams

**Article 39 - (1)** There are 4 types of exams in the university, namely quizzes, midterm exams, final exams, and make-up exams. These exams can be written, oral, both written and oral and/or practical. Except for midterm exams, quizzes can be done without notice. The dates of the mid-term exams can be announced by the instructor during the semester or similar to the final exams they can be administered on the dates and times as specified in the academic calendar announced by the University. Exams can also be done on Saturdays and Sundays when required.

**(2)** At least one midterm exam is held for each course.

**(3)** The results of quizzes, midterms and make-up exams are announced before the final exams of the course at the end of the semester.

**(4)** If the students who could not take the midterm and final exams due to valid excuses and whose excuses are accepted by the related board apply to the department chairmanship within five working days following the date of the exam, they can be given the right to take a make-up exam in accordance with the positive opinion of their departments.

**(5)** Exam documents are delivered to the secretary of the faculty/vocational school by the instructor at the end of the semester and kept for at least five years.

#### Grades

**Article 40 – (1)** Course grades are determined by evaluating together the quizzes, homework/project or practical studies, midterm exams and final exam done within the semester. The lecturer determines the weight of the quizzes, homework/project or practical studies, mid-terms and final exam in the course grade and announces them to students at the beginning of each semester.

**(2)** The meaning, coefficients and numerical equivalents of the letter grades out of 100 used in the assessment are given in the table below. The lecturers can refer to the following table in assessing letter grades or perform relative evaluation.

Letter Grades	AA	BA	BB	CB	CC	DC	DD	FF
Coefficient	4,00	3,50	3,00	2,50	2,00	1,50	1,00	0,00
Score intervals	90-100	85-89	80-84	70-79	60-69	50-59	45-49	0-44

**(3)** If the condition of attendance stated in the article 28 is not fulfilled, NA grade is given to the students. NA's weight coefficient is zero (0).

**(4)** In order to be considered successful in a course a student have to get one of the following grades: AA, BA, BB, CB, CC, DC, DD and S. The students are considered unsuccessful from the courses they get FF, NA, W and U.

**(5)** Grades not included in the average are:

- a) Grade I (Incomplete): It is given to the students who do not have course grades because of illnesses or other valid reasons. The student who gets "grade I" from a course is given fifteen

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days to make up for deficiencies starting from the end of the final exam for the semester. If the student does not make up for his/her deficiencies within this period, his/her grade is automatically converted to FF or U grade; however, in case of prolonged illness and similar cases, the duration of the "grade I" can be extended to the beginning of the next semester with the recommendation of the department chair and the approval of the relevant board of directors.

- b) The grade S (Successful) is designated to the students who are successful in non-credit courses which are not calculated in the Grade Point Average.
- c) The grade P (Progress) is designated to the students who are continuing courses which are not calculated in the Grade Point Average.
- d) The grade U (Unsuccessful) is designated to the students who are unsuccessful in courses which are not calculated in the Grade Point Average.
- e) The grade EX (Exempt) is designated to students who are admitted to the undergraduate and associate degree programs after being successful in the English Proficiency Exam applied by the English Preparatory Program, Department of Foreign Languages
- f) The grade W (Withdrawn) is designated to students who withdraw from a course.

### **Grade Objections**

**Article 41 – (1)** Students may appeal to the department chairmanship for errors of grading within 5 days after the announcement of grades. Grade changes are determined by the relevant board of directors in accordance with the opinions of the lecturer and the department and sent to the Directorate of Student Affairs.

**(2)** The errors in grades given at the end of the final exams must be corrected until the beginning of the next semester's course registrations at the latest.

### **Repeating a Course**

**Article 42 – (1)** The courses for which the letter grades FF, NA, W or U have been earned and courses which have not been taken in the required semester must be repeated first in the following semester. If these courses overlap, one of the courses is taken and the course preference is made by the student.

**(2)** Students who wish to increase their Grade Point Average may repeat the courses they have taken previously with the approval of their academic advisors provided that they do not exceed the course load limit. In this case, the last grade received from the repeated course is added to the Grade Point Average.

### **Grade Point Averages**

**Article 43 – (1)** Students' standing related to success is determined with their semester Grade Point Averages and Cumulative Grade Point Averages calculated at the end of each semester. The weighted grade of a course is obtained by multiplying the coefficient of the course by ECTS credit.

**(2)** Grade Point Average is calculated by dividing the sum of the weighted points of the courses taken in any semester by the total number of ECTS credits. In the calculations, two digits are executed after the comma and the result is rounded. Minor and double major courses are not taken into consideration in the Semester Grade Point Average.

**(3)** The Cumulative Grade Point Average is calculated through the division of the total credit points obtained from all the courses the student has taken up to that time by the sum of ECTS credits of the

courses. In the calculations, two digits are executed after the comma and the result is rounded. Minor and double major courses are not taken into consideration in the Cumulative Grade Point Average.

### **Successful Students**

**Article 44 – (1)** Students whose Cumulative and Semester Grade Point Averages are at least 2.00 are considered successful. Of the students who have taken all the courses at any semester they are in and have achieved at least 30 ECTS credits concerned, those whose Semester Grade Point Averages are 3,00 – 3,49 are qualified as Honor Students, and those whose Semester Grade Point Averages are 3,50 – 4,00 are qualified as High Honor Students.

### **A Double Major Program**

**Article 45 – (1)** Students enrolled in any undergraduate program at UTAA can register concurrently enroll in another undergraduate program. The opening and implementation of the double-major program is carried out according to the principles set by the Senate in accordance with the provisions of the Regulation on the Student Transfer, Double Major, Minor and Inter-Institutional Credit Transfer.

### **A Minor Program**

**Article 46 – (1)** Students enrolled in an undergraduate program at UTAA may additionally enroll in a “Minor Program”. A minor program is not considered an undergraduate program. The opening and implementation of the double-major program is carried out according to the principles set by the Senate in accordance with the provisions of the Regulation on the Student Transfer, Double Major, Minor and Inter-Institutional Credit Transfer.

### **Integrated Training (Internship) Procedures**

**Article 47 – (1)** Students are subject to integrated training (internship) in the second and third year of the undergraduate program.

**(2)** The duration of the internship applications set according to the characteristics of the branches of education is regulated by the Senate according to the principles determined by the Council of Higher Education. The Senate may increase or decrease the number and duration of internship applications when deemed necessary.

**(3)** Procedures related to internship are implemented according to the principles determined by the Senate.

## **PART VI**

### **Principles Regarding Graduation, Diploma and Certificate**

#### **Students in graduation status (with a GPA of less than 2.00)**

**Article 48 – (1)** Students who are successful in all the courses required for graduation, but who have a GPA of less than 2.00 are given the right to take an additional exam to be used within 15 days with the decision of the relevant Board of Directors from the course(s) they received DD, DC or CC letter grade except for courses that include long-term project work such as a final project, studio, internship, etc. on the condition that they submit their application to the faculty/vocational college within five days from the announcement of their final grades of the semester or summer semester. In the course(s) that are given an additional examination, the last code, name and credits of the course(s) in the transcript are taken into account. The students who cannot graduate at the end of the additional

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examination, are given another additional exam until the end of the final exams of the following semester or summer school provided that the examination fee is paid. The students who are in this condition may also repeat other courses provided that they comply with the course load limitations as well as the courses they have taken to increase their Grade Point Average. Students with a Grade Point Average of less than 2.00 are granted the same rights until they achieve the required grade point average for graduation.

**(2)** Students who have taken all the courses required for graduation and who fail at most in 2 courses with FF Grade that are taken into account in Grade Point Average except for courses that include long-term project work such as a final project, studio, internship, etc. are given an additional exam to be used within 15 days with the decision of the relevant Board of Directors from each course on the condition that they submit their application to the faculty/vocational college within five days from the announcement of their final grades of the semester or summer semester. In the course(s) that are given an additional examination, the last code, name and credits of the course(s) in the transcript are taken into account. The success of the students is determined by the grade taken from these exams. If these students do not use the right to additional exams on time or take the additional exams yet fail again, they have to repeat these courses in their first semester or in summer education they are provided. If the courses the students have to repeat are not opened in the following semester or in summer education, the student may again use the right of additional examination right up until the end of the final exams of the related semester or summer education, provided that the tuition fee is paid determined for this purpose.

**(3)** Students who will use the right to take additional exams or unlimited exams must apply for the exams within the deadline in order to be able to take them. If the students take the exam and are given a grade by mistake without applying for these exams on time, this grade is cancelled.

**(4)** The amount of the examination fee that the students will use for the right to take an additional examination or unlimited examination is determined by the Board of Trustees upon the recommendation of the University Administrative Board.

## **Graduation**

**Article 49 – (1)** In order for a student to be eligible for graduation and to receive an associate degree or bachelor's degree according to the program s/he is registered, it is necessary to:

- a) to complete all the courses, applications and internship applications required by the program in which s/he registered, in accordance with the provisions of this Regulation
- b) to receive Minimum ECTS credits required by the program
- c) To have at least 2.00 Cumulative Grade Point Average (CGPA)

**(2)** The procedures of getting an associate's degree or adaptation to vocational schools for the students who did not or could not complete their undergraduate studies are carried out according to provisions of the Regulation on Students Who Could not/Did not Complete Undergraduate Studies Receiving Associate Degree or Adaptation to Vocational Schools published in the Official Gazette dated 18/3/1989 and numbered 20112.

## **Diploma and Certificates**

**Article 50 – (1)** The following diplomas and certificates are given those who successfully completed their education according to the provisions of this Regulation.

- a) Students who are enrolled in the vocational school program of the University are given an associate degree diploma for the program which is completed successfully in accordance with the examination and evaluation principles determined in accordance with the provisions of this Regulation. The associate degree diploma is signed by the director of the vocational school and the Rector. The student's department and the program are indicated on the diploma.
- b) The students who are enrolled in any undergraduate program of the University are given an Associate Degree diploma upon their request provided that they have completed all the courses of at least the first four semesters of undergraduate education. The diplomas of those who are eligible to receive associate degree from the faculties offering undergraduate program are signed by the dean and the Rector.
- c) Students who enrolled in an undergraduate program of the university are awarded with a Bachelor's Degree upon completion of the examination and evaluation principles determined in accordance with the provisions of this Regulation. The undergraduate diploma is signed by the dean and the Rector. The student's faculty, department and the program (if any) are indicated on the diploma. The diplomas awarded to those who are eligible to receive a second Bachelor's Degree within the framework of the double major program also have the signature of the dean and the Rector. The name of the double major program completed by the student is indicated on the diploma.
- d) In the faculty departments that apply the minor program, the certificates given to those who are eligible to receive a minor degree certificate are signed by the dean and the Rector. The name of the minor program completed by the student is indicated on the certificate.

**(2)** The forms and measurements all diplomas and the information that will be written on diplomas are determined by the Senate. A temporary graduation certificate bearing the signature of the dean or the director of the vocational school and the director of Student Affairs is issued for only once until the diplomas are prepared.

**(3)** In case of loss of the diploma, a new diploma is issued on the condition that the case is declared with a petition according to the principles determined by the Board of Trustees. In this case, the expression of a "duplicate copy" is written on the diploma.

**(4)** The procedures regarding the diploma, diploma supplement, temporary graduation certificate and other certificates prepared for the students who have graduated from associate degree and undergraduate programs of the university are carried out according to the principles determined by the Senate.

## **Transcripts**

**Article 51 – (1)** The courses and the grades that are received these courses are entered on the transcripts of all students by the Directorate of Student Affairs from the date of enrollment till they graduate from the university. Approved copies of the transcripts are delivered to students manually or sent to their addresses by mail upon the students' request.

## **Part 7**

## **Miscellaneous and Final Provisions**

### **Clothing and overall appearance**

**ARTICLE 52 - (1)** Students will be informed about the general appearance of clothing and comply with the provisions of the relevant legislation during their education.

### **Discipline work and procedures**

**ARTICLE 53 - (1)** Discipline work and procedures of the students are carried out according to the provisions of the Student Disciplinary Regulation on Higher Education Act 54 No. 2547 published in the Official Gazette dated 18/8/2012 and numbered 28388.

### **Notification and address reporting**

**ARTICLE 54 - (1)** All kinds of notifications are considered to be completed by sending certified mail to the address which the student specified at registration.

**(2)** Although students who do not notify the change in the address they have submitted during registration or who provide incorrect or incomplete addresses to the Directorate of Student Affairs Office are supposed to be sent notification.

### **Commission in events**

**ARTICLE 55 - (1)** Concerning the activities like sports events, cultural and artistic activities and competitions, the periods they cannot attend the courses are not taken into account in the calculation of the education period for the students who have to participate in the events and the preparatory work by the decision of the related board of directors. These students sit in the exams of which they cannot take during these times according to the date determined by the board of directors.

### **Circumstances without provision in the regulation**

**ARTICLE 56 - (1)** In cases where there are no provisions in this Regulation and for relevant legislation provisions, decisions are applied by Senate, University Administrative Board, faculty / vocational school Board and Administrative Board.

### **Repealed regulation**

**ARTICLE 57 - (1)** UTAA Associate Degree in Undergraduate Education and Examination Regulations published in Turkish Official Gazette dated 24/7/2011 and numbered 28004 are repealed.

**PROVISIONAL ARTICLE 1 - (1)** The Senate may decide on the implementation of the provisions in favor of the students with Article 57 for those who registered before the date of this regulation's entry into force.

### **Enforcement**

**ARTICLE 58 - (1)** This Regulation is in force at the beginning of 2017-2018 academic year.

### **Executive**

**ARTICLE 59 - (1)** The provisions of this Regulation are executed by the President of Turkish Aeronautical Association University.