

**İSTİNYE UNIVERSITY  
SENATE MEETING**

| <b>MEETING DATE</b> | <b>MEETING TIME</b> | <b>SESSION NO.</b> |
|---------------------|---------------------|--------------------|
| 09 July 2025        | 13.30               | 15                 |

**İSTİNYE UNIVERSITY  
ASSOCIATE AND BACHELOR'S DEGREE EDUCATION AND TRAINING  
REGULATIONS**

**CHAPTER 1**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**ARTICLE 1 – (1)** This Regulation establishes the procedures and principles governing associate and bachelor's degree education and training within Istinye University's constituent units.

**Scope**

**ARTICLE 2 – (1)** This Regulation encompasses provisions regarding student admissions to Istinye University; the planning and execution of associate and bachelor's degree education and training programs, including preparatory classes, for enrolled students; registration; workplace-based vocational training; internships; practical courses; examinations; withdrawal; dismissal or termination of student status; and diploma procedures. *(Amended by the Senate, 2025-15)*

**Basis**

**ARTICLE 3 – (1)** This Regulation is established in accordance with Articles 14, 43, and 44 of the Higher Education Law No. 2547, dated November 4, 1981.

**Definitions**

**ARTICLE 4 – (1)** For the purposes of this Regulation, the following definitions apply:

**(a) Academic calendar:** The schedule outlining education and training activities and all related processes at Istinye University.

**b) European Credit Transfer and Accumulation System (ECTS):** A credit representing the total workload required for a student to successfully complete a course.

**(c) Academic advisor:** A faculty member assigned to assist students with their education and training, course registration, and related matters.

**(ç) Dean:** The dean of a faculty within Istinye University.

**(d) Degree program:** A higher education program offered by faculties, schools, or vocational schools that confers an associate or bachelor's degree upon students who meet the specified requirements.

**(e) Relevant unit:** A faculty, school, or vocational school affiliated with Istinye University.

**(f) Relevant unit board:** The faculty board within a faculty, the school board within a school, or the vocational school board within a vocational school affiliated with Istinye University.

**(g) Relevant unit executive board:** The faculty executive board within a faculty, the school executive board within a school, or the vocational school executive board within a vocational school affiliated with Istinye University.

**(ğ) Syllabus:** A document that informs students about a course's format and principles.

**(h) Director:** The director of a school or vocational school affiliated with Istinye University.

**(ı) Board of Trustees:** The Board of Trustees of Istinye University.

**(i) Registrar's Office:** The unit within Istinye University responsible for all student registration procedures. *(Amended by the Senate, 2025-15)*

**(j) Department of Health, Culture, and Sports:** The unit that coordinates students' non-academic processes and activities, such as workplace-based vocational training, internships, and practical courses. *(Amended by the Senate, 2025-15)*

**(k) Final-year student who can meet graduation requirements by taking additional credits:** An associate's or bachelor's program student considered to be in their final year who can graduate by completing 48 ECTS credits in each of two consecutive semesters and 18 ECTS credits in summer school. *(Amended by the Senate, 2025-15)*

**(l) Intermediate year:** In four-year programs, the second and third years; in five-year programs, the second, third, and fourth years; and in six-year programs, the second, third, fourth, and fifth years. *(Amended by the Senate, 2025-15)*

**m) Rector:** The Rector of Istinye University.

**n) Senate:** The Senate of Istinye University.

**o) University:** Istinye University.

**ö) University Executive Board:** The Executive Board of Istinye University.

**p) CoHE:** The Council of Higher Education.

## Chapter 2

### Principles Regarding Education and Training

**ARTICLE 5** – (1) Education and training at Istinye University will be conducted according to the academic calendar. The Senate approves the academic calendar based on recommendations from the relevant units. (Amended by the Senate, 2025-15)

#### Types of education and training

**ARTICLE 6** – (1) The University may offer education and training through formal (on-campus) instruction or distance education, which utilizes information and communication technologies.

(2) The University may establish associate or undergraduate **distance education programs**—where faculty and students are not required to be physically present in the same location. These programs will utilize information and communication technologies for teaching activities and will adhere to the principles determined by the Senate, following a decision by the **CoHE**.

#### Education and training periods

**ARTICLE 7** – (1) The Senate will determine and announce education and training periods at the beginning of each academic year in the academic calendar. Each semester will consist of at least fourteen weeks. (Amended by the Senate, 2025-15)

(2) A summer term may be offered if approved by the relevant unit board and the Senate. The summer term will be implemented according to the relevant legislation and the principles established by the Senate.

(3) The University employs a course-passing system. However, departments or programs that provide annual education will base education on a class-passing principle.

(4) The relevant unit board may decide to hold courses, internships, or exams outside of regular working hours, including weekends (excluding national and general holidays), subject to Senate approval. These courses may also be offered through open or distance education using information and communication technologies.

#### Language of instruction and education in a foreign language

**ARTICLE 8** – (1) The language of instruction at the University is Turkish. However, programs taught entirely or partially in a foreign language may be offered with the recommendation of the relevant unit council, the decision of the Senate, and the approval of the Council of Higher Education (CoHE). The Senate determines the principles governing such instruction.

(2) A preparatory class in Turkish or a foreign language may be offered for a program with the proposal of the relevant council, the decision of the Senate, and the approval of the Council of Higher Education (CoHE). The determination of students' foreign language proficiency and foreign language instruction will be carried out according to the principles determined by the Senate, in compliance with the relevant legislation.

## **Fees**

**ARTICLE 9** (1) Education at the University is subject to fees. The Board of Trustees determines the principles regarding fees at the beginning of each academic year.

## **Student ID Card**

**ARTICLE 10** – (1) Student ID cards are issued to students who have completed their registration. In case of loss of the ID card or request for renewal, the student must apply for a new ID card through the student information system. (Amendment Senate 2025-15)

2) Student ID cards of those who leave, are expelled, have their registration cancelled or graduate from the University are deactivated by the University. (Amendment Senate 2025-15)

## **Curriculum and Academic Advising**

**ARTICLE 11** – (1) The relevant unit board submits diploma program proposals to the Senate for approval.

(2) The weekly course schedule is announced at least one week before the registration period for each academic semester or year. (Amendment Senate 2025-15)

(3) The relevant unit board assigns an academic advisor to each student and informs the student through the student information system. The academic advisor will follow the student's progress throughout their studies at the University, provide advice on all courses, including those for double major and minor programs, support the student in course and program registration, and refer the student to other University units for non-academic issues. (Amendment Senate 2025-15)

## **Courses**

**ARTICLE 12** – (1) Courses are divided into compulsory and elective categories. Compulsory courses include YÖK compulsory courses, university compulsory courses, and department/program compulsory courses. Elective courses include university elective courses and department/program elective courses. Some courses may also have prerequisites, as specified in the curriculum. The following principles apply to these courses:

a) Department/program compulsory courses: These are courses, including internships and practicals, that students must take and pass to graduate from their enrolled program.

b) University compulsory courses: These are courses determined by the Senate and required across the University curriculum.

c) YÖK compulsory courses: These are courses listed in Article 5 of Law No. 2547.

ç) University elective courses: These are elective courses from the University's elective pool, announced at the beginning of each semester.

d) Department/program elective courses: These are elective courses included in the curriculum of the student's department or program.

e) Prerequisite courses: These are internships or theoretical/practical courses that require successful completion of specific courses from previous semesters or years, fulfillment of attendance requirements, or both, before enrollment is permitted.

f) If necessary, courses and exams may be held outside the University, subject to the approval of the relevant unit's administrative board.

### **Course Registration, Adding Courses, Withdrawal from Courses and ECTS Load**

**ARTICLE 13** – (1) Students complete their course registration with the assistance of their academic advisors during the registration periods specified in the academic calendar for each semester or year. Students are required to take all courses listed in the curriculum for their department or program.

(2) In programs using a grading system, students register for all required courses at the beginning of the academic year. Elective courses are chosen at the start of each semester or year.

(3) First-year students are limited to their assigned semester courses and may not take additional courses or credits. However, with the approval of the relevant unit's board of directors, they may take courses from upper semesters, up to the total ECTS credit value of any courses from which they are exempt (Amendment Senate 2025-15).

(4) With the exception of summer school, intermediate-level and final-year students who require additional credits to meet graduation requirements may take up to 40 ECTS credits per semester. Exceptions to this limit are subject to the principles determined by the Senate and the relevant unit's administrative board (Amendment: Senate 2025-15).

(5) Final-year students who can fulfill graduation requirements by taking additional credits may take up to 48 ECTS credits, regardless of their GPA, with the approval of their academic advisor, department/program head, and the decision of the administrative board of their unit (Amendment: Senate 2025-15).

(6) Students with a cumulative GPA of 3.00 or higher may take courses from upper semesters, up to a maximum of 48 ECTS credits (Amendment Senate 2025-15).

(7) With the approval of their academic advisor, the heads of both departments/programs, and the decision of the administrative board of their unit, students may also take equivalent courses offered by other units. These courses will be included in the GPA and ECTS calculations on the student's transcript. To broaden their knowledge, experience, or cultural awareness, students may, with the same approvals, take extracurricular courses offered by other units that are not part of their curriculum. These courses will appear on the student's transcript but will not be

included in the GPA or ECTS calculations.

(8) Students may withdraw from only one course per semester by applying through the student information system within the deadlines specified in the academic calendar. However, students may not withdraw from any course during the first two semesters of their program or from any required course they have previously failed (Amendment Senate 2025-15).

(9) Students who have failed courses that have since been removed from the curriculum will take the courses that replace them. If no replacement courses are available, students will not be held responsible for the removed courses but must still complete the total required ECTS credits to graduate.

(10) For first-time enrollees or students failing a course due to absenteeism (DZ), course registration is prohibited if the course schedule conflicts entirely with the student's weekly schedule. Registration is permitted if the conflict is limited to one course hour per week. However, the Senate and the relevant unit management board may modify this conflict rule for vocational training and practical workplace courses. (Amendment Senate 2025-15)

### Chapter 3

#### Student Affairs, Registration, Transfers, Course Exemptions, Adaptation, and Special Students

##### Student Affairs and Registration

**ARTICLE 14** – (1) The Student Affairs Department manages all student-related procedures, including registration, registration renewal, registration suspension, affiliation termination, adaptation, diplomas, course enrollment, and horizontal and vertical transfers. (Amendment Senate 2025-15)

(2) Candidates eligible for university registration must complete the process by applying in person to the Student Affairs Department or through e-government within the registration period specified by the Measurement, Selection and Placement Center Presidency, submitting the documents requested by the University and outlined in the registration guide. Candidates with a documented and University-approved excuse may register through their legal representative or an authorized individual. (Amendment Senate 2025-15)

(3) Final registration will not be processed with incomplete documents or via mail.

(4) If an individual uses forged or falsified documents for registration or is found to have committed forgery on the central placement results document issued by the Measurement, Selection and Placement Center, their registration will be canceled retroactively to the registration date. Furthermore, legal proceedings will be initiated in accordance with relevant legislation. If the individual has since left the University, all documents, including their



diploma, will be revoked. Tuition fees will not be refunded.

(5) The admission of international students is governed by applicable legislation.

### **Registration Renewal**

**ARTICLE 15** – (1) Students must renew their registration by obtaining financial clearance and completing course registration within the dates specified in the academic calendar.

(2) Students who have completed all curriculum courses but have not completed their internship must renew their registration at the beginning of each semester/year, according to the academic calendar. The Board of Trustees determines the tuition fee for each semester/year renewal.

(3) Students who fail to renew their registration within the specified period due to an excusable circumstance may renew their registration if the relevant unit's management board approves their excuse.

(4) Dismissal of students for failing to renew registration will be governed by the provisions of Law No. 2547 and related legislation.

### **Horizontal and vertical transfers, double major and minor (Amendment Senate 2025-15)**

**ARTICLE 16** (1) Horizontal transfers to academic units, both within and outside the University, are governed by: (a) the provisions outlined in the "Regulation on the Principles of Transfer Between Associate and Bachelor's Degree Programs, Double Major, Minor and Inter-Institutional Credit Transfer in Higher Education Institutions," as published in the Official Gazette; and (b) the principles established by the Senate. (Amendment: Senate 2025-15)

(2) Transfers from associate degree programs to bachelor's degree programs are governed by: (a) the provisions outlined in the "Regulation on the Continuation of Undergraduate Education of Graduates of Vocational Schools and Open Education Associate Degree Programs," as published in the Official Gazette; and (b) the principles established by the Senate. (Amendment: Senate 2025-15)

(3) Double major and minor programs at the University are governed by: (a) the provisions outlined in the "Regulation on the Principles of Transfer Between Associate and Undergraduate Level Programs, Double Major, Minor and Inter-Institutional Credit Transfer in Higher Education Institutions;" and (b) the principles established by the Senate. (Amendment Senate 2025-15)

(4) Students who successfully complete a double major program will receive an undergraduate diploma in that major. Students who successfully complete a minor program will receive a certificate in that minor. (Amendment Senate 2025-15)

## **Course exemption and equivalency procedures**

**ARTICLE 17** – (1) Course exemption and equivalency procedures are conducted according to the principles established by the Senate.

### **Special Students**

**ARTICLE 18** - (1) The University may admit special students to programs within its faculties, colleges, and vocational schools, in accordance with applicable legislation.

(2) To enroll in courses, prospective special students must submit an application to the relevant University unit, including: (a) a statement of suitability from their home university; (b) a student certificate; and (c) an academic transcript.

(3) Tuition fees for special students are determined by the Board of Trustees.

## **Chapter 4**

### **Measuring Success, Exams, Freezing Enrollment, Discontinuing Enrollment, and Diplomas**

#### **Attendance Requirement**

**ARTICLE 19** - (1) Except for courses offered through distance education, students are required to attend classes, laboratories, practical sessions, and other activities as deemed necessary by the instructors, according to the policies established by the relevant faculty or college boards. Course instructors will announce specific attendance requirements in the course syllabus at the beginning of each semester. Student attendance will be assessed by the course instructor according to these stated requirements.

#### **Examinations**

**ARTICLE 20** (1) Examinations include midterm exams, end-of-term/year exams, make-up exams, supplementary exams, exemption exams, single-course exams, grade improvement exams, and other examinations as required by applicable legislation. Examinations may be written, oral, or a combination of written, oral, and/or practical components. Written examination materials will be retained for a minimum of two years.

(2) Examination schedules will be announced at least one week prior to the examination date, in accordance with the academic calendar. (Amendment Senate 2025-15)

(3) Exam Requirements and Consequences: Students must bring their student ID and any other required documents to all examinations. A student who misses an exam is considered to have used their exam opportunity, and the student automation system will reflect that they did not take the exam. If a student takes an exam for which they are not eligible, the exam will be invalidated, regardless of whether the grade has been announced.



(4) Academic Dishonesty: Article 54 of Law No. 2547 applies to students who engage in cheating, providing or attempting to provide unauthorized assistance, or disrupting the examination process. If disciplinary action results in a final penalty, a grade of zero (0) will be assigned for the exam in question. Any scholarships or discounts the student receives will be reevaluated according to Senate guidelines. (Amendment Senate 2025-15)

### **Midterm Exams and In-Term Work**

**ARTICLE 21** – (1) A midterm exam is administered during the semester or year for courses outlined in the relevant curriculum. Courses requiring specific skills may assess students through practical examinations.

(2) Results for all midterm exams, excluding those for on-the-job training courses, will be announced at least one day before the withdrawal deadline specified in the academic calendar. (Amendment: Senate 2025-15)

(3) In addition to midterm exams, student performance may be evaluated through short quizzes, practical skill demonstrations, assignments, and other forms of in-term work.

(4) The evaluation of on-the-job vocational training, internships, and practical course performance will be conducted according to Senate guidelines. (Amendment: Senate 2025-15)

(5) The syllabus for each course, including the weighting of exams and other assessments, will be published in the student automation system before course registration. These weighting rates will be consistently applied.

### **Semester/Year-End Exam**

**ARTICLE 22** – (1) A semester/year-end exam is administered at the conclusion of the semester or year for each enrolled course.

(2) To be eligible for a semester/year-end exam, students must register for the course and meet all requirements outlined in the course syllabus.

(3) The relevant department board may establish a minimum passing grade for the semester/year-end exam.

### **Make-up Exam**

**ARTICLE 23** – (1) A make-up exam is offered to students with excused absences from a midterm exam. Make-up exams for students whose excuses are approved by the relevant administrative board will be held during the same semester or year as the original exam. The Senate determines further regulations regarding make-up exams. (Amendment by Senate 2024-16)

### **Re-Sit Exam**

**ARTICLE 24** – (1) A re-sit examination is administered after the end-of-semester or end-of-year examination period. Students who receive a failing grade of FF on the end-of-semester or end-of-year examination, and students who were unable to take the end-of-semester or end-of-year examination, are eligible to take the re-sit examination. However, students who fail due to issues with internships, projects, courses with practical workplace components, or absenteeism are not eligible for a re-sit examination. (Amendment Senate 2024-16)

(2) The grade earned on the re-sit examination will replace the original end-of-semester or end-of-year examination grade. The same success criteria that apply to the end-of-semester or end-of-year examination also apply to the re-sit examination. The letter grade ranges used for the end-of-semester or end-of-year examination will be used to determine the letter grade for the re-sit examination. No make-up examinations will be given for the re-sit examination.

### **Exemption Exam**

**ARTICLE 25** – (1) Exemption examinations may be administered for mandatory Higher Education Council (CoHE) courses, and for other courses as determined by a Senate decision, on the dates published in the academic calendar. The Senate will determine the policies governing the administration of exemption examinations.

### **Single-Course Exam**

**ARTICLE 26** – (1) A student who is only missing one course required for graduation may, upon the decision of the relevant unit executive board, be granted the opportunity to take a single-course examination at the end of the semester, at the end of the academic year, or after completion of the summer term. To be eligible for the single-course examination, the student must apply to the relevant unit within the timeframe specified in the academic calendar. A student may not take a single-course examination for a course failed due to non-attendance or for a course that has never been taken. If the student fails the single-course examination, the student must register for the course in the semester or academic year in which it is offered. No make-up examination is granted for the single-course examination. Single-course examinations are not permitted for practical courses or internships.

### **Grade Improvement Exam**

**ARTICLE 27** – (1) A student who has successfully completed all required courses, but has not achieved the minimum overall GPA required for graduation, may, upon the decision of the relevant unit executive board, be granted the opportunity to take grade improvement examinations in up to three courses, selected by the student, for which the student received a conditional pass grade. To be eligible for the grade improvement examination, the student must apply to the relevant unit within the timeframe specified in the academic calendar. If the student's grade improvement examinations do not result in meeting graduation requirements, the regulations regarding course repetition will apply. No make-up examination is granted for the grade improvement examination.

## **Announcement of exam results and objection to exam grade**

**ARTICLE 28** – (1) Examination results are considered final upon announcement by the relevant unit. Examination results and related documents must be submitted to the relevant unit within ten days of the date of the announcement.

(2) In units using a course pass system, a student may submit a written objection to their exam results or grade if they believe a material error occurred. The objection must be submitted to the relevant unit within three business days of the results announcement. The course instructor will review the objection within three business days and notify the unit of their decision. If the student wishes to appeal the instructor's decision, the unit will appoint a three-member commission, including the course instructor, to review the exam. The commission will complete its review within one week and report its findings to the unit. The student will receive a copy of the instructor's and/or commission's report. The relevant unit executive board will make final decisions on cases requiring a grade change.

## **Course Success Status**

**ARTICLE 29** – (1) A student's success in a course is determined by their course success grade. This grade is calculated based on the student's performance on all exams, assignments, projects, applications, and similar work. The instructor will announce the weighting and requirements for each of these components via the automation system at the beginning of the semester or year. The final exam will account for at least 30% and no more than 70% of the course success grade. The relevant unit board may determine other factors related to the success grade. In applied courses that only have a final exam, and in single-course exams, the final exam accounts for 100% of the success grade.

(2) The university evaluates course performance using an absolute and/or relative grading system.

(3) Grades and their corresponding coefficients are evaluated as follows:

a) The following table shows success grades and their corresponding coefficients:

| <u>Success Grade</u> | <u>Coefficient</u> |
|----------------------|--------------------|
| AA                   | 4,00               |
| BA                   | 3,50               |
| BB                   | 3,00               |
| CB                   | 2,50               |
| CC                   | 2,00               |
| DC                   | 1,50               |
| DD                   | 1,00               |
| FF                   | 0,0                |
| BI                   | Satisfactory       |
| BZ                   | Unsatisfactory     |

b) The following is a list of other notes used on transcripts:

1. **DE:** In progress (ongoing course)
2. **DZ:** Absent due to non-attendance
3. **DC:** Course withdrawal
4. **MU:** Exempt (ECTS included excluded from GPA)

(4) The passing grade for a course is CC. Grades of DD and DC are considered conditional passes. However, principles determined by the Senate and the relevant unit management board will apply in cases where this provision is not applied. (Amendment: Senate 2025-15)

(5) Students who do not meet the attendance requirements will receive a DZ grade from the instructor. The instructor will announce the DZ grade on the student information system by the date specified in the academic calendar. Students receiving a DZ grade are considered absent and unsuccessful in the course, and they may not take the final exam or make-up exam for that course. Students who fail a course due to a DZ grade must retake the course. (Amendment Senate 2025-15)

### **Grade Point Averages**

**ARTICLE 30** (1) The Student Affairs Department determines students' academic performance at the end of each semester/year by calculating semester/year-end and overall grade point averages. A student's weighted grade for a course is calculated by multiplying the course's ECTS credits by the corresponding grade coefficient. (Amendment Senate 2025-15)

(2) In departments using a course passing system, the semester-based weighted grade point average (WGPA) is calculated by dividing the sum of the weighted grades for all courses taken during the semester by the total ECTS credits for those courses.

(3) The cumulative weighted grade point average (WGPA) is calculated by dividing the sum of the weighted grades for all courses taken from the beginning of the student's academic program, up to and including the most recent semester, by the total ECTS credits for all those courses. When a course is retaken—including during the summer term—the **most recently received grade** will be used in all calculations, regardless of any previous grades. (Amended by the Senate, 2025-15)

### **Freezing Registration**

**ARTICLE 31** - (1) Students may request a leave of absence from their program. The relevant administrative board will decide on such requests if the student provides sufficient documentation of justifiable and valid reasons. Students (or their authorized representatives) must submit leave of absence requests to the relevant dean's office/directorate. In cases of sudden or unforeseen events, requests must be submitted within five working days of the event's occurrence. In all other cases, requests must be submitted no later than the last working day of the fourth week of the academic semester/year.

(2) A leave of absence may be granted for one semester or one year at a time, up to a maximum of two years in total. However, in cases such as military service, detention, conviction (that does not result in expulsion), or long-term illness, the relevant administrative board may approve a leave of absence exceeding the two-year limit. The period of the leave of absence will not count towards the student's total time to degree completion. During a leave of absence, students may not participate in any educational activities or examinations, and all student rights are suspended.

(3) If a student's reason for the leave of absence is no longer valid and the student wishes to resume their studies before the end of the approved leave period, the relevant administrative board will decide on the request. If approved, the student will resume their studies from their previous point in the program. The student must fulfill all obligations determined by the Senate before a decision regarding the leave of absence or resumption of studies can be made.

### **Discontinuation of Enrollment**

**ARTICLE 32** (1) Students may request to withdraw from their enrollment. To do so, they (or their authorized representatives) must submit an application to the Student Affairs Office in person. (Amendment Senate 2025-15)

(2) A student who receives a disciplinary expulsion from a higher education institution, as stipulated in Article 54 of Law No. 2547, will have their relationship with the University terminated by a decision of the University Board of Directors. (Amendment: Senate 2025-15)

(3) Regardless of a student's registration status in any given semester, the calculation of the maximum study period will be governed by the relevant legislation, beginning with the semester in which courses for the registered program are offered.

(4) Students who fail to complete their studies within the maximum study period are subject to the provisions outlined in the relevant legislation.

### **Graduation and Diploma**

**ARTICLE 33** – (1) A diploma will be awarded to students who successfully complete all required courses, practical work, and internships for their registered program, in accordance with this Regulation, and who meet the minimum grade point average requirement. To be eligible for a diploma, students must earn a minimum of thirty ECTS credits (excluding preparatory coursework) or sixty ECTS credits (calculated as the number of semesters in the curriculum multiplied by thirty, or the number of years multiplied by sixty). The Senate will determine the policies regarding diploma supplements, temporary graduation certificates, transcripts, and other graduation documents.

(2) Students who successfully complete an associate degree program consisting of four semesters (excluding preparatory coursework) will be awarded an associate degree. Students who successfully complete a program of at least eight semesters will be awarded a bachelor's degree.

(3) Graduation requires a minimum cumulative grade point average of 2.00. A student who has passed all courses in their department/program curriculum, but whose cumulative grade point average is below 2.00, must improve their grade point average to 2.00 or higher by retaking and improving their grade in at least one course in which they received a conditional pass.

(4) Students who successfully complete their program without any disciplinary sanctions will be recognized as honor students if their cumulative grade point average falls between 3.00 and 3.49, and as high honor students if their grade point average is 3.50 or higher.

(5) Associate and bachelor's degrees issued by the University's units will be distinct for each level but standardized across all units of the University.

(6) Temporary graduation certificates may be issued to students while their diplomas are being prepared.

(7) A diploma will be issued only once. Replacement diplomas or certificates necessitated by damage, destruction, or other compelling reasons will be issued according to the relevant legislation.

### **Disciplinary Procedures**

**ARTICLE 34** – (1) Student disciplinary matters and procedures will be conducted in accordance with Article 54 of Law No. 2547. (Amendment by Senate 2025-15)

### **Exchange Programs**

**ARTICLE 35** – (1) Students, excluding those in their first or second semester, may study for one or two semesters at other higher education institutions, either domestically or abroad. This opportunity is subject to agreements and protocols between the University and the other institutions and requires approval from the relevant unit's board of directors.

### **Notification and Address Reporting**

**ARTICLE 36** (1) Notifications are considered complete when sent by registered mail with return receipt to the address the student provided during registration, to the electronic mail address provided by the University, or via announcement by the relevant unit.

(2) Students who change their address but fail to officially notify the relevant unit, or who provide incorrect or incomplete addresses, will be considered to have received notifications sent to their last known address.

### **Cases not covered by this Regulation**

**ARTICLE 37** (1) For situations not addressed in this Regulation, the provisions of Law No. 2547 and other applicable legislation will govern.

### **Regulation repealed**

**ARTICLE 38** – (1) The "Istinye University Associate and Undergraduate Education and Training Regulation," published in the Official Gazette on **August 20, 2017**, and numbered **30160**, is hereby repealed.

### **Entry into Force**

**ARTICLE 39** - (1) This Regulation will take effect on the date of its publication and will be implemented starting with the 2025-2026 academic year. (Amended by Senate 2025-15)