

T.R.
ERCIYES UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
EDUCATION AND EXAMINATION DIRECTIVE

GENERAL PROVISIONS

Article 1: This Directive has been drawn up in accordance with the 2nd article of Erciyes University Associate and Undergraduate Education and Training Regulation published in the Official Gazette dated June 15, 2012 and numbered 28324 and contains the explanatory and complementary provisions required for the implementation of educational programs at the Faculty of Economics and Administrative Sciences at Erciyes University.

Article 2: Erciyes University Faculty of Economics and Administrative Sciences is a faculty that provides eight semester undergraduate education in English partly. Foreign language preparatory class is not included in this period.

COURSES

Classification of Courses

Article 3: The courses in the faculty curriculum are divided into two groups as compulsory and elective.

Compulsory courses are courses that all students are required to take.

Elective courses are courses that are included in the elective course groups, have one or more substitutions, are equivalent or not, and students are required to select some of them.

Some of the courses can be determined as prerequisite courses in the curriculum with the proposal of the Faculty Board and the approval of the Senate. In order for a pre-requisite course to be taken, the prerequisite course or courses that are preparation for that course must be accomplished.

Elective Courses

Article 4: The courses in the elective course groups, the equivalent courses and the number of courses that students are required to take from each elective course group are determined in the curriculum. This program is announced to the students and advisors by the Dean's Office at the beginning of each semester.

In the second, third and fourth grades, more than the number of elective courses specified in the curriculum cannot be registered. First year students can enroll in more than the elective courses they need to take. In this case, they must be successful in all the courses they take.

Article 5: An elective course may not be opened with the decision of the Faculty Executive Board if the number of newly enrolled students is less than the number determined by the Faculty Executive Board, or if a situation that makes it impossible to deliver the course occurs. The upper limit can be placed on elective courses by the decision of the Faculty Executive Board.

In the curriculum of different departments of the faculty, elective courses under the same name and with the same content can be combined and opened as a common course.

Article 6: In the event that one of the two courses, which are elective and equivalent to each other, is not opened due to the reasons specified in article 5, students who register for the course that has not been opened for the first time and those who repeat this course in the previous semesters are transferred to an equivalent course with the decision of the Faculty Executive Board.

If one of two or more courses that are elective but not equivalent to each other is not opened, students enrolled in the course, which is decided not to be opened, can register for one of the other courses that are equivalent for this course.

Article 7: Students who have repeated a course that was compulsory in the previous semesters but was made elective in the current semester can register for one of the courses that are the equivalent of this course instead of the course they have repeated. Students in this situation must fulfill the obligation to attend new courses.

If an elective course is made compulsory in the following year, students who take this course and repeat it while it is elective can switch to one of the other elective courses

Article 8: Students who enroll in elective courses for the first time can leave their chosen course and enroll in another elective course instead with the approval of their advisors until the end of the excuse registration week at the latest.

Article 9: Students who fail an elective course, if they want, in the following semesters, provided that they receive the approval of their advisors and do not return to the course they have repeated, can register for another elective course in the relevant semester.

Course Registrations

Article 10: Students have to register for the courses for each academic semester between the dates determined by the Senate. **In order that re-registration and courses taken are valid**, contribution fee tuition fee must be deposited.

In the absence of excuses accepted by the Faculty Executive Board, students are required to register for the course themselves.

Students who do not renew their registration within the specified periods **cannot** attend classes, take examinations **and benefit from student rights in that period.**

Taking Course

Article 11: Students determine the courses they will take **via the internet** within the re-registration period and send them to the advisor's approval. Re-registration is finalized after the approval of the advisor.

a) During the registration **renewal** period, first year students must take the number of courses specified in the faculty curriculum, and other students must first take the courses that they have failed (they got FF, FD, **DD and DC** grades) or that they did not take even though they had to. Students can change or delete courses that they take for the first time or take new courses within the registration **renewal** period, provided that the maximum course load is within the limit.

b) Students who fail the courses removed from the faculty curriculum take the courses that are substituted for these courses, and if there are no courses replaced, they are not held responsible for these courses, but take other courses to complete the total credits required to graduate.

c) Students can also take courses from the relevant departments of Erciyes University or other universities in Turkey and abroad with the decision of the Faculty Executive Board.

d) Students cannot attend the courses that they have not enrolled in a given time and duly and cannot take the exams of these courses. The grade of the student who takes the exam for the course that he/she did not register is canceled.

e) Course load of students is determined in terms of **credits**. The normal course load a student can take in each semester is the total **credit** amount of the courses in the education plan of the semester they are enrolled. The maximum weekly course load that a student can take in each semester is determined in the directive. The maximum course load includes compulsory courses, elective courses and all courses included in a similar weekly course schedule such as Ataturk's Principles and History of Turkish Revolution, Turkish Language, Foreign Language, Vocational Foreign Language, Physical Education and Fine Arts, Projects as a course, Graduation Project, Graduation Thesis, Internship etc.

f) First year students and students whose GPA is below 2.00 cannot take courses from upper periods. Students whose GPA is above 2.00 and do not retake a failed course and students whose GPA is above 2.50 even though they retake a failed course can take courses provided that courses are from two upper terms at most to fill the maximum course load in each semester. Students whose general grade point average is between 1.00-1.99 can take courses up to 75% of the maximum course load. Students, whose GPA is below 1.00, can take courses up to 50% of the maximum course load.

g) In one semester, middle class students can take maximum 27 course hours per week, final year students can take 30 lesson lessons.

h) Total weekly course hours of students attending a minor and double major program at the same time cannot exceed forty hours.

i) If necessary, some courses can be opened **in both semesters** with the request of the department, the proposal of **the relevant board of directors** and the approval of the **University Executive Board**. Courses opened in a different **semester** than the current period are included in the course load of the **semester** they are opened.

j) Students who want to be exempted from the courses they study in any higher education institution, if they apply within the first two weeks of the semester they enroll, can be exempted from these courses by the decision of the faculty board of directors. The relevant board of directors decides for which semester adjustments will be made, taking into consideration the courses the student is exempted from.

Course Exemption

Article 12: The students who come to the faculty through undergraduate transfer are adapted to the class they come from. The transfer student takes the courses that have never taken or taken before but are not equivalent to the courses in the Faculty Curriculum within the framework of the normal curriculum with the offer of the Course Exemption Committee and the Faculty Board of Directors Decision.

Article 13: A student who comes to the faculty with a vertical transfer must take the courses to be determined by the proposal of the Course Exemption Commission and the decision of the Faculty Board of Directors. The courses that students enrolled with vertical transfer will take additionally and courses that will be exempted are decided upon by the proposal of the Course Exemption Commission and the approval of the Faculty Board of Directors without searching an application.

Course Attendance

Article 14: Students must attend classes and practices and take exams. The limit of course attendance is at least 70% in theoretical courses and at least 80% in applied courses. Students who fail to meet these conditions cannot take the final exams. Attendance is made by the lecturer of the course by the method determined by the Dean's Office.

The lecturer of the course informs the head of the department to submit a list of the students whose absence is determined and the attendance minutes to the Dean's Office before each exam period. This list is announced immediately by the Dean's Office.

The health reports of the students are not taken into account in the calculation of the attendance time. In case the students, who continue the course and fail, repeat the course, there is no requirement to attend again; however, students who fail the applied courses may seek course attendance again.

SUMMER SCHOOL, MINOR AND DOUBLE MAJOR PROGRAMS

Article 15: The opening of the summer school and the minor / double major programs are **carried out according to the principles determined by Senate and Regulation Requirements for Transition Between Associate Degree and Undergraduate Degree Programs, Double Major, Minor and Inter-Institutional Credit Transfer in Higher Education Institutions published in the Official Gazette dated 24.04.2010 and numbered 27561.**

EXAMINATIONS

Article 16: Exams, midterm exams, make-up exams, final exams, condition exams and other exams determined by the Senate are carried out according to the following principles:

a) These exams can be made as test, written, oral, applied or written-oral, written applied or written-oral applied. If the project, homework and applications are done, their weights in the exams are determined by the relevant lecturer and, after the approval of the head of department, are announced to the students within the first three weeks of the semester with the decision of the Faculty Executive Board. The oral exam can be done with the application of the relevant academic staff and the decision of the Faculty Executive Board. This decision is announced to students within the first three weeks of the semester.

b) Students must take the exam on the day, time and place specified in the exam programs. If the student enters an exam that he / she doesn't deserve to take, the grade he / she gets is canceled. In addition, a disciplinary investigation is opened against the students if they take the exams in the classrooms other than the announced classrooms without the permission of the lecturer or the supervisor. According to the result of the disciplinary investigation, the exam score can be canceled.

Students must have their identity documents with them during the exams.

c) Apart from religious and national holidays, exams can be held on Saturdays and Sundays.

d) At least one midterm exam is held for one course per semester. The Faculty Executive Board may decide to hold more than one midterm exam, and one of these exams can also be in the form of a seminar, homework and project.

e) The exams that students who cannot take midterm exams due to justified and valid reasons are given the right to enter by the Faculty Executive Board are called make-up exams. Make-up exam right cannot be used for exams other than midterm exams.

Students who want to benefit from the make-up exam must apply to the Dean's Office with documents proving their excuses before the end of the course semester and after the end of the excuse in seven days at the latest. Students who cannot take midterm exams and whose excuses are accepted by the Faculty Executive Board take the make-up exam within a program to be determined by the Dean's Office. A student who cannot take the make-up exam is not given a new right.

f) Students who meet the registration and attendance requirements take the final exam at the end of the semester in accordance with the academic calendar.

g) Students can re-register for the courses they have succeeded in each semester and take the exams of these courses in order to increase their grades provided that it remains within the limits of the maximum course load. In this case, the most recent grade is considered valid.

h) Make-up exams are held for the relevant semester courses at the end of each semester. Faculty board of directors decides the method and date of this exam.

i) In addition, students who are successful at final exam can take the make-up exam to increase their grades. In both cases, the most recent grade is considered valid. Students who want to take the exam in order to increase their grade must indicate that they will take the exam through the student information system at least three days before the date of completion exam of that course.

j) Students who have only one course (excluding graduation project, graduation thesis, internship and preparatory class that are not subject to course) to graduate regardless of the semester, provided that they have attended after the make-up exams, are granted one course exam right.

Announcement of Examination Dates

Article 17: Mid-term exams are announced by the Dean's Office within the first 4 weeks of the semester. The dates, places and times of these exams for each course are announced one week before the exam periods.

Examination Order

Article 18: Exams are conducted by faculty members appointed by the Dean's Office. The lecturer who teaches the course and the invigilators are responsible for the execution of the exam together. The

application principles regarding the exam order and the duties of the supervisors are determined by the Faculty Board.

Measurement and Evaluation of Exam Success

Article 19: Exams are measured on the scale of 100 points. Midterm and final exam results of a course are shown with numerical points. The score of the exams that the student does not take is zero.

a) The midterm point average is determined by dividing the sum of the student's points in the midterm exams by the number of midterm exams. The fractional number will be found in this way is increased to an integer.

b) The raw achievement score is calculated by adding 60% of the mid-term or final exam score to 40% of the mid-term exam average score. In the calculation of these rates, fractions are preserved exactly, but in determining the raw achievement score, fractional numbers round off.

c) Raw success grades are determined by using METHOD-2, which is one of the relative grade conversion methods whose principles are determined by the Senate.

d) Success grades and coefficients for 4 point grading system used in the university are shown in the table below:

Table 1: Rating Scale

Coefficients	Letter Grade	Degree of Success
4.00	AA	Excellent
3.50	BA	Very good
3.00	BB	Good
2.50	CB	Middle
2.00	CC	Satisfied
1.50	DC	Failed
1.00	DD	Failed
0.50	FD	Failed
0.00	FF	Failed

d) To be successful in a course, the success grade must be at least CC or higher. These conditions are also valid for adaptation program students.

Announcement of Exam Results

Article 20: Instructors are obliged to announce their grades in the student information system within 7 (seven) days from the date of each exam and submit their exam documents to the Student Affairs Office. The Dean's Office may request the submission of the grades lists earlier in compulsory

situations. Exam documents must be submitted within 30 days. Exam documents are kept by the Dean's Office for at least two years after the exam date.

The exam paper of the student who cheats or attempts to cheat is not evaluated until the conclusion of the investigation about the student. If the student receives a penalty due to a copy or an attempt to copy as a result of the investigation, his / her examination is regarded as invalid.

Objection to Exam Result

Article 21: Students cannot object to their final grades, but they can object to midterm and final exam results. Students can make their objection to the exam results in seven days **from the final approval / announcement date of the grades in the student information system** in written form to the Dean's Office. The objection is examined by the head of the department after it is examined by the relevant instructor. The result is decided by the Faculty Executive Board. The examination and evaluation of the objection is concluded within 15 days at the latest after the objection is made.

EXCUSES AND BEING ON LEAVE

Article 22: The rights of students who fail to fulfill one of the conditions of **renewal**, attendance, and taking exams for a justified and valid reason, the principles of which are determined by the Higher Education Council, are reserved and the time they lose is not counted from the maximum legal education period.

a) If the students have important and justified reasons to document, they can be granted leave of absence up to a maximum of one year with the decision of the Faculty Board of Directors and this period is added to the maximum legal education period. However, applications for such leave must be made within one month from the beginning of the semester.

b) Students participating in scientific, social, cultural and sports activities and competitions to represent our country or university are considered to be on leave from courses and midterm exams by the Faculty Board of Directors and these periods are not considered absenteeism.

c) In case of opportunities such as domestic / international education, internship, research, knowledge-raising, with or without a scholarship that will contribute to students' education and training; students can be allowed up to one year at a time, with the decision of the Faculty Board of Directors. However, this leave is included in the maximum legal education period and applications on this subject must be made until the end of the **registration renewal** period. Students who want to benefit from these rights have to pay their tuition fees and **renew their registration** each time.

d) The education and training achievements of students who benefit from the facilities specified in paragraph (c) will be evaluated within the framework of existing regulations and directives.

e) Students whose absenteeism exceeds two years in the entire education period due to **neurological and psychiatric disorders**, if they bring a new medical board report stating that they can continue their education, continue their education from where they left off and the report periods are not counted from the maximum education period.

f) Students who want to be granted on leave of registration late due to additional quota, lateral transfer or vertical transfer to the faculty, must apply within 15 days from the date of their registration.

DETERMINING THE GRADE POINT AVERAGE

Article 23: At the end of each semester, the grade point average of the students is determined.

a) The weighted grade a student receives from a course is the credit of that course multiplied by the letter grade coefficient of that course. The grade point average is found by dividing the weighted total score of all courses divided by the total credits of the courses. The average obtained is shown as two digits after the comma.

b) Turkish Language, Atatürk's Principles and History of Revolution, Physical Education or Fine Arts courses are not included in the student's grade point average. To be successful in these courses, it is necessary to get at least CC grade.

c) Only the grades of the courses taken in our faculty are taken into account in determining the graduation degrees of the students.

d) Graduation degree is determined by dividing the algebraic sum of multiplication of the credit values of the courses with the coefficients corresponding to the success grades of these courses by the total credit. In order for a student to graduate, he / she must complete all the courses of the program he / she is enrolled in and have a graduation degree of at least 2.00. These conditions are also valid for adaptation program students.

HONOR AND HIGH HONOR STUDENTS

Article 24: Students whose overall and semester grade point average is at least 2.00 are considered successful. With the minimum normal course load at the end of one semester, those of these students who have a grade point average of 3.00-3.49 of that semester are considered as honor students, those of them who have a grade point average of 3.50-4.00 are considered as high honor students.

ACADEMIC CONSULTANCY

Article 25: The advisors guide the students in the registration of the courses. In addition, they assist students in their relations with faculty management and lecturers, in their adaptation to the

environment, in solving all kinds of problems related to education or not, and any other issues they need.

A sufficient number of lecturers are assigned by the Dean's Office to act as advisors.

Counselors can engage in activities required by counseling duties inside and outside the faculty, and they can hold meetings with the students they are advisors by informing the Dean's Office in advance.

Advisors are obliged to determine at least two hours per week as meeting time and announce to students.

INTERNSHIP AND GRADUATION THESIS

Article 26: A student enrolled in at least one of the third year courses must start their internship or graduation thesis under the supervision of an advisor, who will be appointed by the Dean's Office. Students carry out these studies within the framework of the principles determined by the Faculty Board. Internship and graduation thesis are in the form of credit courses.

DELETING A REGISTRATION

Article 27: With the decision of the relevant board of directors, students are dismissed from the University in the following cases:

- a) Receiving punishment for sending down from the university, according to the provisions of Higher Education Institutions Student Discipline Regulations published in the Official Gazette dated 18/08/2012 and numbered 28388.
- b) Wanting to cancel its registration in written and at own request.
- c) Finding out later that it does not fulfill the envisaged registration acceptance requirements and that the documents they provide or the information they provide are incorrect or incomplete.

DEFAULT RULES

Article 28: The provisions of the Erciyes University Associate and Undergraduate Education and Training Regulation published in the Official Gazette dated **15 June 2012 and numbered 28324** are applied for the issues not included in this directive.

ENFORCEMENT AND EXECUTION

Article 29: This directive becomes effective on the date of acceptance in the Senate and is executed by the Dean of the Faculty of Economics and Administrative Sciences.