RULES AND REGULATIONS

ISTANBUL KÜLTÜR UNIVERSITY
ASSOCIATE AND UNDERGRADUATE DEGREE PROGRAMS
RULES AND REGULATIONS

SECTION ONE

Aim, Scope, Legal Grounds, and Definitions

Aim
ARTICLE 1 – (1) The purpose of these rules and regulations is to set forth the procedures and academic principles regarding registration, education and examinations in the Undergraduate and Associate Degree Programs of Istanbul Kültür University.

Scope
ARTICLE 2 – (1) These rules and regulations cover the provisions regarding the admission of students, the organization, including the English Prep Year, of Associate and Undergraduate Degree Programs and their execution, examinations, diplomas and graduation procedures.

Legal Grounds
ARTICLE 3 – (1) These rules and regulations are pursuant to Articles 14 and 44 of the Higher Education Law number 2547 of November 4, 1981.

Definitions
ARTICLE 4 – (1) The terms used in these rules and regulations indicate the following:
   a) Academic Advisor: A faculty member assigned as an advisor by the Department Chair or Program Director to provide assistance to students in their academic and other problems and to offer guidance in academic matters,
   b) ECTS: The European Credit Transfer and Accumulation System, regarding the transfer of the credits and grades of courses a student has taken and passed across higher education institutions at home and abroad,
   c) Midterm Exam: An examination given during the semester,
   d) Spring Semester: Semesters denoted by an even number,
   e) Course Credit: unit of measurement defining a student’s workload, comprising courses, applied exercises, laboratory sessions, clinical work, workshops and other similar activities,
   f) Foreign Languages Center: The Center where foreign language as well as Turkish language instruction is offered,
   g) Faculty: Faculties of Istanbul Kültür University,
   h) Fall Semester: Semesters denoted by an odd number,
   i) Relevant Board: Boards of Faculties, Schools, and Vocational Schools,
   j) Relevant Executive Board: Executive Boards of Faculties, Schools, and Vocational Schools,
k) Tuition Fee: The fee that a student must pay to attend a degree program and benefit from student rights,
l) Vocational School: Istanbul Kültür University Vocational Schools,
m) Board of Trustees: The Board of Trustees of Istanbul Kültür University,
n) Student Affairs Office: Student Affairs Office of Istanbul Kültür University,
o) President’s Office: Office of the Rector/President of Istanbul Kültür University,
p) Area Elective Course: A course that is not mandatory but complements a student’s professional development,
q) Non-area Elective Course: A course that a student may choose to take in general knowledge or various other areas of interest,
r) Senate: Istanbul Kültür University Senate,
s) University: Istanbul Kültür University,
t) University Executive Board: Executive Board of Istanbul Kültür University,
u) School: Istanbul Kültür University Schools,
v) Required non-area course: History of the Turkish Republic course, Turkish language courses, foreign language courses and others required by the Higher Education Council (YÖK, in Turkish) as specified in Article 5, paragraph 1, subparagraph i) of the Higher Education Law number 1547 of November 4, 1981,
w) Required course: A mandatory course.

SECTION TWO
Provisions for Admission and Registration

Admission
ARTICLE 5 – (1) The number of students to be admitted to the associate and undergraduate degree programs of Istanbul Kültür University are determined by the Board of Trustees upon the recommendation of the Senate. These quotas are announced to the relevant institutions by the President’s Office.

(2) Admission of students to associate and undergraduate degree programs are conducted in accordance with the entrance examination administered by the Student Selection and Placement Center (ÖSYM, in Turkish) and resolutions of the Higher Education Council (YÖK).

Initial Registration and required documents

ARTICLE 6 – (1) Students who have gained admission to any education program of the university must apply personally, or by proxy, to the Student Affairs Office to complete their registration at the University. Registration dates and the list of required documents are specified by the Student Affairs Office. The student must submit the original copies of the required documents or their photocopies approved by the University. Military service and criminal record procedures are completed in accordance with the student’s written declaration. Students whose documents are not complete or students who submit documents that contain any kind of forgery are not allowed to enroll. In such a case, their registration will be annulled even if previously completed. Students who fail to complete their registration within the announced period can be allowed to enroll if their stated excuse is accepted by the University Executive Board.
(2) A photo ID card is issued by the Student Affairs Directorate to students upon completion of their registration, indicating their student status at Istanbul Kültür University.

Registration Renewal

ARTICLE 7 – (1) Students are required to personally renew their registration at the beginning of each semester throughout their education at the university, within the periods announced in the academic calendar. Courses that students are to take during that particular semester are finalized during registration. Tuition fee for the semester must be paid for the student’s registration to be finalized. Students whose stated excuse is accepted by the relevant Executive Board must finish their registration before the end of the Add/Drop Period announced in the academic calendar. Registrations of students who take part in student exchange programs and who have not completed the registration procedures related to the exchange program are evaluated by the President’s Office. The semester the student has not registered for counts toward his/her duration of education. The student cannot benefit from student rights during the semester/semesters he/she is not registered for.

Admission via Vertical-Horizontal Transfer, Initial Registration and Adjustments

ARTICLE 8 – (1) Admission and registration procedures of horizontal transfer students are carried out within the framework of the Rules and Regulations on the principles of transfers between associate and undergraduate degree programs at higher education institutions, double major, double minor, and credit transfer between higher education institutions published in the Official Gazette number 27561 as of April 4, 2010.

(2) Admission and registration procedures of vertical transfer students are executed in accordance with the Rules and Regulations on the principles of transfers of graduates of vocational schools and open education associate degree programs to undergraduate programs, published in the Official Gazette number 24676 dated February 19, 2002.

(3) A student who is registered at a higher education institution, has graduated from one, or has dropped out of one for any reason and has taken the entrance exam administered by the Student Selection and Placement Center, and has been admitted to any department/program of the University may request exemption from a number of courses. This request for exemption must be made personally by the student within ten business days following his/her initial registration to the University. The relevant department/program evaluates the student’s request and the courses he/she may be exempted from; the final decision is made by the relevant Executive Board, and the necessary adjustments are made. The Student Affairs Office informs the student of the decision in writing. A student cannot take the courses he/she is exempted from at a later date.

(4) The number of semesters a transfer student must complete in accordance with the paragraphs above is calculated by dividing the total credits the student has received from the courses he/she has passed by 30, and subtracting the result from the student’s maximum period of study as stipulated by the Higher Education Law number 2547. Such students must successfully complete their course work within the remaining number of semesters.
SECTION THREE

Principles of Education, Examinations and Assessment

Tuition Fees
ARTICLE 9 – (1) To be able to attend a program, the student has to pay the tuition fee determined by the Board of Trustees in accordance with the provisions of the relevant legislature.

Foreign Language Education, the Foreign Language Placement Test
ARTICLE 10 – (1) The Senate determines the principles regarding the teaching of a foreign language in programs where the language of instruction is fully or partially a foreign language, or fully in Turkish but one that includes a Language Preparatory Year.

(2) In accordance with the Rules and Regulations on Principles of Foreign Language Instruction and of Programs where the Medium of Instruction is a Foreign language, published in the Official Gazette number 27074 dated December 4, 2008, the rules for inclusion in the GPA of the ECTS credits and grades for the Mandatory Language Course are as follows:

a) the aforementioned ECTS credits belonging to the semester a student is exempted from the Foreign Language Placement Test are not included in the calculation of their GPA,

b) the aforementioned ECTS credits belonging to the semester a student has taken and passed the Foreign Language Placement Test are not included in the calculation of their GPA,

c) the aforementioned ECTS credits and the associated grades for students who take the Foreign Language Placement Test and fail or those who do not take the test although they do not qualify for exemption are included in the calculation of their GPA.

Types and Models of Education
ARTICLE 11 – (1) The University may offer the following modes of education: regular education (“birinci öğretim”, in Turkish), evening education (“ikinci öğretim”, in Turkish), open education (“açık öğretim”, in Turkish), and distance education (“uzaktan öğretim”, in Turkish) programs.

(2) The mode/modes of education are determined by the proposal of the relevant Department and the decision of the Senate.

Academic year
ARTICLE 12 – (1) An academic year consist of Fall and Spring Semesters. Each semester is a minimum of seventy workdays long, excluding the final exams. The curricula are organized on the basis of semesters.

(2) Evening education programs may be offered in suitable departments. In that case, the duration of education is adjusted in accordance with the principles determined by the Senate.

(3) Both open and distance education are conducted in accordance with the principles determined by the Senate.
(4) Students may take courses in the Summer School, which may be offered as part of the academic year. The Summer School is organized in accordance with the principles determined by the Senate.

(5) Provisions regarding the dates and duration of registration, course work, examinations and similar activities are specified in the academic calendar approved by the Senate.

Programs of Instruction, Courses, and Advisors

ARTICLE 13 – (1) Programs of education comprise theoretical courses, laboratory work, applied work, projects, internships and similar activities required to successfully graduate from the relevant program.

(2) Heads of Department in Faculties and Schools and relevant Directorates in Vocational Schools submit their recommendations for the hourly weight of theoretical courses, laboratory sessions, applied work, projects, internships and similar activities to the relevant committees. The program is finalized once the recommendations are accepted by the relevant committee and approved by the Senate. The same procedures are followed regarding any changes to be made in these programs and in the courses to be offered, or cancelled.

(3) Courses in the curriculum are classified as required courses, required area courses, required non-area courses, area electives, and general electives. Each student must take the required courses and required non-area courses.

(4) Area electives and general electives make up 25% of the credit load of the program. A student chooses his/her elective courses with the help of his/her academic advisor, in line with his/her interests.

(5) The courses that a student can take and the changes he/she can make in his/her course load are finalized with the assistance of the academic advisor, taking into account the provisions of these Regulations and with approval of the Head of Department/Program. However, relevant Executive Board decision may be required when necessary.

(6) Courses taken in line with the conditions stipulated by the relevant Board are referred to as conditional courses. Conditional courses are recommended to the relevant Head of Department/Program, and are finalized following the approval by the Board and the Senate.

(7) By the decision of the Senate, required non-area courses and others can be offered through distance education when necessary.

(8) Academic Counselors announce their weekly programs and office hours during the registration period. In the case of an advisor unable to carry out the program, the Head of the Department appoints another advisor as substitute for the duration of the registration period and informs the students.
Course Load, Course Add-Drop and Withdrawal from a Course

ARTICLE 14 – (1) Course Load refers to the total number of ECTS credits taken by a student in any given semester. Article 13 of these Rules and Regulations determines the courses that a student is allowed to take. However, students must take the normal course load in the first two semesters. They cannot withdraw from, decrease or increase the course load.

(2) With the exception of students who are 17 ECTS credits short of graduation, a student’s credit load cannot be less than 17 ECTS in any one semester. Within the framework of the resolutions of the relevant Board, students who want to take more credits than their regular course load are evaluated by the Head of Department/Program in accordance with Article 19 of these Rules and Regulations, upon recommendation of an academic advisor.

(3) Reserving the limitations regarding course load, students can drop some of the courses they have registered for at the beginning of the semester and/or add a course if they chose to do so within the dates specified in the academic calendar, upon recommendation of their academic advisor, and the approval of the Head of Department/Program.

(4) A student can drop only one course in any one semester, any time from the beginning of the semester to four weeks prior to its end.

Attendance to classes and practice sessions

ARTICLE 15 – (1) Students must attend all courses, laboratory and practice sessions and projects in accordance with the principles specified by the relevant Faculty, School or Vocational School and Foreign Languages Center, take all exams, and participate in all other tasks during the semester. Students’ attendance records are monitored by the relevant instructor. However, Paragraph 1 of Article 26 of these Rules and Regulations applies if a student’s medical report covers the dates of any midterm exam.

Examinations and Evaluation

ARTICLE 16 – (1) In each semester, students are given a minimum of one midterm exam, a final exam and a repeat exam for each course that they take. The instructor may also evaluate the student’s laboratory or similar work as a midterm exam if he/she sees fit. The student’s midterm exam, final exam or repeat exam grades, semester work and attendance are taken into consideration in deciding the student’s grade for the semester.

The relevant instructor is responsible for determining the weights of the exams. At the beginning of the semester, the instructor informs the students and the Head of Department/Program of the weight allotted to each exam or task. All document related to the course are submitted to the Head of Department/Program at the end of the semester.

(2) Student Affairs Office is informed of such courses as projects or lab sessions, which, in accordance with a decision of the relevant Executive Board, “do not require an exam, by definition”.

(3) The repeat exam given at the end of the semester may be taken by students either failing or conditionally passing the course as well as those students wishing to raise their grades. The grade received in the repeat exam becomes the final grade.
Grades and Notations

Article 17 – The instructor of a course grants a student one of the letter grades and/or symbols below, for each course he/she has attended:

a) Grade Numerical value

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<th>Numerical Value</th>
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<td>A</td>
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<tr>
<td>A-</td>
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<tr>
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<tr>
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<tr>
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<tr>
<td>F</td>
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b) Moreover, the letter symbols below indicate the following:

1) P: In progress
2) R: Repeat
3) E: Work for the semester is incomplete
4) T: Transfer
5) V: Withdrawn
6) M: Exempt

(2) Grades of A, A-, B+, B, B-, C+ and C indicate the student has passed the course.

(3) Grades of C-, D+, D, D- indicate that the student has completed the course “conditionally.” If the student has to repeat the semester in which he/she has received one or more of these grades, he/she will be considered to have failed those courses.

(4) A student who has received a grade of F has failed that course.

(5) A student who fails to take the final exam and the repeat exam receives a grade of F.
(6) A student who has taken the final exams but has not completed the required work for the related course during the semester receives a letter symbol E. The student is required to complete all the necessary tasks within 10 days following the final exam date. The relevant Head of Department/Program may decide to extend that period upon the student’s request and the relevant instructor’s approval, and informs the Student Affairs Office. A student who completes his/her work within this period is granted a passing grade; otherwise, the E is converted to the letter grade of F.

(7) The symbol “V” indicates a student has withdrawn from a course.

(8) The symbol “R” signifies that the student is repeating the course.

(9) In courses that continue for more than one semester, students who will continue on to the second semester receive the symbol “P”; those who complete the course at the end of a particular semester receive one of the letter grades.

(10) Students transferring from other institutions of higher education are exempt from courses that they have previously taken if the equivalence of these courses has been accepted according to the related Rules and Regulations. For such courses, the student gets the symbol of T. Students who are exempt from the Foreign Language Placement Test receive the symbol T for this exam. Students who pass this exam receive the symbol of M.

(11) Conversion of grades received at other universities is determined by the Senate.

**Announcement of Grades**

**ARTICLE 18** – (1) Grades for courses are finalized within the period that the Automation System is open to the use of instructors; the grades are submitted by the Relevant Dean’s/Program Office or Foreign Languages Center Directorate to the President’s Office at the end of each semester, before the due date announced in the academic calendar.

(2) Grades are announced through the Automation System. At the end of each semester, an end of semester transcript is prepared for each student, for use within the university.

(3) A student objecting to grades in his/her transcript may appeal in writing to the Student Affairs Office within two business days specified in the academic calendar. A committee comprising at least three academic staff/instructors established by the Head or Director of the relevant department/program/center evaluates objections within three business days, the scheduling of which is determined by the academic calendar. Dean’s Offices or Vocational School Directorate or the President’s Office submits the results to the Student Affairs Office.

(4) In case of any clerical error in the grades, the relevant instructor must present a written explanation of the error to the Dean’s Office or Directorate where the student is registered, by the date of the repeat exam of the relevant semester. The Dean’s Office or Directorate submits the results to the Student Affairs Office.
Grade Point Averages and Monitoring Student Progress

ARTICLE 19 – (1) A student’s achievement is measured by their Semester Grade Point Average (SPGA), which is the weighted average of the letter grades earned in one semester; and their Grade Point Average (GPA), the weighted average of all letter grades earned during their studies in the program.

(2) To calculate a student’s SPGA, the numeric value of the letter grade earned in every course taken in a semester is multiplied by that course’s ECTS credits; the results are added and their sum is divided by the total of the ECTS credits of all those courses. The GPA is calculated similarly, taking into account the courses a student has taken since starting the program. The SPGA and GPA figures thus obtained are rounded off to two decimal places.

(3) Letter grades from A to F are taken into account in calculating the GPA or SPGA. Letter symbols T, P, I, W and E are not taken into account. With regard to repeated courses, the highest of the grades earned is taken into account when calculating the GPA.

(4) Students whose GPA at the end of any semester is 2.00 or above are considered successful.

(5) Students who have a GPA of 3.00 to 3.49 at the end of any semester are recognized as honors students. Those with a GPA of 3.50 or above are recognized as high honors students.

(6) Students whose GPA is 2.50 to 2.99 may take additional courses whose ECTS sum is at most 8 ECTS credits. Those with GPA of 3.00 or above have the right to take additional courses whose ECTS sum is at most 14 ECTS credits. These students may take courses belonging to at most to the following semester, not later.

(7) Students whose GPA is lower than 2.00 at the end of any semester are “on probation”. The credit load of these students cannot exceed the department’s average semester course load. However, Associate Degree students and Undergraduate students within the last two years of their program may be allowed to take additional courses following the recommendation of the Head of Department/Program, upon approval by the relevant Executive Board.

(8) Students whose GPA is below 2.00 and those whose SPGA is below 2.00 for two consecutive semesters must repeat a semester. These students have to repeat the courses for which they received a letter grade that is below C within the last two semesters, in the very first semester that these courses are offered. They cannot drop or withdraw from those courses. Such students are under the Rules and Regulations related to the minimum credit load. The maximum course load that they can carry is the course load of the semester that they are repeating.

(9) Students who repeat a semester and increase their SPGA or GPA to 2.00 or above can continue their education as regular students.
Repeating a Course

ARTICLE 20 – (1) Students have to repeat all courses for which they have earned a letter grade F or letter symbol V, in the very first semester that these courses are offered.

(2) Instead of repeating the same elective course that they have failed or received the symbol of V, students may take a different elective course.

(3) For the purpose of raising their GPA, students may repeat the courses for which they have earned the letter grades of C-, D or D- in previous semesters, only, without prejudice to provisions regarding the course load. Students who are eligible for graduation cannot benefit from this provision.

(4) Repeated courses are denoted with a letter symbol of R. In calculating the GPA, the valid grade is the highest letter grade received in the course that is repeated.

Period of Study

ARTICLE 21 – (1) The normal legal period of study in an Associate Degree Program is four semesters, while the legal period of study in Undergraduate Programs is eight semesters. Period of study at Foreign Language Preparatory program is not included in these periods.

(2) The maximum period of study allowed is four years in 2-year Associate Degree programs, and seven years in 4-year Undergraduate programs. However, those students who have not been able to graduate from Associate Degree programs in four years or from Undergraduate programs in seven years, excluding the one-year long Foreign Language Prep program, may renew their registration regardless of whether they have registered every semester, on condition that they pay the tuition fee for the relevant semester. In that case, they maintain their student status but are not allowed to benefit from student rights, with the exception of attending lessons and taking exams, and preparing a thesis.

(3) The tuition payment due in these cases is determined by the Board of Trustees following the recommendation of the University Executive Board.

(4) Undergraduate students who do not or cannot complete their undergraduate studies may be given an Associate Degree diploma in accordance with the provisions of the relevant rules and regulations published in the Official Gazette number 20112, dated March 18, 1989.

SECTION FOUR

Graduation, Diplomas, Discipline Procedures, Dropping Out, Leave of Absence, Renewal of Registration and Excuses

Graduation Requirements, Diplomas

ARTICLE 22 – (1) Students who have met all requirements of the Associate Degree or Undergraduate Program that they are registered in and have accumulated 120 ECTS for an Associate Degree and 240 ECTS for an Undergraduate Degree are eligible for graduation, provided that their GPA is 2.00 or above. Among those students,
a) those who have fulfilled graduation requirements in their faculty or department are granted an undergraduate diploma specifying the education program they have completed,

b) those who have fulfilled graduation requirements of the vocational school they are registered at are granted an associate degree diploma specifying the program they have completed,

c) graduating students are given a temporary diploma to be exchanged with the actual diploma when it is prepared.

(2) Students who graduate are given a transcript specifying their GPA, courses taken in the department or program, projects, laboratory work, graduation project, internships, workshops, and their achievement therein.

(3) Those who have a GPA of 3.00 to 3.49 are awarded honors certificates; students graduating with a GPA of 3.50 and above are given high honors certificates together with their diplomas.

Disciplinary Procedures
ARTICLE 23 – (1) Disciplinary procedures are followed in accordance with the provisions of the Student Discipline Regulations of Higher Education Institutions. Students who are expelled from university for disciplinary reasons are required to pay their tuition fees during that period.

Termination of Registration
ARTICLE 24 – (1) Students wishing to withdraw from the university appeal to the Student Affairs office in writing. Termination of their registration becomes final by decision of the relevant Executive Board. The relevant Dean’s Office or Vocational School Directorate informs the Student Affairs Office about a student’s discontinuation of registration. The tuition fees paid by the student are not reimbursed. However, upon request, students are given a document indicating their status as well as the diplomas and other documents the student has submitted during the time of his/her first registration.

Leave of Absence (“Kayıt Dondurma”, in Turkish) and Reinstatement
ARTICLE 25 – (1) Students submit their leave of absence or reinstatement applications to the Student Affairs Office. Their appeals are finalized by the relevant Executive Board. Leave of absence applications are processed during the period specified in the academic calendar.

(2) Students may be granted a leave of absence for at most two semesters at one time and for a total of four semesters throughout their total period of study. In cases of military service, apprehension and imprisonment or conviction, they may be granted a leave of absence for four semesters at one time. Leaves of absence do not count towards the maximum period of study. However, students are not allowed to take any of the exams administered during their leave of absence; if they do, the grades they receive are considered invalid.

(3) Students who are granted a leave of absence are considered on leave during this time.

(4) Provisions and principles regarding tuition payments of these students are determined by the Board of Trustees.
(5) A student can be granted a leave of absence for the following reasons:

   a) medical reasons, provided that the problem is documented by necessary medical reports,

   b) a natural disaster that has made it necessary for the student to temporarily stop his studies, provided that the situation is documented by written documents submitted by the highest local administrative authority,

   c) recruitment to military service upon loss or suspension of the right for deferment,

   d) going abroad to learn a foreign language,

   e) student’s apprehension and imprisonment or conviction, excluding those students who have been permanently suspended or expelled,

   f) financial reasons, family circumstances and similar problems, accepted as valid by the relevant Executive Board.

(6) At the end of their leave, students renew their registration and resume their studies. Students who have received a medical leave can be reinstated before the end of their leave of absence on condition that they provide a medical report confirming that they are fit and able to resume their studies.

(7) Students who are granted a leave of absence for two semesters may be reinstated at the end of the first semester if they so wish.

(8) Documents submitted at initial registration are not returned to the student when a leave of absence is granted.

**Excused Status (“Mazeretli”, in Turkish)**

**ARTICLE 26** – (1) Students who want to be on excused status for a short period of time for medical reasons must submit the documents related to their circumstances to the relevant head of Department/Program within three days after the end of the period covered by their medical report. Those who apply for an excused status for other reasons must submit the relevant documents within three days after the beginning of the extenuating circumstances making a leave necessary.

(2) Medical reports covering one single day when an exam is administered are not accepted.

(3) Students who request to be on excused status may be taken into consideration in the presence of the following valid and justifiable reasons:

   a) a medical report or written document issued by a healthcare institution and reviewed by the University Health, Culture and Sports Directorate,

   b) death of a close relative, provided that the death and funeral services and the family ties/relationship are documented.

   c) conflicting class hours at university, the day of the exams administered by the Student Selection and Placement Center (ÖSYM, in Turkish), social events, accidents and natural disasters,
d) recruitment to military service upon losing the right for deferment or suspension of deferment,

e) a scholarship or internship or appointment abroad offered by the University,

f) apprehension by law enforcement,

g) other unavoidable circumstances accepted as valid by the Executive Board of the University.

(4) Students who do not sit for the make-up exam are not given another exam in its lieu.

(5) Apart from students who are granted a leave of absence (“Kayıt Dondurma”, in Turkish), students who have been allowed to be on excused status on justifiable grounds, those whose apprehension is dropped with a verdict of non-prosecution, and those whose imprisonment is terminated by acquittal, or those who are on excused status for medical reasons must pay the tuition fees for the period they are on excused status.

SECTION FIVE

Miscellaneous and Final provisions

Disabled Students

ARTICLE 27 – (1) The relevant Executive Board and the University Executive Board provide the conditions necessary for the studies, exams, and transportation of disabled students within the University and take the necessary measures.

Notification

ARTICLE 28 - (1) All kinds of notifications are sent by registered mail to the address the student has provided during registration, or to the e-mail address provided by the University, or announced by the relevant Faculty/Directorate/School. However,

a) The student is required to keep active the e-mail address provided by the University, check his/her mail regularly, inform the Student Affairs Office in writing of any change in his/her address.

b) Notifications sent to an e-mail address which is inactive because the student has failed to activate or check it, or to the wrong address because the student has failed to give his/her correct address, or has not informed the department of this change, are considered sent.

Defunct Rules and Regulations

ARTICLE 29 – (1) Istanbul Kültür University Rules and Regulations for Associate and Undergraduate Degree Programs published in the Official Gazette number 28097, dated October 10, 2011 are no longer in effect.

Adjustments

TEMPORARY ARTICLE 1 – (1) Provisions of the Rules and Regulations rendered defunct by Article 29 herein continue to apply to students who were registered before the 2011-2012 academic year. However, students who were enrolled in the Foreign Language Preparatory program in the 20012-2013 academic year and those who were granted a leave of absence and started their studies for the first time after their leave ended are covered by the present Rules and Regulations.
Effectiveness
ARTICLE 30 – (1) The present Rules and Regulations go into effect as of the beginning of the 2012-2013 academic year.

Execution
ARTICLE 31 – (1) The provisions of the present Rules and Regulations are executed by the President of Istanbul Kültür University.