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SECTION I

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- The purpose is to determine the procedures and principles regarding the processes to be conducted in order for Associate Degree-Bachelor's Degree students who have completed their maximum period of study to be able to graduate.

Scope

ARTICLE 2- It covers the procedures of additional exams, extensions, graduation, and disenrollment for Associate Degree-Bachelor's Degree students who have completed their maximum period of study.

Basis

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

Definitions

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

- Maximum Period of Study:** The maximum period of time allowed for students that study at Associate Degree-Bachelor's Degree level to complete their studies
- Failed course:** The course with a NA, FF, DD, DC, VF grade from among the courses registered for
- Additional exam:** The exam that will be given for final year students that have failed to graduate from their enrolled department at the end of their maximum period of study to reduce the number of their failed courses to five courses maximum
- Extension:** A period of three or four semesters allowed to sit the exam of the courses 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 or for final year students who have one course maximum that they have never registered for or they have failed to attend (NA)
- Unlimited Rights To Sit an Exam:**
The right to sit an exam for final year students who:
 - have passed all the courses in their program curriculum (including conditionally-passed courses) at the end of their maximum period of study, but failed to meet the CGPA (2,00) required for graduation to increase their grade point average for the end of the semester, by registering for the courses of their choice
 - have one failed course** at the end of their maximum period of study
 - have reduced their number of failed courses to one** at the end of additional exams to be able to graduate
- University:** Gebze Technical University
- Senate:** Gebze Technical University Senate


SECTION II

Maximum Periods of Study and Dismissal

Maximum Periods of Study

ARTICLE 5- (1) The maximum period of study for associate degree programs with a two-year (four semesters) period of study is four years (eight semesters) and for bachelor's degree programs with a four-year period of study is seven years (fourteen semesters) for students, excluding the one-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 bachelor's degree students who enrolled in our university in 2014-2015 Education and Teaching Year or in previous years (excluding those whose enrollment was frozen with the Faculty Executive Board Decisions) and completed their maximum period

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of study of seven years (fourteen semesters) by adjusting the courses they had taken at their previous institution of higher education shall be implemented as of the end of 2020-2021 Education and Teaching Year Spring Semester.

(3) The maximum period of study for those students whose procedures are handled as per the “Gebze Technical University Lateral Transfer Directive for Associate Degree-Bachelor’s Degree Programs”, “Gebze Technical University Directive for Associate Degree-Bachelor’s Degree Course Exemption and Adjustment”, and “Gebze Technical University Directive for Bachelor’s Double Major Programs” is calculated as defined in these 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 when they were enrolled in their double major program.

(5) The periods 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 renew registration because of failure of tuition fee payment within their maximum period study. However, students may be dismissed with the decision of the university authorized boards and the approval of Turkish Council of Higher Education due to failure to renew registration because of failure of tuition fee payment for four successive years.

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

SECTION III Additional Exams, Extensions, Unlimited Rights 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 rights to sit an additional exam are granted.

(2) For courses that have never been registered for that they are responsible for in their curriculum for graduation, no rights to sit an additional exam are granted.

(3) No rights to sit an additional exam are granted for courses that consist of applied work, lab work, projects, studios, workshops, sketches, designs, land work, seminars, completion projects, and so on only, whose evaluation of success are based on the 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 completed their maximum period of study, on the dates decided by the related executive board.

(5) Those students who have passed 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 right to sit an additional exam may use their second right to sit an additional exam.


Dismissal at the End of Additional Exams

ARTICLE 8 – (1) Those students who **fail to reduce the number of 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 the number of their failed courses to one** at the end of additional exams are granted unlimited rights to sit an exam.

Extensions

ARTICLE 9 - (1) Those students who have **reduced the number of** courses that they have never registered along with their **failed courses to five maximum at the end of additional exams** are granted an extension of three semesters.

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

(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 courses in their curriculum and failed with a **NA, FF, DC, DD, VF** grade, are granted an extension of four semesters.

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 applied work, lab work, projects, studios, workshops, sketches, designs, land work, seminars, completion projects, and so on only; the ones that have never been registered for; or the ones with absenteeism, 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.

(4) 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.

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

Dismissal at the End of Extensions

ARTICLE 10 –(1) Those students with **remaining courses** at the end of extensions that they have never registered for are dismissed.

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

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

Unlimited Rights to Sit an Exam

ARTICLE 11 - Those final year students who:

- 1) have passed all the courses in their program curriculum (including conditionally-passed courses) at the end of their maximum period of study, but failed to meet the CGPA (2,00) required for graduation to increase their grade point average for the end of the semester, by registering for the courses of their choice
 - 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 be able to graduate
 - c) have reduced their number of registered but failed courses to one at the end of extensions to be able to graduate
- are granted unlimited rights to sit an exam.

Dismissal at the End of Unlimited Rights to Sit an Exam:


ARTICLE 12 –(1) Those students who never 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 rights to sit an exam and cannot benefit from this right. The students with such a state are dismissed.

Make-Up Exams

ARTICLE 13 - (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 their exam. For midterms of the applied work-weighted courses with compulsory attendance within the extensions, a make-up exam right may be granted.

Internship

ARTICLE 14 – Internship counts as one (1) course. Those students who pass all the courses at the end of their maximum periods of study, but have not completed their compulsory internship are granted an extension of 4 semesters. Those

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who complete their internship successfully become entitled for graduation. Those who do not fulfill their internship obligation are dismissed.

Other Provisions

ARTICLE 15– 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 rights to sit an exam may use their right to sit exams for the courses that are decided to be eligible by the related executive board in the event that there is a change in the education plans (curriculum) of the programs they are enrolled in, a change in the name or content of a course, or if the course is not offered in the related semester.

SECTION IV

Application for Exams, Contribution/Tuition Fee and Evaluation

Application for Exams

ARTICLE 16– (1) Following the final exam when the students have used their maximum period of study, they apply to their vocational school/faculty to use their right to sit additional exams that will be conducted on the dates to be announced by the vocational school/faculty.

(2) Those students who would like to use their unlimited rights 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 sheet and the 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 17– (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 rights 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 18 – (1) The letter grade of those students who have used their additional right or unlimited rights 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 scores that students receive are evaluated based on the Article 28 of “Gebze Technical University Regulation for Associate Degree-Bachelor’s Degree Education and Teaching”.

SECTION V


Enforcement and Execution

Abolished Directive

ARTICLE 19. The “Gebze Technical University Directive for Students Who Have Completed Their Maximum Period of Study But Failed To Graduate”, which accepted with GTU Senate’s meeting decision dated 28 April 2021 and Session numbered 2021/08, has been abolished.

Enforcement

ARTICLE 20 – (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 21– (1) The provisions of these Procedures and Principles of Implementation are executed by Gebze Technical University's Rector.

Date and Number of the Senate Where the Directive Was Accepted	
Date	Number
28 April 2021	2021/08
Date and Number of the Senate That Made Amendments to the Directive	
Date	Number
09 June 2021	2021/10
21 December 2023	2023/35