

ISTANBUL MEDENIYET UNIVERSITY
REGULATIONS FOR UNDERGRADUATE PROGRAMS

SECTION I
Purpose, Scope, Legal Basis, and Terms

Purpose

ARTICLE 1 (1) The purpose of these regulations is to establish the principles and procedures regarding the undergraduate education and examinations at Istanbul Medeniyet University except for the Faculty of Medicine.

Scope

ARTICLE 2 (1) These regulations cover the provisions regarding the education and examinations at the undergraduate level at Istanbul Medeniyet University except for the Faculty of Medicine.

Legal Basis

ARTICLE 3 (1) These regulations have been prepared based on Articles 14, 44, 46 of Act No. 2547: The Law on Higher Education, enacted on 4 November 1981.

Terms

ARTICLE 4 (1) The following terms used in these regulations refer to:

- a) Cumulative Grade Point Average (CGPA): Grade points obtained from each course is multiplied by credit hours for each course which are then summed across all courses. This sum is divided by the total number of credit hours. The quotient is rounded to 2 decimal places.
- b) Academic Calendar: The calendar including important dates such as the beginning and the end of academic year, registration and exam periods,
- c) ECTS: European Credit Transfer System based on student workload,
- d) Advisor: Faculty members to advise students, who are assigned by the relevant executive board with the recommendation of faculty/school/department in which the student is enrolled,
- e) Relevant Board: Faculty Board at faculties and School Board at schools,
- f) Relevant Executive Board: Faculty Executive Board at faculties and School Executive Board at schools,
- g) Workload: Time spent on all learning activities by a student for a course,
- h) DSA: Department of Student Affairs of Istanbul Medeniyet University,
- i) Prerequisite Courses: Courses which require students to pass one or more courses from previous semesters,
- j) Rector: Rector of Istanbul Medeniyet University,
- k) Senate: Senate of Istanbul Medeniyet University,
- l) University: Istanbul Medeniyet University,
- m) University Board of Directors: Board of Directors of Istanbul Medeniyet University

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SECTION II
Admissions and Enrollment

Admissions

ARTICLE 5 (1) Admissions to undergraduate programs are made according to the principles determined by the Senate within the scope of the relevant legislation.

(2) The principles concerning the application, admission, and registration of international students are determined by the Senate.

(3) The principles concerning the application, admission, and registration of internal and external lateral transfers are determined by the Senate.

First time Enrollment

ARTICLE 6 (1) Students admitted to undergraduate programs are enrolled by the DSA on the dates specified on the academic calendar.

(2) The following requirements are sought for the final enrollment to university faculties/schools:

(a) Having gained the right to enroll in university faculties/schools as a result of the examination administered by the Center for Measurement, Selection, and Placement (ÖSYM: Ölçme, Seçme ve Yerleştirme Merkezi).

(b) Having graduated from a high school or equivalent vocational school. Diplomas awarded by international high schools should be approved by the Ministry of National Education for equivalence.

(c) Having fulfilled tuition and fee requirements.

(d) Having fulfilled the student visa requirements (international student only).

(e) Having fulfilled the other requirements announced by the university.

(3) Original copies of the required documents or the true copies verified by the university are accepted during the registration. The military service status and criminal record is predicated on the candidate's declaration.

(4) A student ID is issued after enrollment procedures are completed.

(5) Those who fail to complete their enrollment by the due date are deemed to have waived their student rights and cannot make any claims.

(6) If a student is determined to provide false or misleading information or documents to gain the right for registration, they are not enrolled at the university. If they are already enrolled, their registration is cancelled regardless of the semester they are in and all documents issued to them including diplomas are deemed invalid. Those in this situation are considered not have gained student status and they cannot benefit from student rights or privileges in the future.

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Withdrawal from the University

ARTICLE 7 (1) Students may cancel their enrollment by making an application to the DSA. However, tuitions and/or fees are non-refundable.

(2) Those students who have cancelled their registration or who have been dismissed from the university for some reasons are obliged to follow the withdrawal process determined by the university and to pay any dues (e.g., tuition and fees, library dues or dorm fees etc.) in order to obtain their personal records.

(3) Those, who are awarded Associate degrees or withdraw from their enrolled program without meeting the graduation requirements, forfeit their student rights and they cannot reenroll in their program to complete their studies.

SECTION III
Education and Courses

Launching an Academic Program and Curriculum

ARTICLE 8 (1) An undergraduate program can be launched upon the request of a relevant department, the recommendation of a faculty board, resolution by the Senate, and approval of the Higher Education Council (YÖK).

(2) The curriculum of a program lays out the coursework, lab studies, applications, workshops, studios, practicums, and similar works offered in the program and their sequence across terms.

(3) The curriculum of a program and the changes in the curriculum are developed by the relevant department based on the principles determined by the senate and approved by the relevant board.

Academic Semesters

ARTICLE 9 (1) Educational activities in the faculties/schools are carried out according to the academic calendar.

(2) An academic year consists of two semesters (i.e., fall and spring) and each semester consists of 14 weeks. Exam periods are not part of the semester weeks.

(3) Weekly schedules of the courses in a semester or summer school are planned and announced by the relevant board and reported to the DSA.

(4) A summer session can be conducted in an academic year. The principles regarding education and training in the summer sessions are determined by the Senate.

Length of Study Program

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ARTICLE 10 (1) The normal period of study in a faculty/school is four years except for the School of Foreign Languages.

(2) The maximum length of study in a four-year undergraduate program (eight semesters) is seven years. The foreign language preparatory program is not included in this time.

(3) For those students who cannot meet the graduation requirements at the end of the maximum period of study, the procedures described below are followed:

- a) Students are entitled to two supplementary exams for all courses they fail.
- b) Students who fail to attend the exam on the announced date are not entitled to a make-up exam.
- c) If a student still fails 2-5 classes after taking the supplementary exams, they are eligible for an extension of three semesters. For those students who have not taken any supplementary exams but who still need to pass 2-5 classes to graduate are given an extension of four semesters. If a student fails more than one class at the end of the extension period, they are withdrawn from the university.
- d) Those students who cannot graduate due to failing a single class can retake the exams of that class for an unlimited time; however, they cannot benefit from their student rights and privileges.
- e) Only the exam grades are included in the calculation of the course grades and letter grades. Other grades assigned during the semesters are not taken into consideration.
- f) A student who is granted an unlimited retake right but who fails to take the exam three intermittent or consecutive years is deemed to waive their right and is withdrawn from the university.
- g) Students with unlimited retake eligibility continue to pay tuitions and fees. However, these students cannot benefit from student rights except for taking exams.
- h) Final year students who are in a position to be withdrawn from the university due to not being able to achieve the required GPA for graduation, despite passing all the required courses, are given an unlimited retake right to improve their grade averages. Students are not required to attend classes except for applied classes and classes not taken previously.

Preparatory Language Program

ARTICLE 11 (1) The principles regarding the required or elective foreign language preparatory programs are determined by the Senate based on relevant legislation.

Courses and Credit Hours

ARTICLE 12 (1) Courses in undergraduate programs are classified as required and elective courses. Required courses are listed in the curriculum and they are deemed as mandatory. Yet only the number and type of the electives are listed in the curriculum and they are picked up by students.

(2) The course names, codes, credits hours/ECTS, categories, prerequisites, exams (i.e., midterm and finals), all other features, and changes that can be made to these features are determined by

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the relevant board upon the relevant department's request based on principles specified by the Senate.

(3) The courses to be offered each semester and the instructors to teach these courses are determined by the faculty executive board upon the recommendation of the relevant department.

(4) The credit hours of a course consist of weekly total hours of the theory courses and half of the weekly total hours of the lab works, applied practices, workshops, studios, practicums and other similar works.

(5) For non-credit courses, only weekly hours of theory and applied practices are determined; however, these courses are not assigned any credit hours.

Minor Programs

ARTICLE 13 (1) Students enrolled in an undergraduate program can enroll in a minor program consisting of a certain number of courses of another undergraduate program in addition to their major programs. The minor is not an undergraduate degree. A certificate is provided to students who complete a minor. The principles of a minor program are determined by the Senate.

Double Major Programs

ARTICLE 14 (1) Students enrolled in an undergraduate program can simultaneously enroll in another undergraduate program at the university in addition to their first major. The second major program is called a double-major. Students who complete a double-major are awarded double-major diploma in addition to their major degree diploma. The principles of a double-major program are determined by the Senate.

Distance Education Programs

ARTICLE 15 (1) Some undergraduate programs and/or some courses can be held remotely with the Senate's resolution if deemed necessary.

Exchange Programs

ARTICLE 16 – (1) Exchange programs can be arranged between the university and higher education institutions in Turkey or abroad with mutual agreements. The principles regarding these programs are determined by the Senate.

Course Load, Add and Drop Policy

ARTICLE 17 (1) The normal course load is the total credits hours an undergraduate is expected to earn in the relevant semester.

(2) The course load of the students in a semester is limited to the normal course load. However, the load can be increased in the following conditions:

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a) Up to two courses for students with a GPA of at least 2.50, upon the request of the student and the approval of the advisor,

b) Up to three courses for students with a GPA of at least 3.00 upon the request of the student and the approval of the advisor.

(3) The minimum course load per semester is four credit courses. In some cases, the course load may be reduced with the approval of the relevant department chair.

(4) The minimum course load requirement is waived for students who are eligible to graduate at the end of the registered semester.

(5) Freshman students are obliged to take all courses specified for them in their program schedule.

(6) Students with a CGPA below 1.80 at the end of the fourth semester/second year are identified as probation students and these students cannot take courses from the fifth semester. These students must leave the probationary status in order to take courses in the fifth semester / third year and the following semesters / years.

(7) Students on probation first repeats the courses they have taken, specifically the courses they have passed with an FF, DD, DC, or YZ grade. They do not repeat the courses they have withdrawn.

(8) CGPA should be at least 1,80 to end the probation period.

(9) The minimum course load does not apply to students on probation.

(10) Students can drop and add classes with their academic advisors' approval during the add-drop period specified in the academic calendar.

(11) If a course has a prerequisite(s), the department offering the course reports it to the relevant board along with the justification and the board approves the course and the prerequisite(s). A student cannot take a course with a prerequisite unless they pass the prerequisites.

Registration

ARTICLE 18 (1) Students are obliged to register for classes every semester/academic year within the specified period in the academic calendar. If a student fails to register within the specified period, their enrollment is suspended, and they cannot benefit from their student rights and privileges.

(2) The steps below are followed to register for classes:

a) Payment of tuition and fees and fulfilling financial obligations of previous semesters, if any.

b) Registering through the student information system.

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c) Getting approval for the course registrations from the student's advisor after consulting them

(3) When determining the courses to register, the order below is followed provided that prerequisites are met:

- a) Courses to be repeated.
 - b) Required courses which should have been taken in previous semesters.
 - c) Required courses in the normal sequence.
 - d) Courses for which a student wishes to improve their grade
- This order can only be changed with the advisor's approval.

(4) Those students whose enrollment is suspended but who wish to register for the term should make an application to their department by stating and documenting their excuses by the end of the add-drop period at the latest. The DSA registers those students whose excuses are accepted by the relevant executive board and who meet the registration requirements for the term/academic year.

Course Withdrawal Policy

ARTICLE 19 (1) A student can withdraw from a class according to the following rules:

- a) Course withdrawals are made in the sixth week of the semester.
- b) Course withdrawal process is carried out through the student information system with the approval of the advisor after discussion with the student.
- c) The advisor who approves the withdrawal informs the course instructor.
- d) A student can withdraw from only one course in a semester.
- e) A student cannot withdraw from the courses within their first academic year.
- f) Withdrawals cannot be made for repeated courses, previously withdrawn courses and non-credit courses.
- g) Students who take the minimum course load in a/an semester/academic year cannot withdraw from a course.

Course Repeat Policy

ARTICLE 20 (1) The courses from which a student has received FF, DZ or YZ grade should be repeated.

(2) An elective course to be repeated can be replaced with another elective course of the same type/category with the approval of the student's advisor based on the program curriculum. Exceptional cases are evaluated by the relevant executive board upon the relevant department chair's recommendation.

(3) The courses from which a student has received a grade of DD or above, can be repeated within three semesters following the semester in which the course has been taken. This rule does not apply

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to a student on probation or a student who has passed all courses but who has not achieved the required GPA.

(4) In a repeated course, the final grade overrides the previous grade received from the course no matter it is higher or lower than the first grade.

Credit Transfers

ARTICLE 21 (1) Newly admitted students or enrolled students can apply for an exemption for the courses they have already taken and passed in another higher education institution. The exemption request is evaluated and approved by the relevant executive board and the department chair's opinion is considered when making a decision.

(2) Enrolled students must submit their credit transfer and course adjustment request to their departments within the first month after the classes begin.

(3) Credit transfers and course adjustments are made according to the current curriculum.

(4) Credit transfers and course adjustments can only be made for the courses passed unconditionally.

Class Attendance

ARTICLE 22 (1) Students are required to attend classes, applied practices, exams and other academic studies required by the instructor.

(2) Students' attendance to classes is observed and evaluated by the course instructor.

(3) Students are obliged to attend 70% of theory classes and 80% of the applied classes such as lab works and workshops. The absentee students are announced by the relevant faculty member in the last week of the semester and these students cannot take the final and retake exams.

(4) The impact of attendance on the eligibility to take the midterm and final exams and on the course grade; required exams, assignments, applied practices and other similar works and their weighting for the course grade; and the eligibility criteria to take the final exam, if any, is determined by the course instructor and announced to students at the beginning of the semester or academic year.

(5) For applied classes, students' absence is excused if they submit a medical report.

Leave of Absence

ARTICLE 23 (1) Students can take a leave of absence with the relevant executive board's permission for the following reasons: medical, financial, family-related, military service, or domestic/international exchange programs. Students can take a leave of absence for a maximum of four semesters, but the absence cannot exceed two semesters at one time.

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(2) Students who wish to take a leave should submit a petition describing their excuse along with the necessary documents to their department within the first two weeks of the semester/academic year the latest. However, in the event that the excuse for the leave emerges after this period, a student can make an application at any time.

(3) The department chair forwards the request for leave to the relevant executive board along with the comments of the advisor and the chair.

(4) The resolution of the board is reported to the DSA which puts the decision into action.

(5) Students who wish to return to school before the end of the leave period must submit a petition to the department before the course registrations begin.

Lateral Transfer

ARTICLE 24 (1) Lateral transfers to faculties and schools affiliated with the university from external institutions are determined by the relevant executive board based on the provisions of the related legislation.

(2) The issues regarding the transfer between the faculties and departments within the university are determined by the Senate.

Students with Disabilities

ARTICLE 25 (1) A student, whose disability status and degree has been proven by a medical report, is obliged to comply with the provisions of the regulations here regarding taking courses. However, if the student's disability impedes them to meet the course requirements, any necessary alterations, adaptations or arrangements are made with the approval of the student's advisor and course instructor to eliminate the impediments. If the student cannot still fulfill the course requirements despite all adaptations, they can take another equivalent course if available.

(2) A student with a disability must take all the exams specified in these regulations. However, location, time, length and format of the exam can be adjusted based on the student's needs with the course instructor's approval to ensure that the student can show their true performance. Students can be provided with accommodations such as special alphabets, computers, magnifiers, read-aloud, and scribe.

SECTION IV Examinations and Grading

Examinations

ARTICLE 26 (1) Examinations comprise midterm exams, final exams, retake exams, supplementary exams, make-up exams, and exemption exams. These exams can be administered in written, oral, both written and oral or applied formats.

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(2) Assignments, projects and similar works carried out within/throughout the coursework can be used in lieu of midterm exams.

(3) At least one midterm and one final exam is given in each course.

(4) Courses which do not require a midterm and/or a final exam are determined by the relevant department and reported to the DSA.

(5) It is course instructors' and proctors' responsibility to conduct examination in accordance with the rules.

(6) Students must take the exam on the announced test date and location. They must present their IDs and other required documents.

(7) Midterm, final and retake exams are held on the dates indicated on the academic calendar. All other exams can be administered provided that students are informed at least one week prior to the test date.

(8) All students who have met the requirements to take the final exam of the courses in an academic semester/year are entitled to take retake exams for the courses that will substitute their final grade if they fail to take the final exam of the courses or they have taken the final tests but failed them, or if they have obtained a conditional pass for the courses, or they just wish to improve their grades.

(9) Details regarding the single course exams offered to failing students in their last academic semester/year:

a) The student who requests to take the supplementary exam files a petition to the relevant department. The supplementary exam is held at the end of the academic semester/year on a date determined by the relevant department following the retake exams.

b) A student is entitled to take a supplementary exam for a single course if the student has successfully completed all courses of the program they are enrolled in until the last academic semester/year, if they have fulfilled the requirements of the program and have obtained an overall grade point average of 2.00 or above.

(10) A student who fails to take the retake exam but whose excuse is accepted by the relevant executive board may take the make-up exam to be held after the retake exam. The student's right to take a make-up exam depends on the following conditions:

- a) An official medical report,
- b) A medical report obtained from private hospital in case of an emergency,
- c) A document indicating the death of a student's relatives (mother, father, siblings, spouse, children etc.) on a date that prevents them from taking the exam,
- d) An official document received from authorities in case of unexpected situations such as traffic accidents, fires, flood, earthquake, collapse, or demolition,
- e) An official document received from authorities in case of detention or arrest,
- f) Emergence of other excuses accepted by the relevant executive board.

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(11) Students who have a valid excuse and fail to take the retake exams might make an application for a make-up exam to relevant faculty/school within 10 days following the exam period. For those students whose application is accepted, the make-up exam is administered on a date determined by the faculty/school.

(12) Relevant instructors determine the procedures to be followed for students who have a valid excuse and fail to take the exams or complete their assignments during the semester.

(13) Exam results are announced within seven days from the date of the examination and reported to faculties/schools.

Grading

ARTICLE 27 (1) Students receive a letter grade for each course they have taken at the end of a semester/academic year.

(2) The letter grade is assigned by the instructor offering the course.

(3) The student's midterm score, final exam score, performance in other works throughout the semester and class attendance are taken into account in assigning the letter grade. Final exam score can make up minimum 40% maximum 60% of the course grade.

(4) Courses for which an exemption exam may be administered, exemption requirements and application principles for exemption are determined by the Senate.

(5) The corresponding percent grades and achievement levels for the letter grades which contribute to grade point averages are shown below:

<u>Achievement Level</u>	<u>Letter Grade</u>	<u>Coefficient</u>	<u>Percent Grade</u>
Exceptional	AA	4,00	90-100
Excellent	BA	3,50	85-89
Very Good	BB	3,00	80-84
Good	CB	2,50	70-90
Average	CC	2,00	60-69
Adequate	DC	1,50	55-59
Marginal	DD	1,00	50-54
Unacceptable	FF	0,00	0-49
Exempt	MU	-	-
Absent in final exam	GR	0,00	0,00
Absentee	DZ	0,00	0,00
Satisfactory	YT	-	-
Unsatisfactory	YT	-	-

(6) The following is the explanation of the letter grades indicated in the fifth paragraph of Article 27 which does not contribute to grade point averages:

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a) (MU) is assigned to external transfer students or students who are enrolled at the university via ÖSYM exam, lateral or vertical transfer for courses which are taken previously and are approved by the relevant executive board for equivalence upon the recommendation of department chair.

b) (GR) is assigned to a student who fails to take the final exam.

c) (DZ) is assigned to a student who fails to meet the class attendance requirements.

d) (YT) is assigned to students who complete their studies successfully.

e) (YZ) is assigned to students who fail to complete their studies successfully.

(7) A student should receive minimum (CC) for an unconditional pass.

(8) A student should not be on probation to be considered successful for a class for which they have received a conditional pass (DC, DD). Otherwise, they should repeat the class for which they received (DC) or (DD) letter grades.

(9) The course instructor announces course measures and their weighting, whether absolute or relative grading is adapted for each measure, and evaluation criteria within two weeks after the semester/academic year begins.

Changing Grades

ARTICLE 28 (1) Errors in course grades are rectified upon a student's or a course instructor's request with the approval of the department chair within one week following the announcement of the final grades. In case this time is not sufficient, corrections to errors are made with the recommendation of the chair of the department where the course is offered and the resolution of executive board the department is affiliated with.

SECTION V Graduation, Diplomas and Other Academic Documents

Graduation

ARTICLE 29 (1) Those students who complete the courses of their study program successfully, who fulfill program requirements, and who have a CGPA of 2.00 and above without an FF grade are eligible to graduate.

Honor Students

ARTICLE 30 (1) Those students, who finish their undergraduate program within the normal period of study, who are not assigned disciplinary sanctions, and who has a CGPA of 3.00 – 3.49, graduate with honors. Students with a CGPA of 3.50 and above with the same qualifications graduate with high honors.

Degrees, Certificates and Other Documents

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ARTICLE 31 (1) Degrees, certificates and other documents issued to students and the alumni, and terms and conditions for their issuance are described below:

a) The undergraduate degree is awarded to students who meet the graduation requirements of the undergraduate program.

b) A double major undergraduate degree is awarded to students who are deemed eligible to graduate from their undergraduate program and meet the graduation requirements of their double major program.

c) An associate degree is awarded to those students who wish to leave the university before they become eligible for graduation. Those students are required to follow the university withdrawal procedures and submit an application for the associate degree. Students should not have received an FF grade in the courses of their program curriculum during the first four semesters and should have a CGPA of 2,00 to be eligible for an associate degree.

e) A degree verification letter is a one-time official document issued to those who are qualified to receive a diploma. It is a provisional document to substitute the diploma.

f) Diploma supplement is a document provided in addition to a diploma to ensure the international recognition of academic and professional qualifications.

g) An honor certificate is a document presented to honor students.

h) A minor certificate is issued to students who are qualified to graduate from the undergraduate program and who have successfully completed their minor program. This certificate is not a diploma.

i) The transcript is the official record that shows the courses taken in each semester/year, the credit hours of the courses, the grades received in these courses, semester/academic year, the overall GPA (CGPA) and students' standing starting with students' enrollment at the university.

j) Enrollment certificate is a document that provides students' enrollment status.

(2) The signatures, format, size, and the information to be written on diplomas, certificates, and other documents are under the authority of the Senate.

(3) In the event that a diploma or certificate is lost, it is reissued for one time only. The reissued copy is labelled as "duplicate copy".

(4) In the event that a graduate's first and/or last names change after the graduation date, the information on the diploma and/or certificate cannot be edited, or the documents cannot be reissued to reflect the name changes.

SECTION VI
Miscellaneous and Final Provisions

Tuition and Fees

ARTICLE 32 (1) Tuition and fees and all other fees are determined by the Board of Directors based on the relevant legislation.

Disciplinary Actions

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ARTICLE 33 (1) Disciplinary actions towards students are carried out in accordance with the provisions designated in regulations entitled *Regulations for Student Discipline at Higher Education Institutions* published in the *Official Gazette* No.28388 dated 18 August 2012.

Non-Degree Students

ARTICLE 34 (1) Non-degree students are not enrolled in any program at the university. These students register for a limited number of courses and they are expected to fulfill requirements of the courses they register for. The principles governing the non-degree students are determined by the Senate.

Written Notices

ARTICLE 35 (1) All kinds of written notifications are mailed to the student's address indicated in official records and/or sent to the university e-mail.

(2) It is the student's responsibility to observe messages sent to the e-mail address provided by the university.

Cases without any Provisions in the Current Regulation

ARTICLE 36 (1) In case these regulations lack the provisions for some conditions, provisions in other relevant legislation or the Senate's and the relevant board's resolutions are implemented.

Repealed Regulation

ARTICLE 37 (1) The regulations for undergraduate programs at Istanbul Medeniyet University published in the *Official Gazette* No.28324 dated 15 June 2016 have been repealed.

Enforcement Date

ARTICLE 38 (1) These regulations become effective on the date of its publication.

Execution

ARTICLE 39 (1) The provisions of these regulations are executed by the Rector of Istanbul Medeniyet University.