

**DOKUZ EYLUL UNIVERSITY**  
**FACULTY OF BUSINESS**  
**CODE OF PRACTICE FOR EDUCATION AND**  
**EXAMINATION**  
**CHAPTER ONE**

**Purpose, Scope, Basis, and Definitions**

**Purpose**

**Article 1 – (1)** The purpose of this Code of Practice is to set the methods and principles regarding the undergraduate education and training in the Faculty of Business.

**Scope**

**Article 2 – (1)** This Code of Practice includes the provisions regarding the exams, assessment, and evaluation of undergraduate education-training.

**Basis**

**Article 3 – (1)** This Code of Practice is prepared based on the Regulations of Dokuz Eylül University Associate Degree, Undergraduate Degree and Examination, which were published in Official Gazette numbered 28023 on 12/08/2011.

**Definitions**

**Article 4 – (1)** The following terms in this Code of Practice mean as such:

- a) Faculty: Faculty of Business
- b) Senate: Dokuz Eylül University Senate
- c) University: Dokuz Eylül University
- d) Department/Related Department: Departments of the Faculty of Business
- e) National Credit: The total course load of theoretical course, application, laboratory or other practices of one course
- f) European Credit Transfer System (ECTS) Credit: Yearly workload time of a student's studies, which are performed to reach the learning outcomes.

## CHAPTER TWO

### Education-Training Principles

#### Academic Calendar and Year

**Article 5 – (1) (Amendment: SK-28/06/2016-461/08)** The academic calendar of the Faculty is formed by the Senate upon the proposal of the Faculty Board. Every year consists of fall and spring semester, and each semester consists of 70 (seventy) education-training days except for Saturdays, Sundays and national holidays. This period includes theoretical and applied courses, curricular activities, exams and all other practices regarding the end of the semester success assessment and evaluation. This period does not include the end of the semester exams and other practices regarding the end of the semester success assessment and evaluation. If it deemed necessary, courses, their applications, exams and other assessment and evaluation practices can also be performed on Saturdays upon the provision executive board of the Faculty.

(2) The duration of one semester can be extended with Senate Provision upon the justified proposal of the Faculty Board.

(3) If it deemed necessary, the Faculty can open summer school upon the Faculty Board provision.

#### Education-training programs

**Article 6 – (1)** Upon the proposal of the Faculty Board, the education-training programs are put into effect by being approved by the Senate.

(2) In the Faculty, the courses are formed either as one semester or two semesters. On the condition that it does not go against this Code of Practice, theoretical courses, applied courses and laboratory, in-semester or in-year projects, internships, student workload, which is based on the acquisition of knowledge and skill, are considered as base regarding the required and elective courses, which the students will take during their education. Student workload means the time, which is spent on education-training activities such as homework, presentations, exam preparation, exams, workplace training as well as courses. In one education-training year, the total of the course and application credits equals 60 ECTS. Fourth sub-article of this article is applicable regarding the upper and lower limits for total course hours, which are present in the Faculty program. The Faculty can organize some courses as constant theoretical courses, course board, applications, modules, intensive courses, and internships instead of scheduling them in the weekly program.

(3) In accordance with the principles set by the Turkish Council of Higher Education, maximum and minimum credit amounts per semester; what the knowledge, skill and competence, which the person that earns a diploma, gains from the diploma program, will be and how they will be assessed and evaluated; required course types, courses, if present the precondition of a course and courses that are a precondition for others, teaching methods that will be used/applied in these courses, learning strategies,

exams, other assessment and evaluation practices, contribution of each of these to the course success note, course content; ECTS credits, which are calculated by considering all of the in-semester/end of the semester activities of a course; external and internal quality assurance practices, which aims to constantly improve the education and training processes, are put into effect by being approved by the Faculty Board and the Senate upon the proposals which are prepared by the related Heads of Departments in accordance with the formats set by the University.

(4) In the Faculty 1 ECTS, credit equals to 25 hours of student workload. For one semester the normal course load is 30 ECTS credits. The upper limit of the course load, which can be taken in one semester, is 12 ECTS credits more than the normal course load on the condition that it is limited to two courses. The students, whose grade point average is under 2.00, cannot take courses additional to the course load that is to be taken in one semester. The minimum course load, which can be taken in one semester, is a course regardless of its credit.

(5) (**Amendment: SK-04/09/2018-492/04**) The courses which are mentioned in the (1) sub-paragraph of the first sub-article of the 5<sup>th</sup> article of the law no. 2547, are not taken into consideration when these limits are determined. The Faculty can specify courses that are additional to these.

(6) (**Amendment: SK-19/01/2016-452/4**) In the sophomore year or third semester, the students, who passed all of their previous courses and have a 2.5 or more grade point average (GPA), can take 1 course from next year and the ones, who have a 3 or more grade point average (GPA), can take 2 courses from next year and graduate early. For this procedure, the approval of the student's counselor is required. The total of the additional courses, which will be taken according to this sub-article, and the other courses, which the student is already taking, cannot be over 45 ECTS in one semester.

(7) The courses with a precondition are courses for which the preconditions should be met. The courses with precondition and what these preconditions will be are suggested to the Faculty Board by being organized by the related Heads of Departments in the education plans and are determined by the approval of the Senate. The student cannot take a course with a precondition unless s/he passed a course or courses, which are the preconditions.

(8) Required Courses are courses, which are determined in education plans and should be taken and passed by a student in order to graduate. Required courses are separated into two groups as required faculty courses and required department courses.

a) Required faculty courses are courses, which aims to improve the skills with courses that are supplementary to the core curriculum of the related diploma program.

b) Required department courses are the core curriculum of the related diploma program.

(9) Elective courses are courses, which are determined in education-training plans, are taken among certain courses or course groups in order to graduate and must be

passed. For elective courses a semester/year is not specified. The students select their elective courses by taking suggested elective course types and number for the semester and their ECTS credits into consideration. The elective courses are separated into two groups as in-department elective courses and free elective courses.

a) In-department elective courses are courses, which aim concentration/specialization on the certain sub-branches of the diploma program in line with the students' tendencies. In fall and spring semesters, upon the proposal of the Head of the Department, the Faculty Board decides on which courses, which are in the elective course pool, will be opened and on other principles regarding the elective courses.

b) (**Amendment: SK-25/03/2014-421/11**) Free elective courses are courses, which aims to diversify students' personal development and career focus and enrich their perspective and their intellectual knowledge. The courses that can be chosen as free elective courses are as follows: required and elective courses, which are submitted by other university bodies that have courses in foreign languages, other departments of the Faculty and contractual foreign language education institutes. The courses, whose course content coincide with required and elective courses that are in the department program and courses without credit cannot be chosen as a free elective course. The students take a free elective course upon the suggestion of their counselor, the approval of the Head of the Department and the approval of the body, from which they will take the course.

c) (**Amendment: SK-25/03/2014-421/11**) The courses, which are in the elective course pool of the departments with the Faculty code (FBA), and other foreign language courses, which are in the curriculums of the departments in which a second language is mandatory can also be chosen as a free elective course.

d) (**SK-19/01/2016-452/4**) The course/courses, which are not in the instructional plan of the Faculty departments, can be chosen as an in-department and/or a free elective course in other bodies of our University and in the summer schools of the Other Universities upon the approvals of the counselor and the Head of the Department.

(10) Optional courses/activities/training with/out credit are projects at national and international level, which are not in the department program, are not required for graduation and are held within the Faculty and in which the students take part voluntarily/participate by registering, scientific activities such as courses, training, symposiums, conferences, panels etc., which are held within activities such as international weeks, and activities related to culture, art, sport etc. that aim to publicize and improve the Faculty and the University.

a) (**Amendment: SK-25/03/2014-421/11**) These activities, which the student participates in and are assigned to, cannot have more than 2 (two) credits per activity, in total 4 (four) ECTS credits, if these activities were to be given credits. These activities, which are given credits, cannot substitute for required and elective courses of major, double major or minor programs and they are not taken into consideration when calculating the course obligations and load.

b) The issues such as the success conditions, evaluation criteria, credits etc. of these courses, training, activities, in which the student takes part voluntarily, and principles regarding the election of the optional courses with/out credit, activities, and training are regulated by the Faculty with a separate “directive”.

(11) When choosing courses the students take into the following consideration: courses that are in the education plan related to the semester; types of courses; number of courses; learning outcomes, learning strategies, evaluation methods and criteria of these courses and the contribution of each of these to the final mark; course content; ECTS credits. For this purpose, an instructor is assigned as a counselor by the related Head of Department in order to help the students get registered to courses, to choose courses, to monitor their success and to pass the problems of the students over to the Head of the Department and/or the Dean’s Office.

(12) The students choose their courses within the framework of the following principles:

a) First, the students choose the courses, which they have failed in previous semesters.

b) The students take the required courses of the current semester and choose their elective courses by taking the recommended course types, the number of courses and ECTS credits into consideration. However, instead of a required or an elective course, which a student cannot or does not want to take, the students can take a required or elective course from the next semester upon the approval of his/her counselor under the condition that s/he meets the preconditions, and can take this course in the next semesters. The students, whose GPA is lower than 1.8, cannot benefit from this.

c) In the programs, where specialties are offered, the students of the related diploma program can use their elective courses to get a specialty in one field at most. In order to specialize in one field, a student has to take and pass the number and types of courses, which are specified among the recommended courses that are in the education-training plan of the related specialty field. During graduation process, the students, who have taken the number and the types of courses that are specified in the related specialty field, demand the related document by applying with a petition and stating that they completed the specialty education of the related field. The specialty field of the students, who passed the specialty field courses, is indicated in the diploma supplement.

d) If a student has to repeat an elective course, which s/he has taken for the first time, s/he can choose another elective course of the same type.

e) During the course take-drop week, which is specified in the academic calendar, a student can drop a course/courses and take a new course/courses, in accordance with the principles stated in the a-e sub-paragraphs of this sub-article upon the suggestion his/her counselor and the approval of Head of the Department.

### **Preparatory education**

**Article 7 – (1)** The education language of the Faculty is English. The special principles regarding the enrollment, disenrollment, education-training year, study period, attendance, pass mark and failure, which the students who will have preparatory foreign language education are subjected to, are conducted in accordance with the Regulations regarding the Foreign Language Education at Higher Education Institutes and the Principles for Foreign Language Education, which were published in Official Gazette numbered 27074 on 4/12/2008, and the decrees of the other related legislation. In all other subjects, about which there is no special regulation like this, the decrees of this Code of Practice are applicable.

### Study period

**Article 8 – (1) (Amendment: SK-19/01/2016-452/4)** Whether they register for courses in each semester or not, the students are required to complete their programs within a maximum of seven years starting from the semester, in which the courses for their related program begins, except for the preparatory foreign language school.

**(2) (Amendment: SK-28/06/2016-461/08)** If the number of courses, which are provided in the education program, the student has never taken, and s/he has not earned the right to enter the final exam, does not exceed five in total, the senior students are presented with the right to two additional exams for all of the courses that they have failed. In order to benefit from this right, the students must have taken the course, which they failed, at least once and s/he must fulfill the conditions for entering the end of the semester/the end of the year exams as required by this Code of Practice. At the end of the maximum period, the students, whose total number of courses that they have never taken or they did not earn the right to enter the end of the semester exam exceed five, and the students, who are responsible for more than five courses after the additional exams, are dismissed from the program. The students, who manage to lower the number of the courses, which they have never taken or failed, to five after the additional exams, are given three more semesters for these five courses, and the students, who failed up to five courses without the additional exams, are given additional four semesters. At the end of the additional periods, the students, who cannot lower the number of courses that they have failed to one, are dismissed from the program. The students, who lower the number of courses to one, earn limitless exam right. The students, who earn limitless exam right, are not required to attend courses except for applied courses and courses, which have been taken before. The students with limitless exam right continue to pay the tuition fee for each course, whose exam they enter. However, except the exam right these students cannot benefit from other student rights. The students, who do not enter the exams continuously or discontinuously for three years, waive the limitless exam right and cannot benefit from it. The students, who lose their limitless exam right, are dismissed from the program.

**(3) (Amendment: SK-19/01/2016-452/4)** For the students, who complete all of their education-training program courses except one and who complete their internship and dissertation if available, a single course exam is held under the condition that the student meets the requirements stated in the first sub-article of the Article 20. However, in programs with relative evaluation system, the students, whose GPA is under 2.00



after they receive AA mark for the failed course, cannot enter the single course exam. All of the other principles regarding the single course exam are determined by the Faculty Board.

### Pass mark

**Article 9 – (1)** In the Faculty, “Pass Mark System” is applied.

(2) According to this, a course, which is failed in an education-training year, is repeated with priority in the next education-training year. The course load of a student, which s/he will take in one semester, cannot exceed the upper limit that is stated in the third sub-article of the Article 6 of this Code of Practice.

(3) (**Amendment: SK-04/09/2018-492/04**) In the Faculty, the relative evaluation system is applied. According to the relative evaluation system; in order to register in a course, which a student has never taken, the students have to have at least a GPA of 1.80 starting from the end of the second semester and the end of the next semesters. However, this is not applicable to the courses, which are in the (1) sub-paragraph of the first sub-article of article 5 of the law no. 2547, and for the additional courses and internships, which are determined by the Faculty.

(4) Semester grade point average (SGPA) is calculated by multiplying and adding the national credit hours of the courses, which a student takes in the related semester, with course grade coefficients, which are stated in the first sub-article of Article 26 of this Code of Practice, and dividing this number with the national credit total of the related semester.

(5) Grade point average (GPA) is calculated by multiplying and adding the national credits of the courses, which a student registers and completes since the beginning education-training including the semester s/he completed, with the course grade coefficients, which are stated in the first sub-article of Article 26 of this Code of Practice, and dividing this number with the national credit total, which is taken until the current semester.

(6) When calculating GPA and SGPA the courses, which a student has registered, is taken as a basis. The courses, which are not taken or are dropped in previous semesters, are not included in this calculation. For the repeated courses; the last grade is included in this calculation. When calculating the average the two digits, after the coma, are shifted.

(7) According to this in every semester, the courses with D, Y, FF and FD marks, the courses that a student could not take or drop voluntarily, are repeated with priority in the first semester, in which the course is opened. Moreover, the students, who could not pass over the 1.80 GPA limit, cannot take any courses that they could not take before unless they raise their GPA. In order to raise their GPA to the envisaged value, the students should first repeat the courses, on which they have received D, Y, FF or FD marks.

(8) The valid mark for the re-taken or repeated courses is the last received mark.

### **Financial obligations**

**Article 10** – (1) In order to start, continue their education and receive a diploma, the students must comply with the financial obligations determined by Article 46 of the Law no 2547 and other related legislation.

(2) The enrollment of the students, who do not pay the complete amount of the student contribution to the current service cost, which is determined with the related legislation, and do not pay the contribution per credit, is not renewed.

(3) Attendance, exam papers, grades of the students, whose enrollment is not done or renewed due to not complying with the financial obligations, and who attends the courses and enters the exams, are invalid.

## **CHAPTER THREE**

### **Enrollment and Courses**

#### **Enrollment conditions and necessary documents**

**Article 11** – (1) According to the principles and within the time period set by the Turkish Council of Higher Education, Student Selection and Placement Center (ÖSYM) and Rectorate the final enrollment is performed with the necessary documents. The candidate, who does not get enrolled in time, loses his/her enrollment right. The originals of the required documents or their University approved copies are accepted. Actions regarding the military service and criminal record are taken based on the written statement of the candidate.

(2) The enrollment procedures of the candidates, whose documents are not complete, cannot be performed.

#### **Lateral-vertical transfers**

**Article 12** – (1) In the lateral transfers to the Faculty; the Regulation Regarding the Principles of Interprogram Transfers Between Associate's and Graduate's Degrees in Higher Education Institutes and Credit Transfer Between Double Major, Minor, and Institutions, which was published in the Official Gazette numbered 27561 on 24/4/2010, is applicable.

(2) In the vertical transfers; the Regulation Regarding the Attendance of the Graduates of the Vocational Higher Education Schools and the Open Plan Associate's Degree Programs to the Graduate Degree, which was published in the Official Gazette numbered 24676 on 19/2/2002, is applicable.

(3) In the transfer of the students, who did not or could not complete their graduate degrees, to vocational higher education schools; the Regulation Regarding Graduation of the Students, Who Did Not or Could Not Complete Their Graduate Degrees, from Associate's Degree Programs or Their Accommodation in Vocational Higher Education



Schools, which was published in the Official Gazette numbered 10112 on 18/3/1989, is applicable.

### **Special students**

**Article 13** – (1) The special students are Turkish or foreign individuals, who are seen qualified to observe the courses, which are opened in accordance with the related legislation, even though they are not enrolled in the Faculty's department's program and who are students from different universities that are given the special status by Faculty's Executive Board to take courses in order to widen their knowledge in certain fields. These students are required to follow all of the rules that are set for the course, which they are taking, and to pay the contribution that will be set by the University's Executive Board. These individuals cannot benefit from student rights. They do not receive a diploma; however, they are given a document, which shows their status, by the Faculty. During their education periods, foreign special students are required to obtain an education annotated visa from the Consulates of the Republic of Turkey.

### **Cooperation with the contractual domestic or foreign universities**

**Article 14** – (1) A common program can be opened as per an agreement between the University and another domestic or foreign university.

(2) The Faculty can send students to a domestic or foreign University for one semester or two semesters and can receive students from a domestic or foreign University under the same conditions. Within this period the student's enrollment at the University continues and this period counts in the education-training period. These students are given approved documents, which show the marks they have received in the courses they take.

(3) In order to effectively regulate the foreign relations office and coordinate activities such as the exchange programs with the contractual universities, observation of the trainings in these universities, organization of the international activities that are held within the Faculty, improvement the international cooperation, an instructor is assigned as the Foreign Relations Coordinator by the Faculty Executive Board among three candidates suggested by the Dean. The department coordinators, who assigned to represent each department, help the Foreign Relations Coordinator to perform these tasks.

(4) a) A student, who received education from a different institution as a special or an exchange student, chooses courses that are compatible with the education plan of the Dokuz Eylul University Faculty of Business. In this matter, s/he is assisted by the Foreign Relations Department Academic Coordinator. The student is required to submit all subjects related to course selection and changes to Foreign Relations Department Academic Coordinator for approval.

b) The success of the students, who started an exchange program, is evaluated according to the principles and the rules of the receiving institution.

c) All of the courses, which a student takes and passes in the institution that s/he went within the exchange program, count as a replacement for the student's responsibility in the diploma program. This procedure is carried out with the approval of the Faculty Executive Board upon the proposal and suggestions of the related Head of the Department.

d) During the accommodation procedures; the course/s, which a student took in the institution that s/he went within the exchange program, is counted as equivalent, if there are course/s whose learning outcomes or content is similar, and if there is not, these course/s is counted as a replacement for the student's in-department or off-department elective course responsibilities.

e) During the accommodation procedures; if a student retakes course/s, which s/he took within the framework of his/her own education plan, these course/s are evaluated in accordance with the 8<sup>th</sup> sub-article of Article 9 of this Code of Practice.

f) If there are course/s, which the student failed during his/her time in the exchange program, the student has to take a new course/s from his/her own education plan, which will be suggested by the Head of the Department, as a replacement for these course/s.

g) The ECTS credits of the course/s which a student that is studying in Higher Education Programs in which the ECTS credit is not used has taken and passed, is determined by a commission, which includes Deputy Dean responsible for student affairs, Heads of the Departments and/or Deputy Heads of the Departments, taking into consideration the plans of the course/s.

h) The total credit of the courses, which a student takes as a special or exchange student, cannot be more than one-third of the total credit of the program s/he is enrolled to.

### **Double major/minor programs**

**Article 15** – (1) In all subjects related to Double Major and Minor Programs, the Regulation Regarding the Principles of Interprogram Transfers Between Associate's and Graduate's Degrees in Higher Education Institutes and Credit Transfer Between Double Major, Minor, and Institutions, which was published in the Official Gazette numbered 27561 on 24/4/2010, is applicable.

### **Semester/course enrollment**

**Article 16** – (1) In order to start and continue their education, the students are required to comply with the financial and other obligations, which are set in the Article 46 of the Law no 2547 and other related legislation, within the framework of the principles set by the university senate. The dates of the semester/course enrollment, course take/drop week, and financial obligations are announced by the Faculty Executive Board, two weeks before the semester starts and one week after the courses have begun.

(2) A student, who does not fulfill these conditions or does not enroll to a semester/courses without an excuse that is acceptable by the Faculty Executive Board, cannot continue his/her education in that semester or year.

(3) The principles regarding the semester/course enrollment are set by the Faculty Executive Board.

### **Internships**

**Article 17 – (1) (Amendment: SK-25/03/2014-421/11)** The principles regarding the volunteer internships, required internships, which the students are responsible to do, and their evaluation is set by the Faculty Internship Directive, which is approved by the Senate in accordance with the principles set by the Turkish Council of Higher Education.

### **Compulsory attendance and attendance supervision**

**Article 18 – (1)** The students must attend the courses and other practices.

(2) For whatever the reason is, the student cannot enter the end of the semester exam of a course, of which s/he did not attend more than thirty percent (30 %), and has to retake that course in the next education-training year.

(3) During their health reports, the students are accepted as absent and during this period they cannot attend any course or cannot enter any exam. The exam results of the students, who attend a course or enter an exam during this period, is invalid and these students lose the right to enter the make-up exam. In order for a student to attend courses and enter exams during the period covered by his/her health report, s/he has to document with another health report that his/her condition is improved.

## **CHAPTER FOUR**

### **Exams and Success Evaluations**

#### **Examinations**

**Article 19 – (1)** At the beginning of a semester, what the exam and evaluation which will be performed to assess the success of a student will be and the contribution of each of these exams and evaluations to the pass mark will be determined by the instructor in the format which is set by the university and cannot be changed during the semester.

(2) For each course, there is at least one midterm exam in the Faculty. For courses and modules, which are compact and continuous and which last less than 1 (one) semester, for practices that require different education-training techniques and for internships, the Faculty has the right not to organize a midterm exam with a justified reason.

(3) In one day, there can only be at most two midterm exams of courses, which are in the same semester according to the education-training plan. If deemed necessary, the

exams of some courses that are in the education plan can be held on Saturdays upon the Decree of the Faculty Executive Board.

(4) (**Amendment: SK-28/06/2016-461/08**) The students are required to enter midterm exams that are held each semester, to end of the semester exams and to all other semester practices that aim to evaluate a student's success. The students, who do not enter a midterm and an end of the semester exam or participate in semester practices without a valid excuse approved by the Faculty Executive Board, receive the zero mark.

(5) (**Repealed: RG-13/8/2012-28383**)

(6) Within the 30 (thirty) days after the beginning of each semester, the Faculty Dean's Office announces the days of each midterm exam, where and when the exams will be held, and in what manner the exams will be held (written, verbal, practice, written and verbal, written and practice or written, verbal and practice). The midterm exam program cannot be changed without the approval of the Faculty Executive Board.

(7) (**Amendment: SK-28/06/2016-461/08**) The calendar of the end of the semester exams, which includes the days of each exam within the determined dates in the academic calendar, where and when the exams will be held and in what manner the exams will be held (written, verbal, practice, written and verbal, written and practice or written, verbal and practice), approved by the Faculty Dean's Office will be announced within the 30 (thirty) days after the beginning of each semester. Without the approval of the Faculty Executive Board, the midterm and the end of the semester exam programs cannot be changed.

(8) (**Amendment: SK-28/06/2016-461/08**) At the end of each semester, only the exams of the courses of the current semester are held.

(9) The verbal exams are held open to the instructors and the students of the course whose exam is being held.

(10) The instructor of the course holds the midterm exams and the end of the semester exams of the related course and if the instructor is not available, the head of the department will assign another instructor. Before the exam, the instructor informs the students about the percentage of the questions, the exam duration, and whether they will be allowed to use a book or other resources during the exam.

(11) The invigilators are responsible for maintaining the order during the exams. The students are required to comply with every warning made by the invigilators in order to maintain the order. A copy of the official exam minute/s is submitted to the Faculty Dean's Office at the end of the exam.

(12) The students are required to have their ID cards with them during the exam. The invigilators have the authority not to accept the students, who do not have their ID card with them, whom they do not recognize and cannot identify the student in any other way, to the exam room or remove these students from the exam room.

(13) The principles regarding how the exams will be held are set by the Faculty Executive Board.

### **Entering conditions for the end of the semester exams**

**Article 20 – (1) (Amendment: SK-28/06/2016-461/08)** In order for a student to be able to enter the end of the semester exam of a course, s/he needs to enroll to that course in the related semester and is required to comply with the following conditions:

- a) The students are required to attend at least 70 % of the theoretical courses and practices that are performed by the instructor.
- b) The students are required to attend at least 80 % of the non-class practices and similar in-semester practices.
- c) Within the given time and in accordance with the determined criteria, the students are required to fulfill the exams and the other in-semester success evaluation and assessment practices, which are announced to the students at the beginning of the semester in a format prepared by the University.

(2) **(Amendment: SK-28/06/2016-461/08)** A student, who did not fulfill the conditions that are necessary to enter the end of the semester exam of a course and are stated in the principles determined by this Code of Practice and the Senate, is required to repeat that course.

### **Not entering the exam due to an acceptable excuse**

**Article 21 - (1)** For the students, who were not able to enter a midterm exam of a course due to an excuse that is stated in this Code of Practice, and that is approved by the Faculty Executive Board, a make-up exam is held for once. The Faculty Executive Board determines and announces when, where and how the exam will take place.

(2) Another make-up exam is not held for a make-up exam that has already been held.

(3) **(Amendment: SK-28/06/2016-461/08)** For a student, who could not enter the end of the semester exam, a make-up exam is not held. However, upon the decree of the Faculty Executive Board, make-up exams can be held for the students, who are national athletes and represent Turkey in foreign countries, and for exams, to which these students could not enter due to the competitions or preparatory camp periods.

(4) A student, who does not enter a midterm exam, do not enter an end of the semester exam and do not fulfill the other assessment and evaluation practices without an excuse acceptable by the Faculty Executive Board, is considered to use his/her exam right and receives a zero mark for the related exam.

### **Exam Order**

**Article 22 – (1)** In every exam, application, laboratory, homework, in-semester project and other practices, when a student is caught cheating, attempting to cheat,

aiding the students who cheat or after the review of the paper it is realized that a student has cheated, s/he receives a zero mark for that exam or practice.

(2) The students, who disrupt the order of the exam in whichever way, are removed from the exam room and receive zero marks for that exam.

(3) In situations which are stated in the first and the second sub-articles of this article, the invigilators are required to document these actions in the exam minutes and required to submit the copies of every material, which document this situation, to related course instructor and also to Faculty Dean's Office.

(4) In abovementioned situations, the decrees of the Regulation of Student Discipline in Higher Education Institutes, which was published in the official gazette numbered 18634 on 13/1/1985, are implemented to the students.

### **The announcement of the exam and practice results**

**Article 23 – (1) (Amendment: SK-28/06/2016-461/08)** Within the 10 (ten) days after the exam day, the results of in-semester exams, the end of the semester exams and other exams and practices that affect the pass mark, are submitted by the instructor with the academic records taken from student information system and exam papers to the Faculty Dean's Office.

(2) **(Amendment: SK-25/03/2014-421/11)** At the least 10 (ten) days after the exam, the results of the exams and practices, which affect the pass marks of the students, are announced only through the student information system. No announcement other than this is made.

### **Objection to the exam results**

**Article 24 – (1)** Within the seven (7) days after the announcement of the results of an exam or other exams and practices that affect the pass mark, an objection can be made and this can only be a mistake in fact objection. The objection is made to the Faculty Dean's Office by submitting a petition. If the Dean's Office detects a mistake in fact in the exam paper, after consulting the related Instructor, this mistake is corrected and announced upon the approval of the Faculty Executive Board.

(2) The students cannot object to the approbation of the instructor.

### **Failure**

**Article 25 – (1)** A student, who fails a course, is required to repeat that course by fulfilling all of the conditions stated in Article 20 of this Code of Practice.

(2) **(SK-19/01/2016-452/4)** A student, who failed a course whose Attendance Condition s/he fulfilled, is exempted from the attendance of that course in the next year. (This decree is not applicable for Social responsibility and similar courses.) The student, who is exempted from the attendance of that course, is required to re-enroll to that course, to enter the midterm exam, the end of the semester exam and all other success



exams and practices of that course, and is required to fulfill conditions that are stated in the (b) and (c) sub-paragraphs of first sub-article of Article 20 of this Code of Practice.

(3) (**Amendment: SK-28/06/2016-461/08**) The students, who failed the applied courses, where there is no end of the semester exam, and the laboratory courses, are required to fully repeat these courses and attend to them.

### Course grades and academic standing

**Article 26 – (1) (Amendment: SK-28/06/2016-461/08)** According to the relative evaluation system, a student's pass mark is determined according to the success level of the class by evaluating his/her success level at the in-semester practices of the related course with the grade s/he received in the end of the semester exam. This relative evaluation is performed by the course instructor by taking the statistical distribution of the grades and class average into consideration. At the end of the relative evaluation, each student is given a letter mark, which represents the success level, by the instructor. The success levels and coefficients of each mark are shown in the following table:

Point	Semester Course Mark	Coefficient
90-100	AA	4.00
85-89	BA	3.50
80-84	BB	3.00
75-79	CB	2.50
70-74	CC	2.00
65-69	DC	1.50
60-64	DD	1.00
50-59	FD	0.50
49 and below	FF	0.00

(2) A student passes a course if s/he receives AA, BA, BB, CB, CC, DC or DD mark.

(3) Moreover, the U (Unsatisfactory), S (Satisfactory), E (Exempt) marks are not included in the average, and NA (No Attendance) and I (Incomplete) are temporary marks and:

a) NA mark is given to those students, who could not enter the exams because they failed to fulfill the attendance requirement of a course or the conditions regarding the course practices.

b) S mark is given to the students, who are successful in the courses that are not included in the GPA.

c) U mark is given to the students, who fail the courses that are not included in the GPA.

d) I mark is given to the student, who did not complete the necessary requirements of a course even though they are successful in the semester.

e) E mark is given for the courses, which a student has taken before, for courses that are regarded in the course load by accepting its equivalence, and it is given for the courses from which a student is exempted with the Faculty Executive Board upon the suggestion of the Faculty Dean's Office.

### **Evaluation of the pass mark and success level**

**Article 27** – (1) The pass mark, which a student receives in a course or semester, is the mark, which is taken as a basis when determining whether the student is successful in a course or semester, and the diploma degree. The following are the principles regarding the evaluation of the pass mark and success level:

a) (**Amendment: SK-28/06/2016-461/08**) The pass mark of a course, in which the attendance is mandatory, is determined by calculating the contributions of the midterm and final exam grades in the ratio that is stated in the course introduction form and by rounding this number to the closest value.

b) (**Amendment: SK-28/06/2016-461/08**) The list of the students, who are failed to fulfill the requirements needed to enter to end of the semester exam, is announced by the course instructor within the final week of the semester. These students receive NA mark for the related course.

c) Repealed (**SK-19/01/2016-452/4**)

d) In courses such as social responsibility projects, internships etc., in which one of the Non Numeric evaluation methods will be used, there are no midterm exams. The evaluation of the students' success are made with the U or S marks by taking the end of the semester learning outcomes, and success level of the students' in the in-semester and in-year practices into consideration under the condition that the students have fulfilled the conditions that are set in Article 20 of this Code of Practice. The students, who receive U mark, are required to repeat these courses and attend to them.

e) Regardless of their grades in the midterm and the end of the year exams, the students, who earn the right to enter the single course exam as per the third sub-article of Article 8 of this Code of Practice, and who have taken the related course at least once, and who have fulfilled the conditions set in the first sub-article of Article 20 of this Code of Practice, are considered success full if they receive DD mark in the single course exam.

## **CHAPTER FIVE**

### **Various and Final Decrees**

#### **Preservation of exam papers**

**Article 28** – (1) Unless the Faculty Executive Board decides to preserve them longer, the documents, which show the success of a student, such as exam papers, homework, projects, laboratory and internship reports are preserved by the Faculty

Dean's Office within the two years of their admission date and at the end of this period properly destroyed.

### **Clothing and general image**

**Article 29** – (1) The students are required to comply with the decrees of the related legislation regarding the clothing and general image.

### **Notification**

**Article 30** – (1) During their education, the students are required to know the related Code of Practice, Regulation, and other regulatory decrees and principles; required to show the expected interest and attention to learn these; required to monitor the announcements made by the faculty management regarding the programs of education, course and exam, success charts and other matters. The students cannot claim not to have seen a notification that is made in due form.

(2) The notifications are made by sending a post to the address, which they submitted during the enrollment procedures, or through the announcements which are made by the related unit. The students are required to inform the related unit in writing about the changes in the postal address. If a student, who did not submit the changes in his/her address or gave the wrong address, receives a notification to the last known address in their file, that notification is considered valid.

### **Application method**

**Article 30/A – (Addendum: SK-31/05/2018-486/08)** (1) The applications, which will be submitted by the students in accordance with the decrees of this Code of Practice, are required to be made first personally or through the legal representative. When needed, the applications can also be made through the mail. When the application is made through the mail, a notary approval, which shows that the signature belongs to the related person or to the legal representative, is required and in cases, where the application comes from the abroad, the approval of one of the foreign representative offices of the Turkish Republic is required. In the cases of imprisonment and conviction, there is no need for additional approval for the applications that are sent as the supplement for a cover letter from official authorities.

(2) For the applications that will be made through the mail, the postal delays are not taken into consideration.

### **Education suspension right**

**Article 31** – (1) A student, who is obliged to suspend his/her education due to a justifiable excuse approved by the Faculty Executive Board, can be given at least one, at most two-semester suspension right by the Faculty Executive Board under the condition that s/he makes a written application with a petition and proves the existence of the excuse that is the basis of his/her application. Upon the decree of the Faculty Executive Board, the suspension period is added to the education period, which is stated in the Article 8 of this Code of Practice, by stating the period to be added and its justification.

(2) The student cannot continue his/her education during the period in which s/he is excused, and all of his/her student rights are suspended. **(Amended sentence: SK-31/05/2018-486/08)** A suspension for a semester involves the period between the beginning of the suspended semester and the date of the resit examinations of the related semester.

### **Justifiable and valid excuses**

**Article 32** – (1) Under the condition that it is approved by the Faculty Executive Board, a make-up exam for the students can be held and education suspension right can be granted in the following situations:

- a) Health-related excuses under the condition that they are documented with a report taken from a health institution.
- b) Cessation of the education by the Turkish Council of Higher Education due to the reasons, which will hinder the education as a result.
- c) Under the condition that it is documented with the paperwork submitted by the biggest local civilian authority, suspension of students' education because of natural disasters.
- d) The students' documentation that shows s/he needs to suspend his/her education because of the financial reasons.
- e) Being absolved from the calumniated crimes or the lack of legal grounds verdict for the students, who are under custody or arrest.
- f) Military enlistment of the students due to the loss or removal of the postponement right.
- g) The occurrence of other situations that can be accepted as an excuse by the Faculty Executive Board.

(2) The students are required to submit the documentation, which proves the existence of the excuse, to the Faculty Dean's Office within the five (5) workdays from the last day of the excuse. Otherwise, the related application is not taken into consideration.

### **Weighted average and diploma degree**

**Article 33** – (1) The credit of a course is determined by adding the half of the time weekly spend on the course applications, laboratory or other practices to the weekly theoretical course amount of the related course.

(2) The grades, which will be received from the Physical Education or Fine Arts courses and courses that will be evaluated with a nonnumeric method and which are determined not to be included in the average in Article 26 of this Code of Practice, are not taken into consideration when calculating the weighted average.

(3) **(Amendment: SK-28/06/2016-461/08)** In order for a student to complete his/her education successfully and receive a diploma, is required to complete the minimum ECTS credit, which is present in the education-training program, for each course group – required, in-department and free elective courses- and s/he required to

complete at least 240 ECTS credits in total, and is required to have minim 2.00 GPA over 4.00. In order to graduate from their program, the senior students, who do not have 2.00 GPA even though they passed all of their courses and who did not spend the maximum time, are given the right to enter a single course exam in order to raise their GPA, under the condition that they can receive the 2.00 GPA from the courses of the last four semesters. If they cannot receive the 2.00 GPA with the single course exam, the students are given the right to midterm and the end of the semester exams from the courses of the last four semesters. These students use this right during the exam period of the semester, in which the exams are held. At the beginning of the semester, the students, who want to benefit from this right, submit the exams of which courses that they are going to enter during the re-enrollment period.

(4) In order to graduate from their program, the students, who did not/will not complete the 240 ECTS credits requirement even though they passed all of the necessary courses and have 2.00 GPA, take additional courses to complete these credits. The students, who will take additional courses, submit their request at the beginning of the semester during the re-enrollment process. Which courses these students will be taking is determined with the suggestion of the counselor and the approval of the Head of the Department.

(5) The students with a GPA between 3.00 and 3.49 receive a certificate of honor and the student with a GPA between 3.50 and 4.00 receive a certificate of high honor. However, the students, who have received disciplinary punishment, cannot benefit from this right.

(6) The diploma degrees of the students are determined with the original documents, which are preserved in student office.

### **Diploma**

**Article 34** – (1) The diplomas, which are given by the Faculty, are issued within the framework of the principles set by the University Executive Board.

(2) Until the diplomas are prepared, the students are presented with an interim certificate of graduation.

(3) The financial obligations set in the related legislation have to be fulfilled in order to receive a diploma or an interim certificate of graduation.

(4) The students, who complete the educational practices that are performed according to the reciprocity with international agreements, receive diplomas within the principles and rules set by the Turkish Council of Higher Education.

### **Associate's degree diploma**

**Article 35** – (1) A student, who studies at graduate level, receives Associate's degree diploma within the framework of the decrees of the Regulation Regarding the Students', Who Did Not or Could Not Complete Their Graduate Degrees, Reception of Associate's Degree Diploma or Their Accommodation within Vocational Higher

Education Schools, under the condition that they completed the courses that are in the first four semesters of their education-training program with a total of at least 120 ECTS credits.

### **Disenrollment**

**Article 36** – (1) In instances where disenrollment in accordance with the decrees of the related legislation is necessary, the student is disenrolled upon the decision of the Faculty Executive Board.

### **Situations for which there are no provisions**

**Article 37** – (1) In situations for which there are no provisions within this Code of Practice, the decrees of the other related legislation and the decisions of the Senate, University Executive Board, and Faculty Executive Board are applicable.

### **Repealed regulation**

**Article 38** – (1) “Faculty of Business Code of Practice for Education and Examination” which was approved with the University Senate decision no 296/2 on 09/09/2003, is repealed.

**Provisional Article 1** – (1) Within the scope of practices regarding the adaptation to the Bologna process, the decrees of this code of practice are applicable in situations where special regulations are not made in Dokuz Eylul University Associate’s and Graduate’s Education and Examination Regulations.

**Provisional Article 2** – (1) For students, who are in 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> grades in 2011-2012, the upper limit for course load, which can be taken in a semester till graduation, is two courses more than the course load stated in the accommodation plans regardless of their credit. If these students reach a position where they can graduate by taking one more course each in their last two semesters, they can take one more course each additional to the maximum course load in their last two semesters with the suggestion of their counselor and the approval of the Head of the Department.

### **Study period (SK-19/01/2016-451/4)**

**Provisional Article 3** – (1) With respect to the students, who were enrolled in Higher Education programs of the University before the enforcement date of law no 6569 dated 19/11/2014 that changed the article 44 of the law no 2547, the previous study periods are not taken into consideration when calculating maximum study period.

### **Enforcement**

**Article 39** – (1) This Code of Practice is taken into effect upon the decision of the Senate.

### **Implementation**



**Article 40** – (1) This Code of Practice is implemented by the Dean of the Faculty of Business.