	<b>REPUBLIC OF TURKEY</b>	Document No	<b>YÖ-0078</b>
	<b>GEBZE TECHNICAL UNIVERSITY</b>	Date Released	<b>25 August 2021</b>
	<b>PROCEDURES AND PRINCIPLES OF IMPLEMENTATION REGARDING UNDERGRADUATE STUDENTS WHO HAVE USED THEIR MAXIMUM PERIOD OF STUDY AND FAILED TO GRADUATE</b>	Date Revised	-
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## PART I

### Purpose, Scope, Basis and Definitions

#### Purpose

**ARTICLE 1-** The purpose of this directive is to determine the procedures and principles regarding the procedures to be implemented in order for undergraduate students who have used their maximum period of study to be able to graduate.

#### Scope

**ARTICLE 2-** This directive covers the procedures of additional exams, extension, graduation, and dismissal for undergraduate students who have used their maximum period of study.

#### Basis

**ARTICLE 3-** These principles are based on the paragraph (c) of the Article 44 of Law No. 2547 on Higher Education and the Article 14 of Gebze Technical University Regulation for Undergraduate Education and Teaching.

#### Definitions

**MADDE 4 – (1)** Under this Directive, the following terms have the following definitions:

- a) **Maximum Period of Study:** The maximum period of time allowed for undergraduate students to complete their studies
- b) **Failed course:** The course with a NA, FF, DD, DC, VF grade from among the courses registered
- c) **Additional exam:** The exam that will be given to senior (fourth) year students who have failed to graduate from their enrolled department at the end of their maximum period of study to reduce their failed courses to five courses maximum
- d) **Extension:** A period of three or four semesters allowed for students who have reduced their number of failed courses to five courses maximum at the end of their maximum period of study or additional exams and for senior year students who have one course maximum that they have never registered for or they have failed to attend (NA) to sit the exam of the related course
- e) **Unlimited Right to Sit an Exam:**  
**The right to sit an exam for senior year students who:**
  - 1) have passed all the courses in their program curriculum (including conditionally passed courses), but failed to meet the required CGPA (2,00) for graduation to increase their grade point average on the condition that they register for courses of their choice at the end of the semester
  - 2) **have one failed course** at the end of their maximum period of study
  - 3) **have reduced their number of failed courses to one** at the end of additional exams to graduate
- f) **University:** Gebze Technical University
- g) **Senate:** Gebze Technical University Senate


## PART II

### Maximum Periods of Study and Dismissal

#### Maximum Periods of Study

**ARTICLE 5-** (1) The maximum period of study for 4-year undergraduate programs is seven years (14 semesters) for students, excluding the 1 year foreign language preparatory class, starting from the semester the courses are taught in their enrolled program, disregarding the fact whether or not the student has registered for each semester.

(2) As per the provision: "For students who were already enrolled on the date when the temporary Article 67 of the Law No. 2547 on Higher Education entered into force, the maximum periods of study shall be calculated **based on 2014-2015 Education and Teaching Year Fall Semester**", the principles regarding the period of study for undergraduate students who were enrolled at our University in 2014-2015 Education and Teaching Year and the previous years (excluding those whose studies were suspended with the decisions of faculty board of directors) and who were enrolled in later years and used their maximum period of study of 7 years (14 semesters) by adjusting the courses they had taken at their previous institution of higher education shall be implemented as of 2020-2021 Education and Teaching Year Spring Semester.

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(3) The maximum period of study for those students whose procedures are handled as per “Gebze Technical University Directive for Undergraduate Lateral Transfer”, “Gebze Technical University Directive for Undergraduate Course Exemption and Adjustment”, and “Gebze Technical University Directive for Undergraduate Double Major Programs” is calculated based on the related principles.

(4) The maximum period of study for the double major program of those students who graduated from their major program, but failed to graduate from their double major program is calculated starting from the education and teaching year they were enrolled in their double major program.

(5) The times spent by those students who were sent to another institution under mutual agreements or exchange programs such as Erasmus, Farabi and so on count towards the maximum period of study.

### **Dismissal at the End of Maximum Periods of Study**

**ARTICLE 6** – (1) Students are not dismissed due to failure to re-register because of failure of tuition fee payment within their maximum period study. However, students may be dismissed due to failure to re-register because of failure of tuition fee payment for four successive years.

(2) At the end of the maximum period of study, the students whose number of courses that they have never registered for in their curriculum is **six or more** are dismissed without availing of their right to sit additional exams.

## **PART THREE**

### **Additional Exams, Extensions, Unlimited Right to Sit an Exam, Dismissal**

#### **Additional Exams**

**ARTICLE 7-** (1) For all failed courses with a **NA, FF, DC, DD, VF** grade only, a total of two additional rights to sit an exam are granted.

(2) For courses that have never been registered for from the curriculum required for graduation, no rights to sit an exam are granted.

(3) No additional rights to sit an exam are granted for courses that consist of practice only, lab work, projects, studios, workshops, sketches, design, land work, seminars, completion projects and so on, whose evaluation of success are based on activities during the semester and the result of the final exam.

(4) The first additional exam and the second additional exam are held at the end of the semester when the student has used their maximum period of study, on the dates decided by the faculty board of directors.

(5) Those students who pass the course for which they took the first additional exam cannot take the second additional exam of the same course to increase their grade. Those students that did not use their first additional right to sit an exam may use their second additional right to sit an exam.

#### **Dismissal at the End of Additional Exams**


**ARTICLE 8** – (1) Those students who **fail to reduce their failed courses including the courses they have never registered for to five maximum** at the end of additional exams are dismissed.

(2) Those students **who reduce their failed courses to one** at the end of additional exams are granted an unlimited right to sit an exam.

#### **Extensions**

**ARTICLE 9 -** (1)At the end of additional exams, those students who have **reduced the number of courses that they have never registered for and their failed courses to five maximum** are granted an additional period of three semesters.

(2) Those students with no additional rights to sit an exam, **maximum five courses** that they have never registered for from among the required courses in their curriculum, and no courses registered for before and failed with a **NA, FF, DC, DD, VF** grade are granted an additional period of four semesters.

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(3) **Those students who do not wish to use their right to sit additional exams**, with **five courses maximum** that they have never registered for from among the required courses in their curriculum and failed with a **NA, FF, DC, DD, VF** grade are granted an additional period of four semesters.

(4) The students who are granted an extension shall register in the offered courses and sit the final exam on the dates specified in the academic calendar. Of these courses, those that consist of practice only, lab work, projects, studios, workshops, sketches, design, land work, seminars, completion projects and so on and those courses that have never been registered for or those with previous non-attendance require attendance. The evaluation of success for these courses are carried out according to the activities during the semester and the result of the final exam.

(5) Those students who are granted an extension are required to pay the related semester's contribution/tuition fee. These students benefit from their rights as a student.

(6) Those students who have **reduced** their failed courses **to one** at the end of extensions are granted an unlimited right to sit an exam.

#### **Dismissal at the End of Extensions**

**MADDE 10** –(1) At the end of extensions, those students **with remaining courses** that they have never registered for are dismissed.

(2) At the end of extensions, those students **with more than one remaining course** for graduation are dismissed.

(3) At the end of extensions, those students with a remaining course that consists of practice only, lab work, projects, studios, workshops, sketches, design, land work, seminars, completion projects and so on are dismissed without availing of their unlimited right to sit an exam.

#### **Unlimited Right to Sit an Exam**

Those senior year students who:

1) have passed all the courses in their program curriculum (including conditionally passed courses), but failed to meet the required CGPA (2,00) for graduation to increase their grade point average on the condition that they register for courses of their choice at the end of the semester

a) have one registered but failed course at the end of their maximum period of study

b) have reduced their number of registered but failed courses to one at the end of additional exams to graduate

c) have reduced their number of registered but failed courses to one at the end of extensions to graduate

are granted an unlimited right to sit an exam.

#### **Dismissal at the End of Unlimited Right to Sit an Exam:**


**ARTICLE 11** –(1) Those students who do not sit the conducted exams either successively and intermittently for a total of three education and teaching years are deemed to have waived from their unlimited right to sit an exam and cannot benefit from this right. The students with such a state are dismissed.

#### **Make-Up Exams**

**ARTICLE 12** - (1) No make-up exams are organized for the additional exams or unlimited rights to sit an exam for courses with non-compulsory attendance and granted with a right to sit an exam. For midterms of the practice-based courses with compulsory attendance, a make-up exam right may be granted within the extensions.

#### **Internship**

**ARTICLE 13** – Internship counts as one (1) course. Those students who pass all the courses at the end of their maximum

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periods of study, but have not completed their compulsory internship are granted an extension of 4 semesters. Those students who complete their internship successfully become entitled for graduation. Those who do not fulfill their internship obligation are dismissed.

#### **Other Provisions**

**ARTICLE 14**– Those students fail to graduate at the end of their maximum period of study and would like to use their right to additional exams or unlimited right to sit an exam may use their right to sit exams for the courses that are decided to be eligible by the faculty board of directors in the event that there is a change in the curriculum of the programs they are enrolled in, a change in the name or content of a course, or the course is not offered in the related semester.

### **PART FOUR**

#### **Exam Application, Contribution/Tuition Fee and Evaluation**

#### **Exam Application**

**ARTICLE 15**– (1) Following the final exam when the students have used their maximum period of study, they apply to their faculties to use their right to sit additional exams that will be conducted on the dates to be announced by the faculty.

(2) Those students who would like to use their unlimited right to sit an exam are required to have registered for the courses during registration renewal dates specified on the academic calendar. These students sit the final exam according to the plan specified in their course information form and academic calendar. They continue to pay the student contribution/tuition fee for each course they sit the exam for. However, they cannot benefit from their rights as a student except the right to sit exams.

#### **Contribution/Tuition Fee**

**ARTICLE 16**– (1) Those students who have not selected their courses at the time when they have completed their maximum period of study, but will use their additional right to sit an exam are required pay the contribution/tuition fee for the related semester.

(2) The students who are granted an extension are required to pay the contribution/tuition fee of the semester for which they use their right to sit an exam. These students benefit from their rights as a student.

(3) Those students who use their unlimited right to sit an exam are required to have registered for the course. These students continue to pay the student contribution/tuition fee for each course they sit the exam for. However, they cannot benefit from their rights as a student except the right to sit an exam.

#### **Evaluation**

**ARTICLE 17** – (1) The letter grade of those students who have used their additional right or unlimited right to sit an exam for a course that does not require attendance has to be CC (2,00) minimum.

(2) The letter grades for the success grades that students receive are evaluated based on the Article 28 of “Gebze Technical University Regulation for Undergraduate Education and Teaching”.

### **PART FIVE**

#### **Enforcement and Execution**

#### **Enforcement**

**ARTICLE 18** – (1) These Procedures and Principles of Implementation enter into force on the date they are accepted by the Senate.

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**Execution**

**ARTICLE 19** – (1) The provisions of these Procedures and Principles of Implementation are executed by Gebze Technical University Rectorate.

<b>Date and Number of the Senate That Accepted the Directive</b>	
<b>Date</b>	<b>Number</b>
28 April 2021	2021/08
<b>Date and Number of the Senate That Made Changes</b>	
<b>Date</b>	<b>Number</b>
09 June 2021	2021/10